

# Contents

## BASIC PLAN

<b>9.0 Administration and Support.....</b>	<b>2</b>
9.1 Support.....	2
9.2 Agreements and Understandings .....	2
9.3 Reports and Records .....	2
9.4 Expenditures and Records .....	3
9.5 Critiques .....	3
9.6 Plan Development, Maintenance, and Execution.....	3

# BASIC PLAN

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## 9.0 Administration and Support

### 9.1 Support

A State Disaster Declaration is issued by the Governor of the State of Kansas. The Kansas Emergency Operations Plan may be implemented by contacting the State of Kansas Division of Emergency Management. This should be done as soon as it is determined that the incident requires the intervention of the State Government.

### 9.2 Agreements and Understandings

When major disaster assistance activities may be carried out by contract or agreement with private organizations, firms, or individuals, preference will be given, to the extent feasible and practicable, to those organizations, firms, and individuals, residing or doing business within Douglas County. Under disaster or emergency conditions, the Emergency Management Director may utilize the most expedient means possible in securing purchases; this includes and is not limited to suspending the normal and usual county bidding and purchasing policies.

*Mutual Aid* – Resources obtained through Mutual Aid are considered local resources and must be exhausted before requesting State or Federal assistance. Mutual Aid Agreements and Memorandums of Understanding are in effect with numerous surrounding jurisdictions. Douglas County has adopted by resolution KSA 12-16,117, which provides automatic mutual aid, as needed.

The listed agencies/departments in this Plan have a vital service to perform in the event of a disaster. The Douglas County departments/agencies are required to render assistance in accordance with the appropriate county resolution. Those agencies/departments not part of the county government have a Memorandum of Understanding (MOU) or agreement on file with the Douglas County Office of Emergency Management. In addition, upon concurrence, this document will serve as an MOU.

### 9.3 Reports and Records

Each Emergency Support Function (ESF), along with Section 9 of the Basic Plan, has specific requirements for documentation, reporting, and tracking of information required.

#### *Paper-Based Emergency Information Management*

Records and reports generated by the Douglas County Emergency Management Department are retained in hard-copy format.

#### *Record Retention*

Retention of records involving emergency/disaster situations will be maintained for a period of ten years from the date of occurrence by the Douglas County Emergency Management Department. In addition, records regarding hazardous materials exposures will be maintained by the office for a period of the life of the person(s) exposed plus twenty years.

#### *ICS Forms*

Records for personnel, equipment, communication, and other disaster response activities are recorded on Incident Command System (ICS) forms during an emergency or disaster.

### *Record Storage*

Presently, paper documents are accessible by the Emergency Management Department. No microfilm or microfiche system is in place for emergency management usage.

*Non-discrimination* – There will be no discrimination on grounds of race, color, religion, nationality, sex, age, or economic status in the execution of emergency management functions. The policy applies equally to government, contractors, and labor unions.

*Duplication of Benefits* – No person, business concern, or other entity will receive assistance with respect to any loss of which he/she has received financial assistance under any other program or for which he/she has received insurance or other compensation.

*Consumer Protection* – Consumer complaints pertaining to alleged unfair or illegal business practices will be referred to the County Attorney's Office in reference to Consumer Fraud Protection for investigation.

### *9.4 Expenditures and Records*

Each agency, department, or division of the Douglas County government, maintaining facilities outside of the Emergency Operations Center, is required to have their own emergency plan, with guidelines for safeguarding documents, data, and reports. These internal plans are considered addendums to this plan.

Each Emergency Support Function (ESF), along with Section 9 of the Basic Plan, has specific requirements for documentation, reporting, and tracking of related costs associated with emergency and disaster response. See ESFs for detail. In general, the mechanism to track disaster-related costs associated with non-federally declared disaster is the responsibility of the County Treasurer.

### *9.5 Critiques*

Primary and support agencies will provide summary recommendations as part of the submission of final record keeping and reporting. In order to enhance the ability to respond and mitigate cost, agencies should review their plan, allocation of resources, methods of communication, and overall interaction with other agencies. Recommendations for improvement should result from the review and should be implemented within the agency. Recommendations, which apply outside the agency, should be forwarded to the Emergency Management Director for consideration.

### *9.6 Plan Development, Maintenance, and Execution*

This plan is the principal source of documentation of Douglas County Emergency Management activities. Almost every agency within the county government has some level of responsibility for developing and maintaining their portions of this plan. The Douglas County Emergency Management Director will carry out overall coordination of this process. The agencies' directors will approve major changes involving emergency management policy. Routine changes, such as corrections, updated staffing lists, telephone lists, map annotations, reporting requirements, etc., may be made by the Douglas County Emergency Management Director.

## *Maintenance*

*Support* – Each agency, department, or organization with responsibilities under this plan will develop and maintain written guidelines for carrying out their assigned tasks. Those Standard Operating Guidelines, policies, and practices will be considered supplements to this plan.

*Validation* – To verify that this plan is valid and correct, two specific items must be completed.

- One exercise based on this plan must be conducted every year. (Note: one actual emergency, which tests the resources of the plan, may be substituted for an actual exercise. This use of an actual incident instead of an exercise may only be done every other year.)
- An update to this plan must be completed, based on a review of the text and any problem(s) identified in an actual incident or exercise. A report of the review, and any updates to this plan must be submitted to the Kansas Division of Emergency Management, as soon as completed.

*Review* – This plan, ESFs, annexes, and guidelines will be updated as the need for a change becomes apparent. Additionally, portions of this plan including guidelines will be thoroughly reviewed annually and appropriate changes made. The Douglas County Emergency Management Director will verify that this review process is carried out on a timely basis.

*Government Facility Planning* – Each agency, department, or division of the Douglas County government, maintaining facilities outside of the Emergency Operations Center, are required to have their own emergency plan. These internal plans are referenced in the appropriate annex, and are considered an addendum to this plan.

*Private Facilities* – Facilities within Douglas County that store, manufacture, or package hazardous materials, are mandated by federal law to prepare a risk management plan if the reportable quantity (RQ) thresholds of extremely hazardous chemicals are exceeded. These plans, basically, are in effect for the protection against, and response to, incidents that occur within their specific property. Outside of that area, the jurisdiction is that of the local government and Douglas County.