



EMERGENCY OPERATIONS PLAN

This Plan represents the local element of the Integrated Emergency Management System (IEMS) of the County of Johnson, State of Kansas and of the United States by:

The Departments of the City of Overland Park

With the coordination and assistance of:

The Johnson County Department of Emergency Management and Homeland Security

Under the guidelines established by:

The Kansas Division of Emergency Management

and the

United States Department of Homeland Security

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FOREWORD

GENERAL: The City of Overland Park's Local Emergency Operations Plan (LEOP) is written to consider all relevant hazards identified in the Johnson County, Kansas, Hazard Analysis and to address the four phases of emergency management – mitigation, preparedness, response and recovery. It defines, to the extent appropriate, the policies, roles and responsibilities for management of emergency operations within the constraints of existing resources and capabilities.

EMERGENCY PLANNING POLICY: Emergency Operations planning in Overland Park relies on a cooperative process between the city, county, state and federal governments as well as appropriate private sector partners. In accordance with KSA 48-929, responsibility for emergency management and emergency operations planning resides with the county. It is the policy and intention of Johnson County, however, to encourage the cities within the county to develop emergency operations plans of their own. Such plans, however, shall reference and be consistent with the provisions of the Johnson County Emergency Operations Plan (CEOP). The Johnson County Emergency Management and Homeland Security Department shall:

- Render planning assistance, as requested, to any city within Johnson County
- Review city plans

The Overland Park LEOP consists of two components identified as the Basic Plan and functional Annexes. The Basic Plan section is a relatively broad conceptual framework describing the policy and approach to emergency operations for use by city officials. Annexes are components of the plan that provide specific information and direction for the Executive Leadership Team. Although not a component of the plan, the Emergency Standard Operating Procedures (SOPs) should support the annexes and contain technical and detailed operational information for operating departments and individuals to carry out assigned roles and responsibilities.

DISCLAIMER: Even though every effort has been made to make the response and recovery provisions of this plan parallel the normal, non-emergency functions of city departments, it is developed as a guide for emergency operations in a disaster or major emergency, not for the conduct of day-to-day operations. All departments and individuals involved in emergency operations should understand that events may take place which would make it improper and inadvisable to proceed in a manner that would jeopardize lives and property simply to implement this plan, the supporting county plan, or a specific SOP. Individuals and departments having responsibilities set forth in this plan must have the freedom to augment its provisions in order to deal with an emergency or disaster event using resources that are available and actions that are possible within the time limits dictated by the situation.

The Plan has been prepared to meet county, state and federal requirements and is intended to provide the overall framework within which tasked departments will operate in a major emergency or disaster. The plan is not designed to be a checklist to specific actions during emergencies or disasters or to take the place of valid city or departmental operating procedures or guidelines. It is intended, rather, to be an instrument that ties the various agencies and jurisdictions together as a team during such emergency or disaster situations.

PROMULGATION: The City of Overland Park Emergency Operations Plan has been developed to establish the policies, guidance and procedures that will provide the elected and appointed officials, administrative personnel, various governmental departments, and private and volunteer agencies with the information required to function in a coordinated and integrated fashion and to ensure a timely and organized management of the consequences arising from emergencies/disasters.

As the City Manager of the City of Overland Park, I endorse this Plan on May 16, 2011, and direct that all personnel involved to assume the roles and responsibilities and take appropriate actions as outlined herein.

/s/ *Bill Ebel*

Bill Ebel, City Manager
City of Overland Park

May 16, 2011

THE BASE PLAN

(EXECUTIVE OPERATIONS)

PURPOSE:

The purpose of the Overland Park Emergency Operations Plan is to provide the overall framework and sets forth the guidelines for the emergency organization of City Departments and the scope of their activities, volunteer agencies and the private sector in an integrated and coordinated fashion before, during and after an emergency/disaster event. Specific objectives are:

- Setting forth the legal authority for certain actions and restrictions
- Prevention and minimization of injury and damage
- Reduction of the exposure of the citizens of Overland Park and their visitors to any disaster
- Establishment of capabilities for protecting citizens from the effects of emergencies or disasters
- Designating functional primary and support responsibilities to all City departments
- Mobilization of agencies having the capabilities to support these objectives
- Providing for the prompt and effective response to emergencies/disasters
- Minimizing hardships caused by emergencies or disasters by providing or arranging for aid to individuals
- Rapid and complete recovery of Overland Park to normal conditions following emergencies or disasters
- Providing guidance to Departments on emergency operations
- Successful coordination with county, state and federal agencies responsible for and responding to an emergency or disaster

The policy of the City of Overland Park requires the equal treatment of all citizens, free from any discrimination. The same policy establishes procedures for receiving and dealing with complaints of discrimination by members of city government. Therefore, all actions contemplated under this plan shall be carried out in accordance with a strict policy of nondiscrimination.

Each department will develop its own related Standard Operating Procedures (SOP's) based upon this Plan and their assigned tasks.

AUTHORITIES & REFERENCES:

- **Federal:**

- National Response Framework. This guide establishes how the nation conducts incident response. It is built upon flexible, scalable and adaptable coordinating structures to align key roles and responsibilities across the nation, linking all levels of government and private sector businesses and nongovernmental organizations. It is intended to capture specific authorities and best practices for managing incidents that range from the serious but purely local, to large-scale terrorist attacks or catastrophic natural disasters.

- Homeland Security Presidential Directive # 5: Management of Domestic Incidents

This directive is intended to enhance the ability of the United States to manage domestic incidents by establishing a single, comprehensive National Incident Management System (NIMS).

- Homeland Security Presidential Directive # 8: National Preparedness

This directive establishes policies to strengthen the preparedness of the United States to prevent and respond to threatened or actual domestic terrorist attacks, major disasters, and other emergencies by requiring a national domestic all-hazards preparedness goal, establishing mechanisms for improved delivery of federal preparedness assistance to state and local governments, and outlining actions to strengthen preparedness capabilities of federal, state, and local entities.

- National Incident Management System (NIMS)

A system mandated by HSPD-5 that provides a consistent nationwide approach for federal, state, local and tribal governments; the private sector; and non-governmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity.

- Emergency Support Functions (ESF's), Support and Incident Annexes

A system contained within the National Response Framework to include the Core Document, Emergency Support Function Annexes, Support Annexes, Incident Annexes, National Planning Scenarios, Strategic Guidance and Playbooks.

- Homeland Security Act of 2002, Public Law 107-296, 116 Stat. 2135.

This Act established the Department of Homeland Security with the mandate and legal authority to protect the American people from terrorist attacks, major disasters, and other emergencies.

- Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, as amended, 42 U.S.C., Public Law 93-288 as amended by Public Law 100-707

This act provides the authority for the provisioning of disaster relief and assistance by the federal government. It also establishes roles and responsibilities for state and local governments during federally declared emergencies and disasters.

- Emergency Management and Assistance, 44 C.F.R., Chapter 1. (Oct. 1, 1992)

This portion of the United States Code implements the Stafford Act and delineates the organization, policies & procedures governing the activities and programs of the Federal Emergency Management Agency and other federal agencies, and further defines the role of state and local government in the Emergency Management structure.

- Emergency Planning and Community Right-to-Know Act of 1986. (Public Law 99-499, October 17, 1986), Title III of the Superfund Amendments & Reauthorization Act (SARA)

This federal legislation outlines the requirements for emergency planning and notifications pertaining to emergencies involving hazardous materials (HAZMAT).

- FEMA Comprehensive Preparedness Guide 101

This document establishes non-regulatory guidance on the conduct of the emergency planning process and the development of Emergency Operations Plans.

- **State:**

- Kansas Statutes Annotated (KSA), 48-9a01

This Emergency Management Assistance Compact (EMAC) is a mutual aid agreement and partnership that allows states to assist one another during emergencies. EMAC establishes a firm legal foundation for States to send assistance to, and receive assistance from other States.

- KSA 48-904 *et seq.*, as amended

This state statute establishes the duties, roles and responsibilities for emergency management within the state, and establishes basic requirements for counties to establish and maintain emergency management programs. It outlines the organization, policies and procedures governing the Kansas Division of Emergency Management (KDEM), establishes the powers and authorities of the Governor, state and local officials to deal with emergencies/disasters before, during and after their occurrence.

- KSA 65-5701 *et seq.*, as amended

This state statute is the state level implementation of SARA, Title III. It defines the HAZMAT roles and responsibilities of state agencies, makes counties HAZMAT emergency planning districts and establishes a Local Emergency Planning Committee (LEPC) in each county.

- KSA 12-16, 117

This state statute empowers municipalities (counties and cities) to establish policies regarding the rendering of aid to other municipalities during times of declared emergencies/ disasters. It streamlines the process of mutual aid over the “interlocal agreement” mechanism contained in KSA 12-2901.

- Kansas Administrative Regulation (KAR) 56-2-1 through 56-2-2

This regulation defines the requirements of local emergency management agencies. It establishes the minimum functions of such agencies, the minimum support counties must provide to such agencies and the minimum qualifications of county emergency management directors/coordinators.

- Revised Statutes of Missouri (RSMo), 70.837

This Missouri State statute allows public safety agencies in Missouri to provide aid to other public safety agencies in bordering States.

- **County**

- Johnson County Resolution 022-11

Establishes a disaster agency responsible for emergency management and coordination of response to disaster emergencies in the county, defines the

responsibilities and powers of county officials, provides for the appointment of a county emergency management director and outlines Management and Homeland Security (JCEMHS) department.

- Johnson County Resolution 115-95

This resolution implements the authority to render emergency mutual aid under the provisions of KSA 12-16,117.

- Memorandum of Understanding (MOU) between the Radio Amateur Civil Emergency Services (RACES), the Amateur Radio Emergency Service (ARES) & JCEMHS.

This MOU outlines the scope of operations for amateur radio support to county government during emergencies.

- **Regional:**

- Metropolitan Medical Response System (MMRS) Operations Plan:

The MMRS Operations Plan describes the procedures necessary to ensure an effective and coordinated medical response to an incident involving weapons of mass destruction (WMD) in the Kansas City metropolitan area. This plan assumes a WMD incident would be regional in scope, and describes the responsibilities and capabilities of agencies across the metropolitan area to respond to such an incident.

- Regional Mass Casualty Incident (MCI) Plan:

Developed by the Mid-America Regional Council Emergency Rescue (MARCER) Committee, this plan describes the procedures necessary to ensure an effective and coordinated response to an incident involving mass casualties in the metropolitan area. It provides a structure for coordination and communication among multiple emergency medical agencies and other organizations providing pre-hospital emergency care. The plan seeks to maximize the existing resources of EMS agencies and hospitals.

- Regional Coordination Guide (RCG):

This guide as adopted by the Mid-America Regional Homeland Security Coordinating Committee (RHSCC) is intended to ensure coordination among jurisdictions in the metro-area during emergency events that impacts or has potential impacts cross jurisdictional boundaries. It provides a useful and flexible

management system that is particularly adaptable to incidents involving multi-jurisdictional and multi-agency response. The RCG ensures a series of formal actions are in place to facilitate communication and cooperation between the many agencies and organizations potentially involved in emergency events requiring some degree of regional coordination. Participation in the activities described in the RCG is voluntary. The concepts described are designed to be flexible and the extent of the RCG's use will be determined by the event and the needs of the involved jurisdictions, agencies and organizations.

- County and Municipal Government Guidelines for the Implementation of the Homeland Security Advisory System:

The Mid-America Regional Council's Regional Homeland Security Coordinating Committee developed this document as a guidebook to assist local governments in initiating standardized actions as a result of increased terrorist threat levels in the United States and the Kansas City Metropolitan Area.

- **City:**
- Overland Park Municipal Code, Sections 2.09.320-2.09.360:

In compliance with statutes, designates the Mayor as the individual to determine the existence of a State of Emergency. The Mayor shall proclaim the Emergency and be responsible for disaster relief activities and request assistance from county and state agencies as required. Job roles/responsibilities will likely change in the event of a disaster.

- Overland Park Resolution No. 2796:

Resolution authorizes the City Manager or his or her designees, to provide such assistance as may be required under authority granted in K.S.A. 1994 Supp. 12-16, 117.

PLANNING ANALYSIS:

The ongoing analyses of the hazards that pose a risk to Overland Park are derived from the following sources.

- The County Multi-Hazard Analysis was conducted with the use of Mitigation 2020 planning software provided by the Kansas Division of Emergency Management. The mitigation plan analyzes all natural, technological and society hazards identified as having a possible impact in Johnson County including Overland Park. The analysis outlines the potential hazards, their likelihood of occurrence and the vulnerability (or

impact) of the cities and county to an occurrence. The hazard analysis provided in this document as a matrix (see Figure 1) has been developed as a summary of hazards. A more comprehensive analysis is available in the mitigation plan.

- The most current SARA, Title III, HAZMAT facility reporting documents and other research accomplished under the auspices of the LEPC and the Commission on Emergency Preparedness and Response (CEPR) such as the Kansas Hazardous Materials Transportation Risk and Vulnerability Assessment Tool. Specific, more detailed hazard assessments for potential HAZMAT incidents are accomplished using plume modeling software programs (such as ALOHA) available to county and city agencies.
- Through FEMA's National Preparedness Directorate State Homeland Security Assessment and Strategy (SHSAS) process, an assessment is performed of the threats, vulnerabilities, capabilities, needs, and plans specific to weapons of mass destruction. This assessment is used as a planning tool for various Federal, State, and local governments.
- Other significant risk/threat assessments as produced by various federal, state and local government entities as well as private organizations. Some examples are: terrorism threat assessments by law enforcement agencies (FBI, KBI, etc.), earthquake severity zones as defined by the U.S. Geodetic Survey or the Kansas Geologic Survey, long range weather analysis by the National Weather Service (NWS), the Kansas Hazard Mitigation Plan and floodplain analysis, Johnson County Hazard Mitigation Plan, and maps produced by the National Flood Insurance Program (NFIP) of FEMA.

- **Natural Hazards:**

In general, Overland Park faces its greatest hazards from severe weather, primarily high winds and tornadoes during the spring and summer months and ice and snow storms during the late fall, winter and early spring. The city is particularly vulnerable to such events due to the high density of population and development. Portions of the city are subject to flash flooding associated with severe thunderstorms, but have relatively little vulnerability to long-term, riverine flooding. Current scientific research assigns the city a moderate earthquake risk. The city is subject to naturally occurring infectious diseases, both those that affect humans and animals. As with any highly developed and populated area, the city would be vulnerable to protracted, severe drought conditions. The likelihood of such an event is slight; however, the robustness of the county utility infrastructure would be a significant mitigating factor in such an event.

- **Technological Hazards:**

The rapid growth and complexity of the city makes the risk it faces from manmade and technological hazards at least as high as and perhaps higher than that of natural hazards. Risk from HAZMAT transportation accidents is especially high due to the presence of major national highway corridors, the main rail lines of two major railroads, and the flight path of commercial air traffic all serving the major industrial districts of the Kansas City metropolitan area. A 1996 HAZMAT transportation corridor study conducted by the University of Kansas ranked the county as one of the top three “at risk” counties in the state with Wyandotte County, which borders Overland Park to the North also among the top three counties. The risk posed by fixed facility HAZMAT incidents is significantly less than that of HAZMAT transportation incidents. While there are a number of facilities which store and use such materials, the industrialization of the city tends toward light industry and the codes and inspection system within the city is highly developed. The presence of large industrial facilities in areas surrounding the city, however, make the fixed facility threat greater than in most other areas of the state.

- **Terrorism and Weapons of Mass Destruction (WMD):**

Acts of terrorism can come in many forms including the use of Weapons of Mass Destruction (WMD) involving Chemical, Biological, and Radiological, Nuclear, or Explosive (CBRNE) weapons. As a highly visible suburban/urban city in a major Metropolitan area, within the nation’s heartland, the threat of terrorism is a concern for Overland Park. The Police Department, along with law enforcement agencies in Johnson County works with various local, State, and Federal partners to analyze this threat on a regular basis. Based on this analysis, various programs are in place to enhance the city’s ability to prevent, prepare for, respond to, and recover from terrorist events.

- **Demographics:**

Historically, the city has strived to create an environment of an enhanced quality of life and highly responsive service to the citizen. This long-standing expectation will significantly complicate the impact of a major emergency/disaster event and the city’s ability to respond to it. On the other hand, the relative affluence of city residents and the consequential high levels of insurance should serve to facilitate long-term recovery. Every workday in Overland Park major migrations take place - the influx of workers to the major businesses and corporate offices within the city and county and the outflow of city and county residents to jobs (primarily) in Kansas City, Missouri. This factor makes the city highly vulnerable to any disruption (regardless of the cause) of its heavily traveled and complex transportation infrastructure. The residents of the city are served by an effective public health

system which should make them more resistant to the impact of disease caused by epidemic, natural disasters or biological terrorism. The city has a growing population of seniors and citizens with special needs.

- **Political Considerations:**

In 2009, the city accounts for 15.6 percent (75 square miles compared to 479.7 square miles in county) of the geographical area of the county. Based on July 2005 United States Census Bureau estimates, the city accounts for about 32.5 percent of the population (173,700 compared to county population of 506,562). Fire district boundaries overlap portions of the city limits. There are three public school districts within the city.

- **Summary:**

Overland Park is highly vulnerable due to its growth and high level of development complicated by a historically high expectation of service on the part of its citizens. This vulnerability is mitigated by a highly responsive and well-developed infrastructure and social service delivery system. However, any significantly disruptive event in the populated areas of the city will place severe stress on the response and recovery capabilities of the city and county governments, and private volunteer services.

2010-11 Hazard Profile Summary for Johnson County						
Hazard	Probability	Magnitude	Warning Time	Duration	CPRI	Planning Significance
Winter Storm	4	3	2	3	3.30	High
Flood	4	2	3	4	3.25	High
Wind Storm	4	2	4	2	3.20	High
Infrastructure Failure	3	2	4	3	2.85	Moderate
Hail Storm	4	2	2	1	2.80	Moderate
Lightning	4	2	2	1	2.80	Moderate
Tornado	2	4	4	1	2.80	Moderate
Major Disease Outbreak	2	4	1	4	2.65	Moderate
Terrorism	1	4	4	4	2.65	Moderate
Hazardous Materials	2	3	4	2	2.6	Moderate
Extreme Temperatures	3	2	1	3	2.40	Moderate
Wildfire	3	1	4	2	2.45	Moderate
Dam & Levee Failure	1	4	2	3	2.25	Moderate
Radiological	1	3	4	3	2.25	Moderate
Expansive Soils	3	1	1	4	2.20	Moderate
Agricultural Infestation	2	2	1	4	2.05	Moderate
Earthquake	1	3	4	1	2.05	Moderate
Drought	2	1	1	4	1.75	Low
Landslide	2	1	3	1	1.75	Low
Land Subsidence	1	1	1	4	1.30	Low
Soil Erosion / Dust	1	1	1	4	1.30	Low
Fog	1	1	1	1	1.00	Low

OPERATIONAL CONCEPTS:

- **General:** The statutory responsibility for the development and maintenance of an Integrated Emergency Management System (IEMS) rests with county government, specifically the Board of County Commissioners (BOCC). By county resolution, Johnson County Emergency Management and Homeland Security (JCEMHS) is charged by the BOCC with the accomplishment of the required functions of emergency management, which include the coordination of all aspects of the IEMS during the four phases of emergency management – mitigation, preparedness, response & recovery. The basic task of JCEMHS is to create in-place structures and processes to allow the numerous entities with emergency/disaster responsibilities to work together in a pre-planned and coordinated fashion.

Even though the statutory responsibility for the system is the county's, the responsibility for the safety and welfare of the residents of Overland Park rests with local government. The basic premise of the County's CEOP is that emergency/disaster response should occur at the lowest level of government. Situations which require responses or resources beyond the immediate local level, however, must be communicated to the next higher level of government as discussed below. One primary principal is that control of the emergency or disaster situation remains the responsibility of the local jurisdiction regardless of the level of augmentation provided by outside entities. Ultimate responsibility and authority within any local jurisdiction resides with the duly elected officials of that jurisdiction, and command, control and coordination structures during all phases of emergency management will be designed to exercise that responsibility. The standard structures within Overland Park through which such responsibility and authority are exercised are as follows:

- Overland Park utilizes the processes, protocols, and procedures established through the National Incident Management System (NIMS). The Incident Command System (ICS) of the NIMS is the standard that governs the management and command and control of emergency response.
- The City's Emergency Operations Center, known as the Command and Control Center, is the physical location through which the jurisdictional authority of the city is exercised to deal with the broad impacts of the disaster/emergency event.
- The County Emergency Operations Center provides primary coordination and control over countywide events or events involving the unincorporated portions of the County, providing assistance and resources as requested by the cities and serving as the single point of contact for the augmentation of

resources/assistance from higher echelons of government (i.e., state and federal.)

- Communications Centers through which requests for and deployment of resources are made, and through which decisions of jurisdictional authorities may be communicated.

- **Emergency/Disaster Declarations:**

At any point during the development of an emergency situation, the City may determine it cannot handle the situation without the use of outside resources. Such resources may be obtained through the invocation of existing, routine mutual aid agreements without declarations of emergency/disaster; however, significant augmentation of resources or activation of state and federal assistance (as provided under K.S.A. Chapter 48, Article 9, K.S.A. 12-16, 117 or the Stafford Act) must be accompanied by a properly executed emergency declaration by the Mayor, operating under a current, recognized emergency operations plan.

State declarations are requested by Johnson County through the Kansas Division of Emergency Management (KDEM) and are made by the Governor upon KDEM's recommendation, when significant involvement of state resources or personnel is anticipated. Requests for federal assistance may be made only by the Governor through the Federal Emergency Management Agency (FEMA). Major disasters are declared by the President upon a request by the Governor and with the recommendation of FEMA. Presidential declarations activate the full range of disaster assistance outlined in the Stafford Act. Other federal declarations can be made by the Administrator of the Small Business Administration (SBA) for loan programs to persons affected by disasters and by the Secretary of Agriculture (agricultural disaster situations). Common to all requests for emergency/ disaster declarations is the requirement that the requesting jurisdiction has exhausted its available resources to handle the situation.

- **Supporting Documents:**

The general policies and responsibilities contained in this plan will, of necessity, generate supporting plans and documents. These supporting documents will take many forms in order to accomplish a variety of different objectives. The most common of these documents are:

- Functional Emergency Standard Operating Procedures (SOP's):

This term is used to describe any documents which are used to provide detailed information regarding the accomplishment of specific emergency functions as

outlined in this plan. These procedures may contain checklists and resource lists needed to perform the function and should refer to this plan which they support. SOP's may be produced by any Department, agency or organization, public or private, with responsibilities contained in this plan. Agencies with major responsibilities are expected to produce such procedures and, upon request, will provide copies of such procedures (and subsequent changes) to the city's Administrator for Homeland Security and Emergency Management, as appropriate.

- **Emergency Operations Checklists:**

Checklists provide the step-by-step guidance needed to perform time-critical emergency operations functions. While their use should never replace informed judgment by emergency personnel, they do facilitate rapid accomplishment of standard actions needed in an emergency situation. Agencies or organizations which believe they can benefit from such checklists are encouraged to develop them; however, care must be taken to ensure they are continuously updated and tested.

- **Resource Lists:**

Resource lists contain current, detailed information on a wide variety of facilities, equipment, personnel and supplies which may be needed in an emergency/disaster situation. Each Department is responsible for the development and maintenance of a computerized master resource list within the WebCOMMAND & CONTROL CENTER Software platform.

- **Memorandums of Understanding (MOU) or Agreement (MOA):**

It is occasionally necessary or desirable for the City to specifically outline mutually agreed-upon responsibilities and procedures relating to emergency situations. This is sometimes the case when dealing with private organizations which agree to assume responsibilities, in cooperation with government, during emergencies/ disasters. Such documents may be adopted between and among any government or private entities; however, jurisdictional plans should reference and summarize such memorandums as appropriate. (MOUs or MOAs are not ordinarily required between and among public sector organizations/jurisdictions.)

- **Assumptions:**

This plan assumes the following:

1. All City facilities and equipment would not be available.

2. City personnel will be limited and could be victims.
3. Operational resources will be scarce, resulting in disaster related operations competing for mutual aid resources.
4. Telephone communications may be interrupted requiring the use of radio or other means of communications as necessary.
5. Utilities may be restricted or inoperative resulting in city infrastructure components being unavailable, i.e. cell phones, computers, radio system(s).
6. Wheeled-vehicle access may be hampered by debris or failure in bridge and roadway systems making conventional travel to the incident location extremely difficult.
7. In order to provide adequate first responder staff during a state of emergency, additional care and provisions may need to be provided for first responder's immediate family members.
8. Efficient and effective resource management among various agencies requires the use of the National Incident Management System (NIMS). All staff not involved in Command & Control Center operations will be available for redeployment.

Additional Department specific assumptions include:

FIRE DEPARTMENT PLANNING ASSUMPTIONS:

1. The management of large-scale firefighting, rescue, mass casualty, and hazardous materials events is complex, often involving multiple resources and many different agencies and jurisdictions. These events, whether independent of or occurring coincidentally with a major disaster or emergency, place extraordinary demands on available resources and logistics support systems.
2. A major disaster or emergency may result in many large-scale fires that have damage potential exceeding all other causes. Available firefighting resources may be difficult to obtain and utilize because of mass disruption of communication, transportation, utility, and water systems.

3. Many fires may result from or occur coincidentally with an earthquake, tornado, or as the result of another significant event. Large-scale fires may be common.

PUBLIC WORKS PLANNING ASSUMPTIONS:

1. All public works facilities and equipment will be available.

PARKS PLANNING ASSUMPTIONS:

1. Many overhead utilities wires will be damaged and utility service to homes will be affected. For reasons of safety, down utility wires may hinder and delay cleanup and removal efforts in certain circumstances.
2. Many streets and thoroughfares will be blocked and impassible due to timber and debris.

- **ORGANIZATION AND ASSIGNMENT OF CITY RESPONSIBILITIES:**

Overland Park government remains in effect during emergency or disaster situations. Certain functions of various departments may be modified or suspended to meet the needs of the emergency or disaster situation. The following summary provides an overview of specific functions and purposes as outlined in more detail in Annexes of this document:

ANNEX I – Governing Body

This annex addresses the duties and responsibilities of the Governing Body of the City of Overland Park as the citizen's elected representatives. This annex identifies the specific legal authority for which the City will respond to a catastrophic emergency or event.

ANNEX II – Office of City Manager

This annex addresses the duties and responsibilities of the City Manager and within the scope and authority of the City Manager, identifies specific direction for the handling of catastrophic emergencies or events. Additionally, the responsibility for Public Information rests with the City Manager as outlined in this annex.

ANNEX III – Police Department

This annex addresses the duties and responsibilities of the Department of Police in response to a catastrophic emergency or event. This Department has primary responsibility for law enforcement related duties, including Explosive Ordnance during a response. The Chief of Police designates the City's Administrator for Homeland Security and Emergency Management.

ANNEX IV – Fire Department

This annex addresses the duties and responsibilities of the Fire Department in response to a catastrophic emergency or event. This Department has primary responsibility for fire suppression, search and rescue and hazardous materials during a response. The Fire Chief designates the City's Deputy Administrator for Homeland Security and Emergency Management.

ANNEX V – Public Works Department

This annex addresses the duties and responsibilities of the Department of Public Works in response to a catastrophic emergency or event. This Department has primary responsibility for snow removal, flood warning and management, utility restoration and infrastructure restoration operations during a response.

ANNEX VI – Parks Department & Recreation Department

This annex addresses the duties and responsibilities of the Parks Department and the Recreation Department in response to a catastrophic emergency or event. These Departments have primary responsibility for debris management, to include debris removal and disposal, dam failure recovery operations, citizen shelter and housing operations during a response.

ANNEX VII – Planning & Development Services Department

This annex addresses the duties and responsibilities of the Department of Planning and Development Services in response to a catastrophic emergency or event. This Department has primary responsibility for initial damage assessment, structural recovery processes and mitigating future events to the degree possible.

ANNEX VIII - Information Technology

This annex addresses the duties and responsibilities of the Department of Information Technology in response to a catastrophic emergency or event. This Department has primary responsibility for automation support, telecommunications support, facility management and facility security access during a response.

ANNEX IX – Human Resources Department

This annex addresses the duties and responsibilities of the Department of Human Resources in response to a catastrophic emergency or event. This Department has primary responsibility for employee support, volunteer coordination and charitable donation coordination.

ANNEX X – Finance, Budget & Accounting Department

This annex addresses the duties and responsibilities of the Department of Finance, Budget & Accounting in response to a catastrophic emergency or event. This Department has primary responsibility for tracking and accounting for resources during local hazardous materials incidents and events resulting in State and/or Federal reimbursement.

ANNEX XI – Law Department

This annex addresses the duties and responsibilities of the Law Department in response to a catastrophic emergency or event. This Department has primary responsibility for legal advice associated with emergency powers, drafting of emergency ordinances, codes and regulations and coordination with the Johnson County Legal Department and the Johnson County District Attorney's Office for disaster situation support.

ANNEX XII – Municipal Court

This annex addresses the duties and responsibilities of the Municipal Court in response to a catastrophic emergency or event. This Department has primary responsibility for providing personnel in support of other city initiated responses.

- **Responsibilities of Private Organizations:**

Unless otherwise indicated, the following organizations efforts are coordinated through the Johnson County Emergency Management and Homeland Security Department.

- Amateur Radio Emergency Service (ARES):

Johnson County Emergency Management & Homeland Security, in accordance with existing Memorandums of Understanding (MOUs), organization by-laws, and ESF 2 - Communications of the County CEOP, provide point-to-point packet radio communications to the county Emergency Operations Center, and other

local government and/or nongovernmental organizations to support emergency/disaster operations.

- American Red Cross:

Pursuant to Congressional charter, applicable MOUs, and Annex 6 to this plan, establish and operate mass care facilities and provide other human services in support of emergency/disaster situations.

Provide assistance with next-of-kin notifications during mass fatality/casualty situations.

Provide representation to the Command & Control Center Mass Care Group, or the County Emergency Operations Center as requested.

- Emergency Communications Services, Inc. (ECS):

Act as the Radio Amateur Civil Emergency Service (RACES) organization for the county as detailed in the county RACES plan. In accordance with existing MOUs, organization by-laws, and ESF 2 - Communications to the County's plan, provide net controllers and storm spotters, point-to-point radio communications, and other emergency/disaster services to the county.

- Heavy Constructors Association of the Greater Kansas City Area:

In accordance with the existing MOU, provide services, supplies, equipment, and equipment operators under the terms of "Plan Bulldozer" following a locally declared emergency/ disaster.

- Kansas City Chapter of the Associated General Contractors of America:

In accordance with the existing MOU, provide services, supplies, equipment, and equipment operators under the terms of "Plan Bulldozer" following a locally declared emergency/ disaster.

- Kansas City Veterinary Medical Association:

Help coordinate the collection, care and sheltering of pets following a disaster or emergency set up a "Pet Hotline" to help owners find pets lost in an emergency/disaster event.

- Kansas Damage Assessment Team:

Provide appropriately trained personnel to augment local damage assessment teams, as necessary, following an emergency/disaster event.

- Kansas Funeral Directors Association:

- Provide technical assistance in developing & maintaining ESF 8 - Mass Fatality to the County's plan
- Provide assistance in staffing a Family Assistance Center following a mass fatality incident or disaster
- Provide technical assistance & support to the County Coroner in handling mortuary services following a mass fatality incident or disaster

- Salvation Army:

- Pursuant to applicable federal, state and local charters, MOUs and ESF 6 (Shelter & Mass Care) to the County's plan, provide human services support during emergency/disaster situations
- Establish and operate a donations management program for the county during emergency/disaster situations
- Monitor and help coordinate the operation of volunteer agencies within the county during emergency/disaster situations

- Responsibilities of Kansas Division of Emergency Management:

- Act as the single point of contact for requests for state and federal assistance during disaster/emergency situations
- Handle all matters pertaining to state and federal disaster emergency declarations
- Provide preparedness and mitigation guidance, assistance and funding to support on-going county emergency management activities
- Act as the single point of coordination for state resources in support of emergency/disaster operation in Johnson County

- Responsibilities of Federal Emergency Management Agency:

- Exercises leadership of the nation's emergency management system
- Upon request of the governor for disaster assistance, conducts joint Preliminary Damage Assessments (PDA) with state and local government

- officials and other federal agencies. Makes recommendations to the President on state requests for major disaster or emergency declarations
- Coordinates the federal response to presidentially-declared disasters and assists communities to recover
 - Works with states and local communities during non-disaster periods to help plan for disasters, develop mitigation programs, and anticipate what will be needed when disasters occur
 - Supports state and local emergency management programs by funding emergency planning, training emergency managers and local officials, conducting large-scale exercises, and sponsoring programs that teach the public how to prepare for disasters
 - Operates the U.S. Fire Administration, which supports the nation's fire service and emergency medical services communities
 - Operates the Federal Insurance Administration, which makes flood insurance available to residents of communities agreeing to adopt and enforce sound floodplain management practices

PLAN DEVELOPMENT & MAINTENANCE:

- **General:** The City's Administrator for Homeland Security and Emergency Management serves as the designated Emergency Management Liaison to the County and is responsible for the coordination, publication, and distribution of this plan and any necessary changes/revisions. Each organization or agency mentioned in this plan is responsible for actively reviewing & updating the appropriate sections of the plan. Additionally, tasked agencies are responsible, with assistance from the Administrator for Homeland Security and Emergency Management, for ensuring that Emergency Operating Guides are developed to implement their responsibilities under this plan.
- **Review & Validation:** This plan shall be updated annually and validated by at least one exercise each year.
- **Protection of Government Facilities:** All city departments are to ensure Continuity of Government plans are in place to protect and provide alternatives in case of the loss of their facilities, the services of its employees or the essential information systems necessary to the operation of city government.
- **Private Facilities:** In accordance with hazardous materials statutes, private facilities that store, compound or manufacture hazardous materials must prepare a risk management plan. These plans are in effect to protect against and respond to incidents that occur on the property of such private facilities. Outside that area, the jurisdiction for response is that of local government.

CONCEPT OF OPERATIONS

The City of Overland Park adopts the National Incident Management System (NIMS) as a framework to responding to emergencies and/or disasters. The Incident Command System (ICS) is a set of common procedures for organizing personnel, facilities, equipment and communications at the scene of an incident and in the Command and Control Center. It allows all responders to organize their activities in a systematic manner that easily expands using modular organizations to meet incident requirements.

There are five major functional areas associated with the NIMS: (1) Command; (2) Operations; (3) Planning; (4) Logistics; and (5) Finance/Administration.

Command is responsible for overall management of the incident and is the first position staffed and last position terminated. The command section can also include command staff, such as the public information, safety and liaison functions as required.

The Operations Section directs and coordinates all current tactical operations.

The Planning Section collects, evaluates, analyses, and uses information about the development of the incident and the status of resources and capabilities. Planning coordinates future operations.

The Logistics Section provides facilities, services and materials to all organizational components.

The Finance/Administration Section documents all incidents costs and evaluates the financial considerations of the incident.

The nature of the event will generally determine the Department identified having primary responsibility for the event who will establish a Field Command Post when deemed necessary.

Once an incident has been identified or has occurred, the City will organize according to NIMS and upon a full activation be reflected as in Figure 1.

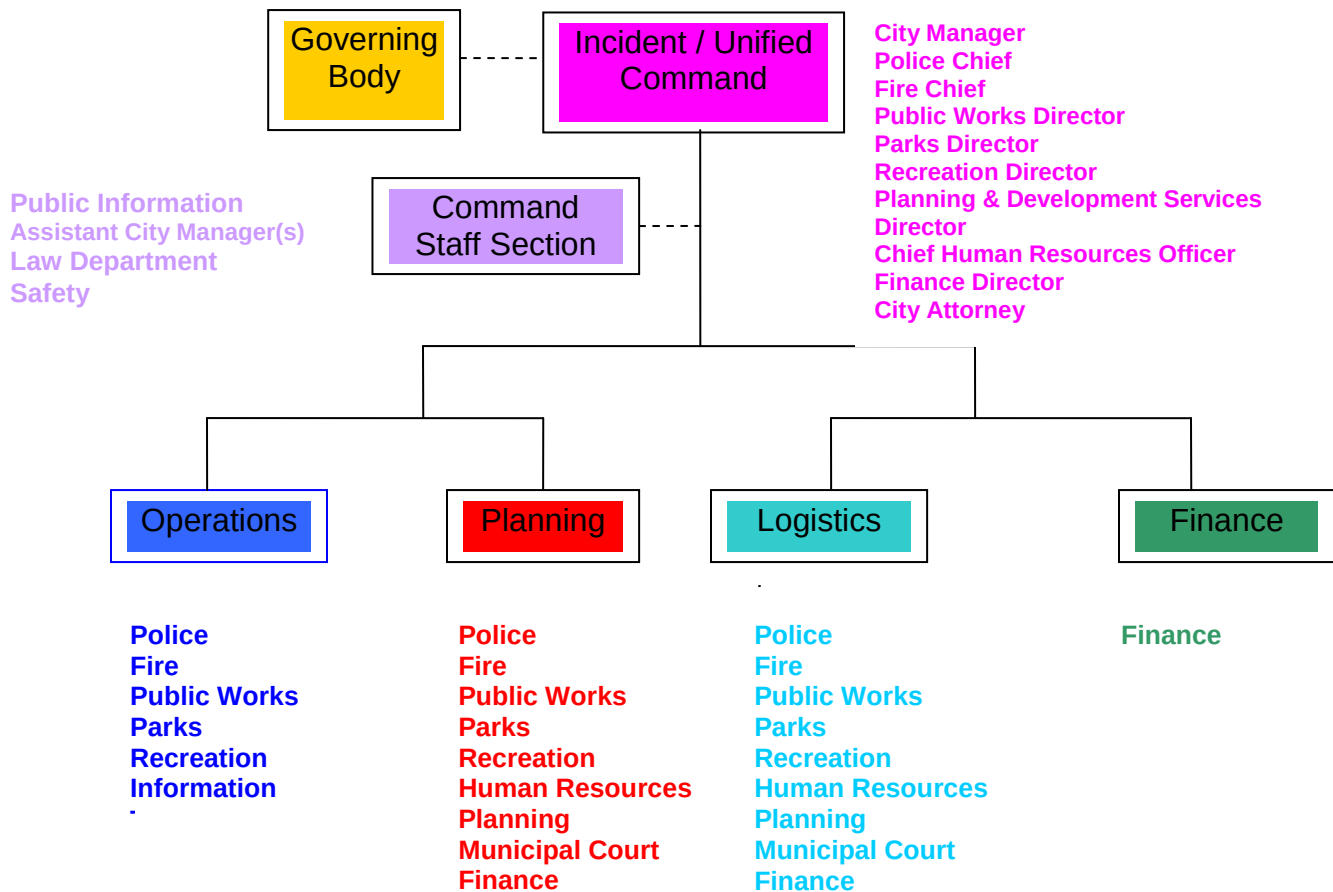


FIGURE 1
Incident Command System.

The following positions will assume functions and responsibilities.

- A. Incident Commander – The Incident Commander (IC) is responsible for the overall operation of the disaster, which includes recommending a declaration of emergency or disaster and requesting mutual aid resources as provided within this plan. The primary function of the Incident Commander (IC) is to develop, monitor, and evaluate the overall strategy employed toward the goal of preserving life and property and restoring the community to its original high standards of livability. Accomplishment of the strategy will generally be through the following means:

1. Executing the developed strategy through applied tactics of field operations (NIMS).
 2. Coordination of a multitude of agencies required to accomplish targeted goals (Liaison).
 3. Media relations (PIO).
 4. Technical aid to assist Incident Commander (IC) in strategic decision making (Plans).
 5. Provide the fiscal resources to accomplish the goals of the developed strategy (Finance).
- B. Command & Control Center Unified Command Group – This group comprises the Unified Command function responsible for coordinating the management of the disaster with the Incident Commander (IC).
- C. The Operations Section Chief is appointed by the Incident Commander and is responsible for the direct management of all incident tactical activities and implements the Incident Action Plan (IAP). The Operations Section Chief may have one or more deputies and will have direct involvement in the preparation of the Incident Action Plan (IAP) for the period of responsibility.

Normally, the first responders on the scene of any disaster, whether natural or man-made, will be personnel from both the Police and Fire Departments. Once on the scene, the primary responding units of both agencies will jointly make an expedient assessment of the magnitude of the disaster. During this assessment, the Initial Lead Agency (ILA) will be determined. The ILA is the agency charged with the responsibility of managing the incident from its outset to a time of transition based on mission specific objectives or unless relieved from its primary role by a higher authority. The ILA will initiate its department's respective Emergency Operations System at the direction of its Incident Commander, while the other agencies involved will move into a support mode. The Administrator for Homeland Security & Emergency Management will activate the Command & Control Center (CCC) in accordance with standard operating procedures. Specific duties include:

1. Establish contact with police and fire personnel to obtain an initial estimate of the situation. This report should be directed to the Unified Command & Control Center Group as soon as possible.

2. Establish a command post, be it a temporary command post or a building for long-term emergencies, depending on the magnitude of the emergency.
 3. Secure the disaster area to prevent unnecessary traffic, sightseers and looters from entering the area.
 4. Work with Emergency Medical Services provider for field treatment and transportation of the injured persons.
 5. Coordinate through Johnson County Coroner's Office for the establishment of a temporary morgue.
 6. Coordinate with local utility companies for continuation or termination of water, electricity and gas to the affected area.
 7. Provide adequate fuel supply for equipment through Public Works and Parks and Forestry Departments.
 8. Coordinate with Public Works or outside agency to provide mobile tire repair for emergency vehicles.
 9. Ensure access of fire and rescue personnel to the affected area.
 10. Make arrangements through the Command & Control Center for food and beverages to be available for rescue personnel.
 11. Establish, when necessary, field communications including telephone communications using the mobile command post.
- D. Planning Section Chief - Planning Section Chief is appointed by the Incident Commander and is responsible for the overall planning for the next operational period. The Planning Section Chief is responsible for the collection, evaluation, dissemination and use of information regarding development of the incident and status of resources. Information is needed to: 1) understand the current situation, 2) predict probable course of incident events, and 3) prepare alternative strategies and control operations for the incident. Other responsibilities are as follows:
1. Obtain briefing from Incident Commander.
 2. Activate Planning Section units.
 3. Reassign initial attack personnel to incident positions as appropriate.
 4. Establish information requirements and reporting schedules for all ICS organizational elements for use in preparing Incident Action Plan.

5. Notify Resources Unit of Planning Section units activated including names and locations of assigned personnel.
6. Establish a weather data collection system when necessary.
7. Supervise preparation of Incident Action Plan (see Planning Process Checklist).
8. Assemble information on alternative strategies.
9. Assemble and disassemble strike teams not assigned to operations.
10. Identify need for use of specialized resource(s).
11. Perform operational planning for Planning Section.
12. Provide periodic predictions on incident potential.
13. Compile and display incident status summary information.
14. Advise general staff of any significant changes in incident status.
15. Provide Incident Traffic Plan.
16. Supervise Planning Section units.
17. Prepare and distribute Incident Commander's orders.
18. Instruct Planning Section units in distribution of incident information.
19. Ensure that normal agency information collection and reporting requirements are being met.
20. Prepare recommendations for release of resources (to be submitted to Incident Commander).

E. Logistics Section Chief – Logistics Section Chief is appointed by the Incident Commander and is responsible for providing facilities, services and material in support of the incident. Other responsibilities are as follows:

1. Plan the organization of the Logistics Section.

2. Assign work locations and preliminary work task to Section personnel.
3. Notify the Resources Unit of the Logistics Section units activated including names and locations of assigned personnel.
4. Assemble and brief Branch Directors and Unit Leaders.
5. Participate in preparation of the Incident Action Plan (IAP).
6. Identify service and support requirements for planned and expected operations.
7. Provide input to and review the Communications Plan, Medical Plan and Traffic Plan.
8. Coordinate and process requests for additional resources.
9. Review the IAP and estimate Section needs for the next operational period.
10. Advise on current service and support capabilities.
11. Estimate future service and support requirements.
12. Receive Incident Demobilization Plan from Planning Section.
13. Recommend release of Unit resources in conformity with Incident Demobilization Plan.
14. Ensure the general welfare and safety of Logistics Section personnel.
15. Maintain Unit Activity Log (ICS Form 214).

F. Finance & Administration Section Chief – Finance & Administration Section Chief is appointed by the Incident Commander and is responsible for tracking incident costs and reimbursement accounting and coordinating/administering support for Command & Control Center personnel during disaster operations. If situation warrants, this Section Chief will oversee subunits of this function to include Compensation/Claims, Procurement, Cost and Time. Other responsibilities are as follows:

1. Monitoring multiple sources of funds, track and report to the IC the financial “burn rate” as the incident progresses. This allows the IC to forecast the need for additional funds before operations are affected

negatively. This is particularly important if significant operational assets are under contract from the private sector.

2. Monitor cost expenditures to ensure statutory rules that apply are met.
3. Maintain close coordination with the Planning Section and Logistics Section so that operational records can be reconciled with financial documents.
4. Determine, given current and anticipated future requirements, the need for establishing specific subordinate units. In some of the functional areas (e.g., procurement), an actual unit need not be established if it would consist of only one person. In such a case, a procurement technical specialist would be assigned in the Planning Section instead.

G. Administrator of Homeland Security & Emergency Management Coordinator –

The Administrator of Homeland Security & Emergency Management is responsible for maintenance of the Emergency Operations Plan (EOP), coordinating the Command & Control Center (CCC), coordinating Emergency Preparedness training and when appropriate, serving as liaison to the Johnson County Emergency Operations Center and the Johnson County Department of Emergency Management and Homeland Security.

Each department will function from its normal offices but will provide a representative(s) to the CCC with the authority to commit personnel or resources as needed by the Incident Commander. In the event the magnitude of the disaster warrants the activation of the Command & Control Center, the Incident Commander (IC) and the department directors will determine the appropriateness of the designated Incident Leading Agency (ILA). If deemed inappropriate, the ILA and support agencies may be interchanged at the direction of the Unified Command Group. This may occur several times in the course of a disaster. It will be the responsibility of the Incident Commander (IC) and general staff to monitor situations as they arise and make changes as circumstances dictate.

Command & Control Center (CCC) LEVELS OF ACTIVATION:

Unless otherwise advised, City Staff with responsibilities at the Command & Control Center (CCC) will report to the primary Command & Control Center when notified. If for any reason, the primary site is rendered unusable, facilities for an alternate Command & Control Center have been identified, will be utilized for this purpose and staff will be notified of the alternate location.

The following are levels of activation for the Command & Control Center and the corresponding response:

Level 0 – Overland Park Condition Alpha – Day to Day Condition

This level of the Command & Control Center is its normal day to day mode of operation. The Center, in this level, should be prepared to move to a higher level of activation within minutes of notification.

Level 1 – Overland Park Condition Bravo – ‘Watch’ Activation

This is typically a "watch" phase when conditions indicate an event/disaster may occur. A "Tornado Watch" is a common example. During Level 1/Condition Bravo activation it is not necessary to staff the Center.

The Primary CCC will be activated to Level 1/Condition Bravo status if the National Weather Service has issued a Tornado Watch, Tornado Warning, or Flood Warning for Overland Park or Johnson County Kansas, or if conditions are present to indicate an event or disaster may occur.

Once Level 1/Condition Bravo activation is initiated, the senior on-duty fire Battalion Chief and the on-duty police Operations Commander will contact each other to confirm his or her receipt of the CCC Level 1/Condition Bravo page notification. During this phone call or contact both parties can debrief each other as to their respective resource allocation load. This will help evaluate the amount of city wide emergency resources that are initially available. Additionally, the Battalion Chief and the Operations Commander will have confirmed a contact name and contact numbers to call in the event further discussions are necessary.

During Level 1/Condition Bravo activations, the Administrator, Homeland Security & Emergency Management and/or the Fire Department's Special Operations Chief will monitor the overall situation for further developments, notifications and upgrades to further activations. This monitoring may be done from the Command & Control Center or remotely through the use of technology.

Level 2 – Overland Park Condition Charlie – Minimum Staffing Activation

Level 2/Condition Charlie activation signifies a limited and minimum staffing of the Command & Control Center. Staffing requirements include representation from Police, Fire, Public Works, Parks and Recreation, Information Technology and the Public Information Officer. Other city departments or non-city agencies may be requested to respond if their presence is necessary.

Level 2/Condition Charlie activation is designed for an incident which goes beyond the conditions that can be handled by the day-to-day operations of one or more City Departments.

Factors to be consider when deciding to initiate Level 2/Condition Charlie activation should include, but are not limited to the following:

- a. Is the emergency situation expected to exceed a lengthy time frame?
- b. Have or will city resources be depleted to the extent to affect normal operating procedures?
- c. Are multiple city departments or outside agencies involved in the emergency?
- d. Is mass care or shelter necessary?
- e. Have a significant number of personnel been called-out to handle the emergency?
- f. Does the situation necessitate a control and command level separate from the day-to-day operations of the city?
- g. Geographic scope of incident?
- h. Are search and rescue efforts underway?
- i. Does an excessive damage assessment exists or is likely to occur?

Level 3 – Overland Park Condition Delta – Full CCC Staffing Activation

This level of activation requires full mobilization of the entire Command & Control Center (CCC) staff. At least one representative of every city department will report to the CCC or as directed by the City Manager or Incident Commander.

A master callout schedule exists at the following link, which places the staff in two (2) operational teams. Each department is responsible for staffing the operational teams. W Drive/Emergency Management/Command & Control Center Teams.

NOTIFICATIONS

Levels 1, 2 and 3 will generally require a page to the City Emergency Page group advising the group the nature of the incident, the level of activation and location for personnel to report. The Administrator for Homeland Security & Emergency Management may exercise discretion in the timing of Level 1 page distribution.

The Administrator for Homeland Security & Emergency Management is responsible for notifying the Johnson County Department of Emergency Management & Homeland Security with any pertinent information related to preparation, response or recovery efforts of the City of Overland Park for the purpose of situational awareness and providing a common operating picture.

RECONNAISSANCE ACTIVITIES

- A. All personnel in the field will provide information to the CCC.
- B. All damage should be reported to the CCC.
- C. Whenever possible, photos shall be taken of the damaged areas.
- D. Whenever possible, the City Traffic Camera System will be utilized.

COORDINATING INSTRUCTIONS

- A. Each department is responsible for its own files and equipment needed to conduct its operation. It is also responsible to provide the necessary personnel to staff the CCC.
- B. The City Manager or City Manager's designee commands the Command & Control Center and will follow all major policies and advise the Mayor and Council regarding priorities for distribution of effort to various stricken areas.
- C. The Incident Commander will assist the City Manager. All department heads will consult with the City Manager before reaching policy decisions or recommending major actions.
- D. Command & Control Center (CCC) Positions

During a full CCC activation, each of the following operating departments is expected to be able to staff the CCC for each of two operational periods (shifts), covering a 24 hour period, at the CCC:

- City Manager
- Incident Commander (IC)
- Police Department
- Fire Department
- Department of Public Works
- Department of Planning & Development Services
- Department of Parks
- Department of Recreation
- Law Department
- Finance/Administration Department
- Public Information Officer-City Manager
- Municipal Court
- Information Technology

E. Reporting In An Emergency

1. Department Directors or their designee(s) will assemble in the CCC for the initial briefing.
2. The Incident Commander will be identified in accordance with the National Incident Management System (NIMS) and existing city policy and procedures.
3. The Incident Commander should consider requesting the Operations Section to initiate assignment of Reconnaissance personnel to the disaster scene and commence their reporting activities to the Operations Section Chief.
4. All other personnel receiving an alert will report to their respective offices or places of duty assignment and wait for further direction.

F. Communications Support

1. Radio will be the primary means of communication during an emergency or incident. The following City channels are assigned for use during an emergency/incident.

Channel	Purpose	Responsible Department
Citywide	Incident command	Public Safety
Emergency Preparedness	Incident support Operations	Public Safety
PW Traffic Maintenance	Department coordination	Public Works
PW Maintenance	Department coordination	Public Works
Parks & Recreation	Department coordination	Parks & Recreation
PW Special	Department coordination	Public Works

LOGISTICAL OPERATIONS

A. Supplies and Equipment

Requests for additional supplies required during an emergency will be submitted to the Logistics Section Chief and forwarded to the CCC Staff by an operating department staff member with the following exceptions:

1. Additional radiological devices will be supplied by the Environmental Health Office.

2. Equipment.

- a) General Rule: All locally owned and operated transport and engineering equipment may be requisitioned by local governments.
- b) Actions and Exceptions: Requests for transportation equipment in addition to the normal operating equipment of any department will be submitted to the CCC-Logistics Section. The Logistics Section Chief may consider designating a transportation coordinator.

(1) Firefighting and rescue equipment is under the control of the Fire Chief.

B. Emergency Procurement

The City Manager or Incident Commander may authorize emergency procurement of equipment and/or materials to manage the incident. The Finance & Administration Section Chief will implement such authorization.

C. Assistance from Outside Agencies.

Departments are authorized to coordinate for outside assistance from external agencies. Information must be provided to the CCC for tracking purposes. When possible, WebEOC Request for Assistance board will be utilized.

MAINTENANCE OF THE PLAN

The City Manager shall appoint a standing committee consisting of representatives from the following operating departments:

Public Works	Police Department
Planning & Development Services	Fire Department
Parks	City Manager's Office
Recreation	Human Resources
Information Technology	Law Department
Municipal Court	Finance Department

The Administrator for Homeland Security and Emergency Management is designated as Emergency Management Liaison Officer for the purpose of facilitating communications and an exchange of information with other metropolitan area emergency preparedness groups.

This committee shall be known as the Emergency Management Committee. The City Manager has designated the Administrator for Homeland Security and

Emergency Management to serve as chairperson. That individual shall be designated as the Emergency Management Coordinator for the City of Overland Park.

This committee shall be charged with the responsibility of:

- A. Maintaining the Emergency Operations Plan. The committee shall meet as necessary to assure the Emergency Operations Plan is current. However, in any event, the plan shall be reviewed and updated not less than annually.
- B. Prepare recommendations for Emergency Management training for all City Departments.
- C. Assist in development of an annual exercise(s) as directed.

The members of this committee are listed in Appendix A.

Disaster Assistance Responsibility:

The table on the following page indicates various types of disaster events and which city department will generally have primary or secondary responsibilities in response to and recovery from such event.

Table 1.
City of Overland Park Disaster Assistance Responsibility Chart

P = Primary **S** = Support

DISASTER	LAW ENFORCEMENT	PLANNING & DEVELOPMENT SERVICES DEPARTMENT	PUBLIC WORKS	FIRE & RESCUE	EMERGENCY MANAGEMENT COORDINATOR	MAYOR FINANCE & ADMINISTRATION	LAW	PARKS	RECREATION	
NUCLEAR EMERGENCY	S	S	S	P	S	S	S	S	S	
FLOODING	P	S	S	S	S	S	S	S	S	
SEVERE STORMS	P	S	S	S	S	S	S	S	S	
FIRE/EXPLOSION	S	S	S	P	S	S	S	S	S	
DEBRIS REMOVAL	S	S	S	S	S	S	S	P	S	
SNOW/ICE REMOVAL	S	S	P	S	S	S	S	S	S	
CRIMINAL INCIDENT	P	S	S	S	S	S	S	S	S	
BUILDING COLLAPSE	S	S	S	P	S	S	S	S	S	
CIVIL DISORDER	P	S	S	S	S	S	S	S	S	
TASK										
STORM WARNING & COMMUNICATIONS	P	S	S	S	S	S	S	S	S	
SEARCH & RESCUE	S	S	S	P	S	S	S	S	S	
HAZARDOUS MATERIALS & PIPELINE	S	S	S	P	S	S	S	S	S	
TRAFFIC CONTROL & SAFE ROUTES	P	S	S	S	S	S	S	S	S	
HEALTH & MEDICAL	S	S	S	S	P	S	S	S	S	
DAMAGE SURVEY	S	P	S	S	S	S	S	S	S	
PUBLIC INFORMATION	S	S	S	S	S	P	S	S	S	
MASS CARE	S	S	S	S	S	S	S	S	P	
EVACUATION	P	S	S	S	S	S	S	S	S	

ANNEX I

GOVERNING BODY

I. Introduction

A. Purpose

This Annex establishes the role of the Governing Body during emergency or major disasters within the City.

B. Scope

This Annex provides the framework for the elected officials of the City to perform their duties and responsibilities in the event of an emergency or major disaster within the City.

II. Policies

- A. Processes and procedures established by the policies and operating guidelines of the Overland Park Governing Body will be followed in responding to a major disaster or emergency under the Emergency Operations Plan.
- B. Coordination with and support of other organizations involved in a major disaster or emergency shall be managed through the use of the National Incident Management System (NIMS) adopted by the City.

III. Responsibilities

A. Mayor

- 1. The Mayor, or highest ranking elected official, may exercise the right to request the Board of County Commissioners (BOCC) Chairman to declare a Local Disaster Emergency, once it becomes imminent that local means will be exhausted in accordance with city ordinance.
- 2. The Mayor, after proclamation of a local disaster or civil emergency, may order a general curfew applicable to such geographical areas of the City or to the City as a whole, as the Mayor deems advisable, and applicable during such hours of the day or night as deemed necessary in the interest of the public safety and welfare.

3. The Mayor, after proclamation of local disaster or civil emergency, may also, in the interest of public safety and welfare, order the discontinuance of selling, distributing or giving away beer or alcoholic liquor; order the discontinuance of selling, distributing or giving away gasoline or other liquid flammable or combustible products in any container other than a gasoline tank properly affixed to a motor vehicle; the discontinuance of selling, distributing, dispensing, or giving away of any firearms or ammunition of any character whatsoever; issue such other orders as are immediately necessary for the protection of life and property.
4. The Mayor, after proclamation of a local disaster or civil emergency, may order an evacuation of an impacted area of the City or the entire City as determined necessary in the interest of the public safety and welfare.
5. The Mayor, after proclamation of a local disaster or civil emergency, may order appropriate action to be taken in matters involving bans, requisitions, condemnation, rationing and others as determined necessary in the interest of the public safety and welfare.
6. May request legal declarations for Governing Body / Mayor pursuant to Overland Park Municipal Code Sections 2.09.320-2.09.360.
7. Advise responsible county officials to ensure the best appropriate measures are taken to protect the general public, property and the environment.
8. Foster outside help and cooperation to resolve conflicts that may arise through partnerships with other local and county executives.

B. Governing Body Members

1. It shall be the duty of the Governing Body, and it is hereby empowered, to develop and recommend for adoption by the City Council emergency and mutual aid plans and agreements and such ordinances and resolutions and rules and regulations as are necessary to implement such plans and agreements.
2. Set policy and adopt budgets to allow administrators with the technical skills and authority to be responsible for on-site management in the event of a disaster or a hazardous materials incident/accident.
3. Facilitate, as necessary, the ability of the Incident Commander to obtain or arrange for the establishment of essential resources.

V. Resources

1. Overland Park Municipal Code 2.09.320 – 2.09.360
2. City Emergency Operations Plan

VI. Concept of Operations

- Notification will be as follows:
 1. The City Manager, Deputy City Manager or Department Director will notify the Governing Body when an emergency or disaster situation is in progress.
 2. The Mayor will determine the need to assemble the Governing Body and appropriate notice will be provided as to date, time, location and purpose of said meeting.

ANNEX II

CITY MANAGER

I. Introduction

A. Purpose

This Annex establishes the role of the City Manager during emergency or major disasters within the City.

B. Scope

This Annex provides the framework for the City Manager to perform his/her duties and responsibilities in the event of an emergency or major disaster within the City.

II. Policies

- A. Processes and procedures established by the policies and operating guidelines of the Overland Park Governing Body will be followed in responding to a major disaster or emergency under the Emergency Operations Plan.
- B. Coordination with and support of other organizations involved in a major disaster or emergency shall be managed through the use of the National Incident Management System (NIMS) adopted by the City.

III. Responsibilities

A. City Manager

- 1. Ensures provisions have been made for continuity of government.
- 2. Determine how emergency expenditures will be financed and authorize necessary disbursements.
- 3. Responsible for administrative decision-making in the event of an incident/accident.
- 4. Provide for coordinated actions by all operations and support agencies of the City.

5. Ensure all local resources are made available and effectively utilized, as needed, during response and recovery phases so as to minimize casualties and property damage.
6. Ensure City and County elected officials are kept fully apprised, in a timely manner, of the incident's status to include: Progress updates in combating, containing and controlling the threat; urgent needs and concerns; sensitive issues; and developments requiring executive level actions/decisions.
7. Establish policies and procedures for the provision of adequate operational and emergency fund sources.
8. Ensure policies and procedures are in effect for accounting for all necessary expenditures made in emergency response to an incident/accident and that appropriate recourse are in effect for obtaining recovery of these costs.
9. Ensure a public information officer has been appointed.

B. Deputy City Manager

1. Assume duties and responsibilities of the City Manager in the absence of the City Manager.
2. Perform duties as directed by the City Manager.

IV. Resources

A. Overland Park Municipal Code 2.09.320 – 2.09.360

B. City Emergency Operations Plan

V. Concept of Operations

- Notification will be as follows:
 - a. The City Manager, Deputy City Manager or Department Director will notify the Governing Body when an emergency or disaster situation is in progress.
 - b. The City Manager will designate an initial Incident Commander for those citywide disaster responses requiring more than one City Department to respond.

ANNEX III

POLICE DEPARTMENT

I. Introduction

A. Purpose

This Annex establishes roles and responsibilities for Police Department personnel involving a major disaster or emergency response.

B. Scope

This annex outlines the method for management and coordination of pre-disaster preparation, training and exercising; modification and continuance of day-to-day police services such as crime reporting and investigation, response to life threatening situations and service delivery; and emergency response in the event of a major disaster or emergency to include, but not limited to, critical infrastructure protection, command post functions, emergency backup communications, evacuation control, underwater rescue and recovery, hostage negotiations and rescue, emergency preparedness and the handling of explosives.

II. Positional Responsibilities

- A. Processes and procedures established by the policies and operating guidelines of the Overland Park Police Department will be followed responding to a major disaster or emergency under the Emergency Operations Plan.
- B. Coordination with and support of other organizations involved in a major disaster or emergency shall be managed through the use of the National Incident Management System (NIMS) adopted by the City.
- C. The Police Department assumes full responsibility for law enforcement activity to include tactical response to a Weapons of Mass Destruction (WMD) threat, underwater rescue & recovery activities and Explosive Ordnance Demolition (EOD).
- D. Priority will be given to saving lives, protecting property and environment, in that order.
- E. Designate the City's Administrator for Homeland Security & Emergency Management that:

1. Ensures city and county EOP's interface procedures specified in these plans are coordinated with appropriate officials; tasks match capabilities; and preparations needed to enhance local response to incidents are being systematically programmed and worked.
 2. Is responsible for developing and maintaining the means for the City to utilize the Command & Control Center for local executive management of incidents or, when considered necessary by local officials, to coordinate with and/or utilize the County's Emergency Operations Center for this purpose.
 3. Serves as the Command & Control Center manager during activations of the Center, assisting the Incident Commander as requested.
 4. Maintains a list of resources and/or services to be used in response to an emergency operation or incident.
 5. Liaisons with County, Regional, State and Federal agencies on mitigation planning.
- F. Provide qualified law enforcement representation to the field command post and the Command and Control Center.
- G. Provide support, as required, to other City Departments.
- H. Support Fire Department special operations by providing EOD support to the Hazardous Materials Response Team.

III. Concept of Operations

Annex III will manage and coordinate all activities associated with law enforcement by utilizing department established organizational processes and procedures. Responsibility for situation assessment and determination of resource needs lies primarily with the Incident Commander (IC) in coordination with the Command & Control Center.

Other city departments may be requested to provide support to fulfill Annex III responsibilities. Section VI outlines the required support functions of those departments.

Requests for assistance and resources will be transmitted from the Field Command Post to the Command & Control Center.

IV. Response Actions

- A. Initial Actions - The Chief of Police, Bureau Commander, Division Commander or Administrator for Homeland Security & Emergency Management may activate the Command & Control Center and will:
- B. Determine the appropriate level of initial activation of the Center and direct notification to the City Emergency Paging Group.
 - 1. Respond to the Command & Control Center or other designated location.
 - 2. Establish communication links with Police Communications, the Command & Control Center and the Field Command Post.
 - 3. Obtain initial situation and damage assessment through established intelligence procedures.

V. Continuing Actions

- A. Coordinate law enforcement efforts with other city and county departments participating in the emergency response, posting actions to WebEOC and obtaining, maintaining, and providing situational and damage assessment information to the Incident Commander.
- B. Coordinate police department resources and determine personnel requirements for each operational period.
- C. Initiate call back procedures and determine optimum placement locations.

VI. Support Agencies

- A. Overland Park Fire Department
 - 1. Assist in establishing perimeter security distances at the scene of an emergency or disaster involving Fire or Hazardous Materials.
 - 2. Provide HazMat Unit with Explosive Ordnance Demolition (EOD) assistance for unknown package/substance recognition.
 - 3. Assist with evacuation planning and implementation.
- B. Public Works
 - 1. Provide resources to clear debris, snow, or other obstacles from primary access routes.

2. Provide barricades and signage for rerouting traffic.
3. Maintain a direct liaison with utility providers.
4. Arrange for a direct liaison with the Field Command Post.

C. Planning and Development Services

1. Provide GIS and mapping services as required.
2. Plot coordinates of damaged areas on AIMS mapping system for viewing at the Command & Control Center.

D. Parks

1. Provide resources to clear debris, snow, or other obstacles for primary access routes.

VII. Secondary Responsibilities

- A. Provide assistance to the Fire Department for traffic control and scene security.
- B. Provide coordination of City Radio Communications.
- C. Provide support, as required, to the Recreation Department for shelter security.
- D. Provide support, as required, to the Public Works Department during traffic signal outages in accordance with Police Department Standard Operating Procedure 2320, dated December 18, 2007.

VII. Concept of Operations

- A. This annex will manage and coordinate all activities associated with disaster response, crime suppression and emergency response to life threatening events.
- B. Responsibility for situation assessment and determination of resource allocation lies primarily with the Incident Commander in coordination with the Command and Control Center.
- C. Requests for assistance and resources will be transmitted from the Department to the Command & Control Center.

Annex IV

Fire Department

I. Introduction

- A. Purpose: This Annex establishes roles and responsibilities regarding emergency response to Fires, Search and Rescue operations, Hazardous Materials (HAZMAT) incidents, Mass Casualty Incidents (MCI), and Terrorism events resulting from, or occurring coincidentally with, a major disaster or emergency.
- B. Scope: This Annex provides the framework for management and coordination of firefighting, rescue, emergency medical services (EMS), and HAZMAT activities in the event of a major disaster or emergency.

II. Primary Responsibility:

- A. Emergency Services:
 - 1. Fire
 - 2. Search and Rescue
 - 3. Emergency Medical Service (EMS)
 - 4. Hazardous Materials

III. Support Agencies:

- A. Overland Park Police Department
- B. Overland Park Public Works
- C. Overland Park Planning and Development
- D. Overland Park Parks and Recreation
- E. Johnson County Emergency Communications Center

IV. Secondary Responsibilities:

- A. Support Law Enforcement Special Operations
- B. Support Planning and Development (Damage Assessment)
- C. Support Finance, Budget, and Administration

V. Definitions and Terms:

- A. DOC – Departmental Operations Center (currently FTC)
- B. EMS – Emergency Medical Service
- C. ECC – Emergency Communications Center
- D. CCC – Command & Control Center
- E. EOP – Emergency Operations Plan

- F. FEMA – Federal Emergency Management Agency
- G. HAZMAT – Hazardous Materials
- H. ICS – Incident Command System
- I. IC – Incident Commander
- J. MCI – Mass Casualty Incident
- K. NIMS – National Incident Management System

VI. Positional Responsibility

- A. Processes and procedures established by the policies and operating guidelines of the Overland Park Fire Department will be followed responding to a major disaster or emergency under the EOP.
- B. Coordination with and support of other organizations involved in a major disaster or emergency shall be managed through the use of the NIMS adopted by the City and Metropolitan Fire Chiefs Association.
- C. Assume full responsibility for fire suppression, search and rescue, EMS, and HAZMAT activities. Provide and maintain a FEMA Type 1 HAZMAT team.
- D. Priority will be given to saving lives, protecting property and environment, in that order.
- E. Provide qualified fire service representation to the field command post and Command and Control Center (CCC).
- F. Task support agencies necessary to accomplish their responsibilities.
- G. Perform initial evaluation of the location of damaged areas and the extent of damage, and report these findings. (Reference Planning Annex V)
- H. Coordinate when adequate safety measures are in place to allow field inspection teams completing damage assessment reports to access the area. (Reference Planning Annex V)
- I. Support law enforcement special operations by providing HAZMAT support to bomb unit.
- J. Provide a financial representative that will provide required support documentation (i.e. contracts, invoices, etc.) to the Finance, Budget, and Administration department. (Reference Finance Annex XI)

VII. Concept of Operations

- A. Annex IV will manage and coordinate all activities associated with fire suppression, rescue, EMS, and HAZMAT response by utilizing department established organizational processes and procedures. Responsibility for situation assessment and determination of resource needs lies primarily with the IC in coordination with the Command & Control Center.
- B. Other city departments may be requested to provide support to fulfill Annex IV responsibilities. Section XI outlines the required support functions of those departments.
- C. Requests for assistance and resources will be transmitted from the Field Command Post to the Command & Control Center.

VIII. Response Actions

- A. **Initial Actions** - The Fire Chief or Designee will:
 - 1. Locate at the designated City Command & Control Center upon notification
 - 2. Establish communication link with Fire Department designee at DOC or alternate location.
 - 3. Internet mail directed to Fire DOC shall be sent to fdoc@opkansas.org
 - 4. Establish communication links with ECC and Field Command Post.
 - 5. Obtain initial situation and damage assessment through established intelligence procedures.
 - 6. Brief the Command & Control Center Coordinator
- B. **Continuing Actions** - The Fire Chief or Designee will:
 - 1. Obtain, maintain, and provide situational and damage assessment information in the established Hot Zone. (Reference Annex V for damage assessment outside the Hot Zone).
 - 2. Determine and resolve, as necessary, issues regarding resource shortages and slow processing, interagency conflicts, and policy matters involving the Command & Control Center.
 - 3. Maintain close coordination with support agencies and field operations.

4. Maintain a log of actions taken (ICS Form 214), resource orders, records, and reports.
5. DOC Operations
 - a) Duty Chief or designee responsible for DOC operations.
 - b) Establish communication link to Command & Control Center if activated.
 - c) Establish communication link to ECC as required.
 - d) Coordinate fire department resources and determine personnel requirements for operational period.
 - e) Initiate shift call back procedures and determine optimum placement locations.
 - f) Pre-determine task force deployment strategy based on available resources. EMS component to be coordinated thru JOCO Med-Act DOC or ECC as required.
 - g) Maintain a log of actions taken (ICS Form 214), resource orders, records, and reports.
 - h) Notify City Manager of resources deployed outside of city during external emergency or disaster (if Command & Control Center not activated).
 - i) Internet mail directed to Command & Control Center (if activated) shall be sent to [opfd Command & Control Center@opkansas.org](mailto:opfd.Command&ControlCenter@opkansas.org)

IX. Support Agencies

A. Overland Park Police Department

1. Establish perimeter security at the scene of an emergency or disaster.
2. Provide Bomb Unit assistance for render-safe operations, and secondary device recognition.
3. Assist with evacuation planning and provide security for evacuated areas.

4. Provide traffic control, and maintain access to and from disaster site.

B. Public Works

1. Provide resources to clear debris, snow, or other obstacles from primary access routes.
2. Provide barricades and signage for rerouting traffic.
3. Maintain a direct liaison with utility providers.
4. Provide skilled support personnel for hazardous materials incidents.
5. Arrange for a direct liaison with the Field Command Post.

C. Planning and Development Services

1. Provide GIS and mapping services as required.
2. Plot coordinates of damaged areas on AIMS mapping system for viewing at COMMAND & CONTROL CENTER/DOC.
3. Provide central point of contact for environmental issues related to hazardous materials spills.
4. Follow up with appropriate county, state, federal agencies related to environmental issues.

D. Parks and Recreation

1. Provide skilled support personnel for hazardous materials incidents.
2. Provide resources to clear debris, snow, or other obstacles for primary access routes.

XII. References:

City Emergency Operations Plan (Basic)
Overland Park Fire Department Operating Guidelines
Overland Park Fire Department HAZMAT OG 4010
JOCO MCI Plan
JOCO Local Emergency Operations Plan (CEOP)
Cross Reference to County, Regional, State and Federal Plans

Annex V

Public Works Department

I. Introduction

A. Purpose

This Annex establishes the operational roles and responsibilities regarding infrastructure operations, maintenance, construction, and restoration events resulting from, or occurring coincidentally with, a major disaster or emergency.

B. Scope

This annex provides the framework for management and coordination of infrastructure operations, maintenance, construction and restoration in the event of a major disaster or emergency.

The City recognizes when an emergency situation arises, the employee's first responsibility is to ensure the safety of himself or herself, his/her family and his/her property, however, Public Works employees will be expected to be prepared to respond to any emergency or disaster that may threaten the City. Employees may also be asked to volunteer for relief efforts outside the City under the adopted mutual aid agreements.

Because the Public Works Annex mirrors the City's Emergency Operations Plan, a primary Department responsibility is to be familiar with the principles, authorities, and operations described in the City's plan.

Although the role Public Works plays during emergencies is emergency-specific, Public Works personnel may perform various duties depending on directives from the Command & Control Center and Incident Command.

II. Policies

- A. Processes and procedures established by the policies and operating guidelines of the Overland Park Public Works Department will be followed in responding to a major disaster or emergency under the Emergency Operations Plan.
- B. Coordination with and support of other organizations involved in a major disaster or emergency shall be managed through the use of the National Incident Management System (NIMS) adopted by the City of Overland Park.

- C. Priority will be given to saving lives, protecting property and environment, in that order.
- D. The lead agency for this Annex will be the Overland Park Public Works Department.
- E. The Public Works SOP addresses responsibilities for Flood Management and Snow Removal, provides a contact list for Utility Restoration, and coordination of the Emergency Off-Hours Response Plan.

II. Responsibilities

A. Primary

1. Provide qualified public works representation to the field command post and CCC (Command & Control Center) when required.
2. Task support agencies as necessary to accomplish annex responsibilities.
3. Assume lead responsibility for infrastructure restoration.
4. Assume lead responsibility for utility restoration coordination.
5. Assume lead responsibility for flood management PD SOP 1360 dated 30 April 2009
6. Assume lead responsibility for snow and ice removal operations.
7. Assume lead responsibility for response for emergency off-hours calls involving but not limited to -- traffic signals, street lights, traffic control signage, and street and stormwater problems.
8. Provide information and support to Planning and Development Services, as required, for initial damage assessments of infrastructure assets.
9. Provide operational contacts to State and Federal emergency management agencies as required.
10. Mobilization of equipment & personnel for emergency response.
11. Provide equipment and personnel for placement of barricades for emergencies – floods, tornadoes, etc.

III. Secondary

- A. Provide assistance to the Police Department for the management and control of traffic during incident operations.
- B. Maintain a direct liaison with utility providers.
- C. Provide skilled support personnel to the Fire Department for hazardous materials incidents, if required.
- D. Provide support, as required, to the Parks and Recreation Department for debris management
- E. Provide support, as required, to the Parks & Recreation Department for dam and levee failure.
- F. Provide support, as required, to Police Department during traffic signal outages IAW with PD SOP 2320, Dated 18 Dec 2007.
- G. Provide contract administration support as required.
- H. Provide support to the Police Department monthly emergency siren operational test.
- I. Lead Department for execution of Plan BullDozer
- J. Provide support as required to Fire Department for search and rescue operations.

IV. Concept of the Operation

A. General

1. This annex will manage all infrastructure operations by utilizing department established organizational processes and procedures. Responsibility for situation assessment and determination of resource needs lies primarily with the Incident Commander (IC) in coordination with the Command & Control Center.
2. Requests for assistance and resources will be transmitted from the Department to the Command & Control Center.
3. The Public Works Department will provide liaison and coordination for all utility restoration within the incident area. This will include initial contact with public and private utilities and monitoring of services restored.

4. Right-of-way management will be provided when required.
5. Requests for assistance will be transmitted to the PW representative at the Command & Control Center.
6. Listing of emergency utility contacts is located within PW EOP.

V. Infrastructure Restoration

- A. The Public Works Department will provide liaison and coordination for all infrastructure restoration within the incident area. This will include initial contact with other public agencies and private contractors and tracking of services restored.
- B. Right-of-way management will be provided when required.
- C. Major projects associated with infrastructure restoration will be prioritized by need and executed upon approval by governing body.
- D. Requests for assistance will be transmitted to the PW representative at the Command & Control Center.

VI. Initial Infrastructure Assessment

- A. Public Works will establish an infrastructure damage assessment team to identify damage to infrastructure assets in the incident area. Infrastructure assessment will include but is not limited to street pavement, curbs, sidewalks, stormwater structures, traffic signals, streetlights, and traffic signs.
- B. Requests for assistance will be transmitted to Public Works Operations at the Command & Control Center.

VII. Emergency Off-Hours Response Plan (See PW EOP)

VIII. Succession of Command

In the event the key players within the department are unavailable during an emergency, the succession of command will be as follows:

- Director of Public Works
- City Engineer
- Manager of Maintenance Operations
- City Traffic Engineer
- Manager of Technical & Administrative Services
- Public Works Superintendent

IX. Special Terms and Definitions

- A. Infrastructure Restoration - All engineering, construction, and maintenance activities required to restore capability to the City's transportation system, traffic control system, street lighting system, and stormwater conveyance system.
- B. Utility Restoration - All engineering, construction, management, and maintenance activities required to restore capability to the City's water, wastewater, natural gas, telecommunications, and electrical power systems.

Annex VI

PARKS DEPARTMENT & RECREATION DEPARTMENT

I. Purpose

This Annex establishes roles and responsibilities regarding timber and debris removal and disposal, mass care and shelter, and coordinates remedial actions related to dam repair and inspection resulting from, or occurring coincidentally with, a major disaster or emergency.

II. Scope

This annex provides the framework for management and coordination of timber and debris removal and disposal, mass care and shelter, and coordinates remedial actions related to dam repair and inspection in the event of a major disaster or emergency.

III. Policies

- A. Processes and procedures established by the policies and operating guidelines of the Overland Park Parks and Recreation Department will be followed in responding to a major disaster or emergency under the Emergency Operations Plan.
- B. Coordination with and support of other organizations involved in a major disaster or emergency shall be managed through the use of the National Incident Management System (NIMS).

V. Responsibilities

A. Primary:

- 1. Provide qualified representation to the field command post and Command & Control Center when required.
- 2. Task support agencies as necessary to accomplish Annex responsibilities.
- 3. Assume lead responsibility for emergency shelter.
- 4. Assume lead responsibility for tree and other debris management and disposal.

5. Assume lead responsibility for procurement of equipment and contract resources for debris management and emergency shelter.
6. Provide estimate of debris volume to be removed.
7. Assume lead responsibility for coordination of remedial actions related to dam repair and inspection in the event of a major disaster or emergency.
8. Provide information for damage assessments of infrastructure assets.
9. Provide operational contacts to County, State and Federal emergency management agencies as required.

B. Secondary:

1. Provide support for Snow and Ice Control operations.
2. Provide support, as required, for flood management operations.
3. Provide skilled support personnel for hazardous materials incidents.
4. Arrange for a direct liaison with the Field Command Post and the Command & Control Center.

VI. Concept of the Operation

A. General

1. This annex will manage all infrastructure operations by utilizing department established organizational processes and procedures. Responsibility for situation assessment and determination of resource needs lies primarily with the Incident Commander (IC) in coordination with the Command & Control Center.
2. Requests for assistance and resources will be transmitted from the Department to the Command & Control Center.
3. Other City Departments may be requested to provide support to fulfill Annex V responsibilities. Section IV outlines the required support functions of those departments.
4. Timber and Debris Removal and Disposal (See Parks SOP)
5. Mass Care and Shelter (See Parks SOP)

6. Dam Structures (See SOP)

B. Infrastructure Restoration

1. The Parks and Recreation will provide liaison and coordination for infrastructure restoration within the incident area. This will include initial contact with other public agencies and private contractors and tracking of services restored.
2. Right-of-way management will be provided when required.
3. Requests for assistance will be transmitted to the Park and Recreation representative at the Command & Control Center.

VII. Resources:

- A. Federal Emergency Management Agency (FEMA)
Disaster Assistance Programs Division
2323 Grand Blvd.
Kansas City, Missouri 64108
816-283-7025
- B. American Red Cross
7300 W. 80th Street
Overland Park, KS 66204
913-341-6226
- C. Johnson County Office of Emergency Management & Homeland Security
Courthouse Towers
Olathe, KS 66061
913-715-1000

VIII. Terms and Definitions:

FEMA – Federal Emergency Management Agency
CCC- Command & Control Center
EOP – Emergency Operations Plan
PW – Public Works
FBA – Finance & Accounting
HR – Human Resources

Annex VII

PLANNING & DEVELOPMENT SERVICES

I. Introduction

A. Purpose

This Annex establishes roles and responsibilities regarding damage assessment procedures, GIS mapping support, and environmental response operations resulting from or occurring coincidentally with a major disaster or emergency.

B. Scope

This Annex provides the framework for management and coordination of damage assessment, code compliance, environmental response, and GIS support in the event of a major incident or disaster.

II. Policies

- A. Processes and procedures established by the policies and operating guidelines of the Overland Park Planning and Development Services Department will be followed in responding to a major incident or disaster under this Emergency Operations Plan.
- B. The Planning and Development SOP addresses responsibilities and administrative procedures for executing damage assessment actions in accordance with the Kansas State plan.

III. Assumptions

- A. Planning and Development Services resources may be insufficient to meet all requirements.

IV. Responsibilities

A. Primary

- 1. Assume lead responsibility for damage assessment to buildings and structures. Damage assessment provides an overall evaluation of the scope of the disaster and provides the framework for mitigation and recovery.

2. Coordinate structural assessments for major facilities as required.
3. Provide GIS/mapping support services to City activities to enhance the ability of the staff and public to understand and respond to any emergency.
4. Notify the appropriate County and State agencies in the event of an environmental incident.
5. Provide operational contacts to County, State and Federal emergency management agencies as required.
6. Serve as liaison to the County Health Department for any community health issues involving restaurants.
7. Provide expedited planning and development support to the community during the recovery phase if required.

B. Secondary

1. Provide assistance to Public Works Department for engineering project management and construction inspection support as required.
2. Provide assistance to the Fire Department for search and rescue operations as requested.

V. Concept of the Operation

A. General

1. The Annex will manage all damage assessment operations by using department processes and procedures. Responsibility for situation assessment and determination of resource needs lies primarily with the Incident Commander in coordination with the Command & Control Center.
2. Request for assistance and resources will be transmitted from the Department to the Command & Control Center.
3. Damage Assessment (See Planning & Development Services SOP).

B. Initial Damage Assessment

1. The Planning and Development Services Department will establish damage assessments teams to identify damage to structures, buildings and facilities in the incident area.

2. Damage assessment will follow prescribed guidelines as processed in accordance with Kansas State requirements.
3. Structures determined unsafe for human habitation will be properly marked and secured.

VI. Succession of Command

A. In the event the key players within the Department are unavailable during an emergency, the succession of command will be:

- Director of Planning & Development Services
- Assistant Director of Planning & Development Services
- Codes Administrator
- Manager, Community Planning and Services
- Manager, GIS and Technology Services

Annex VIII

INFORMATION TECHNOLOGY

I. Purpose

This Annex establishes roles and responsibilities and the framework and coordination for technology, telecommunications, network application and hardware support and response; operation and support of City buildings and facilities; and access/security coordination and support of City buildings resulting from, or occurring coincidentally with, a major disaster or emergency.

II. Primary responsibility: Information Technology Department

A. Positional Responsibility

I. Technology Support

A. Command & Control Center Support

- Provide technology, telecommunications, network, application and hardware support to the Command & Control Center
- Upon initial activation of the Command & Control Center for a Level 1 event, Information Technology will be on-call to respond to support requirements for the Command & Control Center
- Upon activation or elevation of the Command & Control Center to Level 2 or 3, an Information Technology staff member will be on-site at the Command & Control Center to provide support. On-site 24 hour support will be provided during Level 2 and 3 activation by implementing twelve-hour shifts or an alternate schedule to provide for 24 hour coverage
- Number of employees required – minimum of one on each shift to support the Command & Control Center

B. Damage Assessment of Network Infrastructure & workstations

- Provide assessment of network infrastructure and operational impact for City buildings affected directly by the disaster or emergency event. The Information Technology responses are outlined in the Information Technology Disaster Recovery Plan (ITDRP)
- Prioritize the restoration of network connectivity to impacted City buildings and coordinate work with outside vendors as may be required for fiber, ATM, and internet connections. Emergency contact lists including contractor/vendor information may be found in Appendix A of the Information Technology Disaster Recovery Plan

C. Restoring Services:

- Service and operation priorities will be established based on the specific requirements and needs of the event or disaster. Schedules will be established to restore the identified operational priorities. General application and server priorities are identified in the Information Technology Disaster Recovery Plan. Emergency contact lists including contractor/vendor contacts and radio assignment information may be found in Appendix A of the Information Technology Disaster Recovery Plan
- Coordinate and maintain communications with departments requiring service restoration and support
- Number of employees required for the Damage Assessment and Restoring Services – varies based on the magnitude of the event. All IT employees may be called upon to respond

D. Telecommunications Support

- Assist with setup of Emergency Operations phone banks, including programming if necessary for special requirements of the emergency
- Phone Banks can be setup and programmed at City Hall, Antioch Justice Center and Sanders Justice Center as outlined in the Information Technology Disaster Recovery Plan
- Provide support to departments to assess and identify problems or special telecommunication requirements/needs. Phone and telecommunication service, operation requirements, and priorities will be established based on the specific event or disaster. Emergency contact lists including contractor/vendor information may be found in Appendix A of the Information Technology Disaster Recovery Plan
- Coordinate the repair, relocation, or procurement of telecommunication services and equipment. Obtain and place in service additional wireless phones and equipment as may be necessary to support the event or emergency

E. Facility Management

The following outlines the Facility Management Operations Divisions responsibilities in the event of a major emergency or disaster.

1. Damage Assessment of Facilities

- Assess damage and condition of City buildings to determine if facilities are operational. Coordinate emergency repairs where needed
- Serve as advisor to the Command & Control Center regarding the status of City buildings during an emergency/disaster event
- Coordinate the relocation of City functions as required

- Number of employees required - available Facility Management Operations staff and outside contractors, including engineering and architectural professional services and expertise, if required

2. Utilities

- Determine availability of utilities (electricity, natural gas, water) at City facilities. Monitor and maintain emergency generators when in operation. Contract for refilling of emergency generator fuel tanks when necessary. Contact appropriate agencies when utilities are absent
- Maintain list of vendors who are able to supply emergency back up generators for facilities when needed
- Provide Director of Information Technology with the status of utilities to City facilities

3. Facility Operation

- Buildings may become damaged or utilities may be lost as a result of the emergency or disaster. Facilities that are damaged or loose utility service may become inoperable. Take steps necessary to prevent additional damage to facilities, building components, and contents
- Implement emergency repairs with Facility Management Operations staff or the appropriate contractor necessary to allow City operations to resume

4. Facility Access Security

- For the purpose of this Annex, facility security shall include key and electronic access control of City buildings and the physical integrity of any City building that may be compromised or otherwise damaged as the result of an emergency or disaster
- Coordinate any special building key or electronic access card requirements for an emergency/disaster event
- Response protocols are identified in the Information Technology Disaster Recovery Plan. Emergency contact lists including contractor/vendor contacts and radio assignment information may be found in Appendix A of the Information Technology Disaster Recovery Plan

II. Keys and Electronic Access Control

- A. Upon activation of the Command & Control Center and notification of the Command & Control Center location, assess and determine access and control issues required in support of the Command & Control Center. For Command & Control Center operations located in facilities with multi-jurisdictional responsibility or under the responsibility of agencies other than Information Technology/Facilities Management, coordinate access and control issues with appropriate staff representatives from the other involved departments or agencies.
- B. An emergency or disaster may result in an extended loss of power to City buildings. For City facilities utilizing electronic access control, the loss of electrical power for an extended period may compromise building security if the length of the outage exceeds the capacity of backup battery systems. Facilities Management will monitor the electronic access systems and take actions as may be required to maintain security within these facilities. Such actions may include an alternate source for electrical power, replacement of backup batteries, or physical solutions to assure building security.

III. Damaged Buildings

- A. In the event of physical damage to City buildings, determine the level of damage and the level of security necessary to maintain the integrity of building occupants and contents. Assess the resources necessary to maintain appropriate levels of security and provide staff personnel and contract agents to affect emergency repairs or modifications as may be necessary to secure damaged properties.
- B. Coordinate building security with Police personnel until repairs can be made and the facility is secure. Should damage be too great to immediately restore building integrity and security, develop and coordinate longer term building security plan with the Police Department.

IV. Loss of Electrical Power to Buildings

- A. Determine availability of utilities (electricity, natural gas, water) at City facilities. Contact appropriate agencies when utilities are absent to coordinate service restoration. Maintain a list of vendors who are able to supply emergency back up generators for facilities when needed.

- B. Monitor and maintain emergency generators when in operation. Contract for refilling of emergency generator fuel tanks when necessary.

V. Concept of Operations

- A. Annex VIII provides the framework for the management and coordination of activities associated with technology, telecommunication, network, application, and hardware support and response; operation and support of City buildings; and access/security coordination and support for City buildings. The Information Technology Disaster Recovery Plan (ITDRP) provides the foundation and informational resources to support the Information Technology/Facilities Management response to the responsibilities outlined in this Annex.

- B. Organization:

1. Level 0 (Alpha) Condition and Level 1 (Bravo) Activation
 - Information Technology will be on-call to respond to support requirements for the Command & Control Center. IT will respond to specific requests for service and support. An IT staff member is not specifically assigned or on-site during Alpha condition or Bravo activation
2. Level 2 (Condition Charlie) Activation
 - Upon activation or elevation of the Command & Control Center to level 2 Condition (Charlie), an Information Technology staff member will be assigned and on-site at the Command & Control Center location to provide support

3. Level 3 (Condition Delta) Activation

- On-site IT staff technical support for the Command & Control Center will continue
- An Information Technology Manager is required to report to the City Command & Control Center
- The Information Technology Director, or designee, will coordinate IT resources and provide direct liaison with the City Command & Control Center

4. Command & Control Center Staffing

- Unified Command: IT Primary, Vicki Irey
IT Secondary, Tim Shipley
- Operations: Team 1, Bob Pledge and Marvin Sommerfeld
Team 2, Tim Shipley and Bob Pledge

C. Notification:

1. Police Department will notify IT for Command & Control Center support.
2. Manager of Communication in the City Manager Department will notify IT for phone bank support.

Annex IX

HUMAN RESOURCES

I. Purpose

This Annex establishes roles and responsibilities for the Human Resources Department regarding the management and coordination of employee assistance, various human resources activities, and volunteer coordination in the event of a major disaster or emergency.

II. Primary Responsibilities

- A. Provide assistance to mission-critical employees by assuring that their family members have food, water, shelter, day-care and where possible, transportation. This would involve coordination with the City's Leisure Services Division for shelter and public agencies such as the Red Cross for disaster relief. (See Parks & Recreation Department - Annex VI, Appendix B Mass Care and Shelter for details concerning disaster relief.)
- B. Coordinate temporary staffing for non mission-critical functions at the Command & Control Center-level -- job assignments matched to available resources. A monthly personnel report with each employee's name; department; title; city phone number; home address; emergency contact; emergency contact phone; and home phone number should be developed and submitted to the Administrator for Homeland Security & Emergency Management. This report should be in alpha-order by department.
- C. Assume lead responsibility for traditional day-to-day Human Resources functions involving health insurance, workers compensation, salary continuation, payroll, crisis counseling. Other non-traditional functions may include day care and cash advances.
- D. Serve as liaison and provide support services for employees assigned from outside agencies (e.g., payroll and employee benefits).
- E. Assume lead responsibility for notification procedures. This includes notifying employees' families about the status of personnel on the property; notifying off-duty personnel about work status; and in concert with affected department, notifying family members in the event of a death.
 - Assume lead responsibility as point-of-contact for outside volunteers and donations. Work in coordination with the Leisure Services Division of the Recreation Department for locations and service delivery.

III. Concept of Operations

- A. Annex IX will manage and coordinate all activities associated with assistance, temporary staffing, traditional HR activities, notification, and coordination of outside volunteers and donations by utilizing established organizational processes and procedures. Responsibility for situation assessment and determination of resource allocation lies primarily with the Incident Commander (IC) in coordination with the Command & Control Center (CCC).
- B. Other City departments may be requested to provide support to fulfill Annex IX responsibilities. Requests for assistance and resources will be transmitted to the CCC.

C. Response Actions

- 1. Initial Actions: The Chief Human Resources Officer or designee will:
 - a. Locate at the designated City Command & Control Center upon notification of certain Level II and all Level III activations.
 - b. Establish communication link with HR Management Group identified below.
 - c. Establish communication link with Department Contacts concerning available resources.
 - d. Obtain initial situation and assessment through established Command & Control Center operations.
 - e. Brief the Command & Control Center Coordinator on the status of personnel.

D. Continuing Actions:

- 1. The Chief Human Resources Officer or designee will:
 - a. Obtain, maintain and deploy personnel as required
 - b. Determine and resolve, as necessary, issues regarding staffing.
- 2. Support Departments: All City Departments will be responsible for providing non-critical staffing to the Command & Control Center for their deployment as necessary. Assigned personnel will be used as necessary in carrying out support services in the case of a disaster or emergency.

Annex X

FINANCE & ACCOUNTING

I. Purpose

This Annex establishes roles and responsibilities regarding emergency fiscal and administrative procedures resulting from, or occurring coincidentally with, a major disaster or emergency.

II. Scope

This annex provides the framework for management and coordination of fiscal and administrative procedures in the event of a major disaster or emergency.

III. Policies

- I. Processes and procedures established by the policies and operating guidelines of the Overland Park Finance & Accounting Department will be followed in responding to a major disaster or emergency under the Emergency Operations Plan (EOP).
- II. Coordination with and support of other organizations involved in a major disaster or emergency shall be managed through the use of the National Incident Management System (NIMS).
- III. The lead agency for this Annex will be the Overland Park Finance & Accounting Department.

IV. Responsibilities

A. Primary:

1. Ensure all financial records are maintained throughout the event of disaster.
2. Provide financial and cost analysis information as requested.
3. Gather pertinent information from responsible city departments and other governmental agencies.
4. Ensure all recovery documentation is accurately maintained during the response and submitted on the appropriate forms to Johnson County Emergency Management & Homeland Security which will forward such documentation to the Federal Emergency Management Agency (FEMA) and/or the Kansas Division of Emergency Management.

5. Brief the Administrator for Homeland Security & Emergency Management and/or Finance & Accounting personnel on all incident-related financial issues requiring attention or follow-up.

B. Secondary:

1. Provide administrative support to other Command & Control Center sections as required.

V. Concept of the Operation

- A. This annex will manage all fiscal and administrative procedures by utilizing the Finance & Accounting department established organizational processes and procedures. Responsibility for situation assessment and determination of resource needs lies primarily with the Incident Commander (IC) in coordination with the Command & Control Center.
- B. Requests for assistance and resources will be transmitted from the Department to the CCC.
- C. Other city departments may be requested to provide support to fulfill Annex IV responsibilities. Section V. D outlines the required support functions of those departments.

VI. Response Actions

- A. Initial Actions: The Chief Financial Officer or Designee will:
 1. Locate at the designated City Command & Control Center upon notification.
 2. Based on the Command & Control Center level of activation, initiate the appropriate response of Finance & Accounting personnel.
- B. Continuing Actions: The Chief Financial Officer or Designee will:
 1. Maintain close coordination with support agencies, FEMA and Johnson County Emergency Management
 2. Maintain the appropriate financial documentation for a major disaster or emergency.
- C. Support Agencies

1. Public Works, Parks, Recreation, Police, Fire and Planning & Development Departments:
2. Designate a financial representative from each department
3. Provide copies of:
 - a. Submitted FEMA claim forms
 - b. Supporting documentation for claim forms (i.e. contracts, invoices, etc.)
4. Meet with the Finance & Accounting Department periodically to review submitted claims versus claims paid.

D. FEMA

- Provide guidance in seeking federal financial assistance during an emergency

E. Johnson County Emergency Management

- Provide guidance/coordination of seeking federal financial assistance during an emergency

F. Federal and State Assistance (See Appendix A)

G. Resources:

Director Nick Crossley
Johnson County Office of Emergency Management & Homeland Security
Courthouse Towers
Olathe, Kansas 66061
913-715-1000

State of Kansas
Office of Adjutant General
Division of Emergency Management
2800 S.W. Topeka Blvd.
Topeka, Kansas 66611-1287
1-785-274-1405

Federal Emergency Management Agency (FEMA)
Disaster Assistance Programs Division
2323 Grand Blvd.
Kansas City Missouri 64108
816-283-7025

- D. Finance & Accounting personnel available to administrative support to other Command & Control Center sections:
- The Finance & Accounting Department has 10 – 15 personnel available and willing to assist
 - The City Clerk Division has 7 – 10 personnel available and willing to assist

Annex XI

LAW DEPARTMENT

I. Purpose

Annex XI establishes the roles and responsibilities of the Law Department during an emergency

II. Responsibilities

- A. Appoint a representative from the Law Department to the Command & Control Center (CCC)
- B. The City Attorney or his designee will be appointed to the CCC as the legal representative. The responsibility of that representative is to coordinate the resolution of legal issues that arise within the CCC. If necessary that representative may call upon the expertise of the law department representative in charge of a particular function.
- C. Current assignments are as follows:
 - City Attorney
 - Finance, Administration, Human Resources, Senior Assistant City Attorney
 - Public Works – Senior Assistant City Attorney
 - Planning – Senior Assistant City Attorney
 - Public Safety – Senior Assistant City Attorney
- D. Advise staff regarding legal issues related to the emergency, e.g. the exercise of emergency powers.
- E. Advise staff regarding any legal issues other than those issues related to the emergency that may arise in the City during this time period.
- F. Provide oversight in drafting and legislating ordinances, codes, regulations and proclamations.

References

City Emergency Operations Plan
Overland Park Municipal Code 2.09.320 – 2.09.360

Annex XI

MUNICIPAL COURT

I. Purpose

This annex establishes the roles and responsibilities regarding emergency operation of the Municipal Court and its employees during a major disaster or emergency.

II. Policies

- A. Processes and procedures established by the Municipal Court will be followed in responding to a major disaster or emergency under the Emergency Operations Plan.
- B. Coordination with and support of other departments involved in a major disaster or emergency will be managed through the use of the Incident Management System.

III. Responsibilities

A. Primary:

- 1. Ensure the safety and protection of money and court records.
- 2. Notify public through all available means of suspension of usual court schedules and dockets.
- 3. At the most appropriate location, provide the services of a judge for the purpose of hearing and disposing of all required actions, to include required 48-hour hearings.
- 4. Process the receipt of bonds from all arrestees.

B. Secondary:

- Provide staff to support other departments as required and assigned through the Command & Control Center

V. Concept of Operations

A. General

- This annex will manage and coordinate all activities associated with the Municipal Court. Responsibility for situation assessment and determination of resource needs and allocation rests with the Incident Commander and the Command & Control Center
- Municipal Court personnel not needed to conduct Court operations during a disaster situation will be reassigned to a personnel pool established by the Human Resources Department

Annex XII

COMMUNICATIONS – CITY MANAGER

I. Purpose

This annex establishes the roles and responsibilities regarding the Public Information Office and switchboard telephone operations.

II. Policies

- A. Processes and procedures established by the policies and operating guidelines of the Overland Park Communications Department will be followed in responding to a major disaster or emergency under the Emergency Operations Plan.
- B. Coordination with and support of other organizations involved in a major disaster or emergency shall be managed through the use of the Incident Management System (IMS) adopted by the City.
- C. The lead agency for public information dissemination will be the Communications Division within the City Manager's Office.

III. Responsibilities

A. Primary:

- 1. Provide public information support to the City during an emergency.
- 2. Coordinate media relations and media contact for the City during an emergency.
- 3. Provide information to the general public for the city during an emergency.
- 4. Assume lead responsibility for the staffing and operation of the City phone bank.

B. Secondary

- 1. Assist Department Directors with the dissemination of information to the general public and news media via news releases, Web site updates and scheduled interviews.
- 2. Maintain a direct liaison with the incident commander or unified command team.

3. Assist the City Manager and the COMMAND & CONTROL CENTER in providing critical information to the governing body during an emergency.

IV. Concept of the Operation

1. This Annex will manage all public information operations by using department established organizational processes and procedures.
2. Requests for assistance and resources will be transmitted from the Department to the Command & Control Center.
3. City Phone Bank
 - a. Provide the primary point of entry for requests for information during an emergency.
 - b. Contact call takers, assemble, coordinate and operate expanded emergency telephone switchboard functions to address questions, concerns and other issues that arises as the result of an emergency.
 - c. Be prepared for 24 hour operations staffed led by Communications staff personnel.
 - d. Other City Departments will provide staff based on the size of the operations.
4. Notification will be as follows:
 - a. Either the City Manager, or his designee, or a member of the Police or Fire Department will contact the Communications Manager and ask that employee to report for duty at a specific site.
 - b. The Communications Manager will notify a representative of the Communications Division and request that the phone bank be set up and activated, depending upon extent type of emergency and level of disaster response needed.
 - c. The Communications Manager will contact staff members of the Communications Division to report for switchboard duty.
 - d. An appointed coordinator of the Communications Division staff will contact pre-determined City staff members to operate emergency telephone bank until temporary employees can be hired and trained to answer calls

GLOSSARY

DEFINITIONS

A. Area Alerting Plan

At the discretion of the Police Operations Commander, Watch Commander or Field Sergeant, this is the plan for advance notification to the public that have been included in a tornado watch area. Patrol cars will then patrol areas using only public address system to provide advance warning.

B. Alert Signal

The recognized and official alert signal which is used to give local warning is the steady tone signal emitted by an electronic siren.

C. All Clear Signal

There is no such thing as a siren all clear. The only all-clear signal is what is broadcast over commercial radio and television by authority of the National Weather Service when all danger of storm has passed.

D. Damage Assessment Team

This team consists of local personnel with experience in assessment for the purpose of determining the extent of damage and whose findings are detailed in the initial report.

E. Damage Survey Team

This team is a joint local-state-federal team for the purpose of determining the extent of damage. The findings are detailed in the Damage Survey Report.

F. Disaster

Is the occurrence of widespread or severe damage, injury, or loss of life or property resulting from any natural or man-made cause. This includes but is not limited to fire, flood, earthquake, wind, storm, epidemic, air contamination, blight, drought infestation, explosion, riot, or hostile military or paramilitary action.

G. Disaster (Federal Definition)

Any hurricane, tornado, storm, flood, high-water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mud slide,

snowstorm, drought, fire, explosion, or other catastrophe in the county which, in the determination of the President, causes damage of sufficient severity and magnitude to warrant major disaster assistance under Public Law 93-288, above and beyond emergency services by the Federal government, to supplement the efforts and available resources of Kansas, local governments, and voluntary relief organizations in alleviating the damage, loss, hardships or suffering caused thereby.

Under Public Law 93-228, to supplement state and local efforts to save lives and protect property, public health and safety, or avert or lessen the threat of a disaster.

H. Command & Control Center (CCC)

That location designated as the operations center for all City staff. The primary CCC will be located at the Fire Training Center located at 12401 Hemlock. The first alternate CCC is the Sanders Justice Center Training Room located at 12400 Foster and the second alternate CCC is at the Myron Scafe Police Facility located at 8500 Antioch.

I. Emergency Preparedness

Measures taken to minimize the probability or severity of disasters, as well as the preparation for and implementation of all disaster functions other than those for which military forces are primarily responsible

J. Emergency Management Committee

That committee appointed by the City Manager which is responsible for preparing, coordinating, training, organizing, and planning all emergency preparedness functions for the City of Overland Park.

K. Emergency Shelter

A form of mass shelter usually located in a public facility which provides for the communal care of individuals or families made homeless by an emergency or disaster.

L. Federal Assistance

Aid to disaster victims or state or local governments by federal agencies under the provisions of Public Law 93-288.

M. Field Command Post (FCP)

That location designated as the site for the mobile command post. All field operations shall be managed from this location and reported to the Command & Control Center.

N. Initial Lead Agency (ILA)

The Initial Lead Agency is that agency that assumes responsibility for managing the incident from the onset.

O. Overland Park Emergency Operations Plan

This is a plan which is designed and maintained by the City of Overland Park for response to emergencies or disasters and which provides an overview of the actions to be taken by city departments.

P. Public Facility

Any publicly owned flood control, navigation, irrigation reclamation, public power, sewage treatment and collection, water supply and distribution, watershed development, or airport facility, any non-federal-aid street, road or highway, and any other public building, structure or system, including those used for educational or recreational purposes, or any park.

Q. Severe Thunderstorm Warning

Same as a severe thunderstorm watch, except this is to indicate the storm is now in or near Johnson County, Kansas.

R. Severe Thunderstorm Watch

A forecast of severe weather or damaging winds, but no mention of the possibility of tornado activity included.

S. State of Disaster Emergency

This is the condition proclaimed by the governor when, in his or her judgment, the actual occurrence or threat of a disaster in any part of the state is of sufficient severity and magnitude to warrant disaster assistance by the state to supplement the efforts and available resources of the localities and relief organizations in preventing or alleviating the damage, loss, hardship, or suffering threatened or caused thereby.

T. Local Disaster Emergency

This is a condition declared by the Mayor or the designated successor to the Mayor upon finding that a disaster has occurred or the threat of one is imminent.

U. Take Cover Plan

The plan to warn citizens to take cover from an impending tornado. This is the plan whereby the radio dispatcher activates the steady signal on sirens and directs patrol units to cruise all areas of the city with red lights and sirens to warn the population.

V. Tornado Watch

Notification of a forecast of severe weather or damaging winds with the possibility of tornado activity.

W. Tornado Warning

A report of a confirmed tornado in or near Overland Park, Kansas.

X. Voluntary Relief Organizations

Any chartered or otherwise duly recognized tax-exempt local, state, national organizations or groups which have provided or may provide services to the local governments, the state, or individuals in an emergency or disaster.

ATTACHMENT A

UNIFIED COMMAND		
	TEAM 1	TEAM 2
DEPARTMENT	PRIMARY	ALTERNATE
City Manager	Bill Ebel	Kristy Stallings
Finance	Dave Scott	Gena McDonald
Fire	Bryan Dehner	Mike Casey
Human Resources	Mike Garcia	
Information Technology	Vicki Irey	Bob Pledge
Law	Mike Santos	
Parks Services	Greg Ruether	
Planning	Jack Messer	Tim Ryan
Police	John Douglass	Mark Kessler
Public Works	Doug Brown	Brian Shields
Recreation Services	Tony Cosby	Sandy Queen
OPERATIONS SECTION	TEAM 1	TEAM 2
Fire	***	***
Parks Services	Virgil Miles	
Planning	David Miller	Tony Meyers
Police		Jack Cauley
Police	Doug Dunn	Simon Happer
Police	Al Sneller	Mike Ernst
Public Works	Rich Profaizer	Dan Miller
PLANNING SECTION	TEAM 1	TEAM 2
Fire	***	***
Human Resources	Angelo Phillips	Mike Russo
Law	John Knoll	Mike Santos
Planning	John Rod	Skip Moon
Police	Ed Salazar	Mike Imber
Public Works	Mike Miller	Mike Ross
Recreation Services	Bryan Toben	Julie Bilyea
LOGISTICS SECTION	TEAM 1	TEAM 2
Finance	Gena McDonald	Marian Cook
Fire	***	***
Human Resources	Mike Russo	Mike Garcia
Parks Services		
Planning	Ruth Hamel	Vic Finch
Police	Bob Kolenda	Mike Kelly
Police	Rick Castillo	
Public Works	****	****
Recreation Services		

FINANCE & ADMIN.	TEAM 1	TEAM 2
Finance	Sherri Idle	Lisa Santa Maria
Fire	***	***
Human Resources	Don Sanders	Mike Russo
Police	James Olney	Tom Fredrickson
Public Works	****	****
EOC SUPPORT	TEAM 1	TEAM 2
Emer. Mgmt. Coordinator	Tim Lynch	Tim Lynch
Police Log Officer	Jaimie Wear	Joan Smith
Police CAU/Mapping	Carol Stanton	Lisa McMullen
Police CAU/Mapping	Mary Dixon	Jamie May
City Public Information	Sean Reilly	
Police Public Information	Matt Bregel	
Information Technology	Bob Pledge	Bob Pledge
Information Technology	Marvin Sommerfeld	Tim Shipley
Homeland Security & EM	John Crume	John Crume
Logistics Support	Robin Barnard	
Geographic Information	Doug Johnson	Steve Brown
***NOTE-Fire will make specific ICS assignments upon activation/Following personnel will be available. Available/responding personnel are listed as follows:		
	EOC TEAM 1 (Black Team)	EOC TEAM 2 (Gold Team)
Team Leader –	Training Chief Gary Wilson	Risk Management Chief Hank Dupont
Duty Chief	Assigned Duty Chief	Assigned Duty Chief
North BC	On-Duty North Battalion Chief (Battalion 45)	On-Duty North Battalion Chief (Battalion 45)
South BC	On-Duty South Battalion Chief (Battalion 46)	On-Duty South Battalion Chief (Battalion 46)
	Fire Training Officer Buck Heath	Fire Training Officer Joe Stapp
	Fire Marshall Mark Sweany (Car 49)	EMS Chief Steve Isaacson (Chief 48)
Admin Deputy Chief	Deputy Chief of Operations Mike Casey (Chief 41)	Deputy Chief of Administration Kim Nemitz
Task Force Leader		
***Information Technology will assign ICS positions as needed or directed by support designees.		
**** PW to assign personnel if needed otherwise will rely on Planning Team for this function.		
ROSTER LAST UPDATED: 6/16/2011		

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