



## KENTON COUNTY EMERGENCY SUPPORT FUNCTION

# KENTON COUNTY, KENTUCKY EMERGENCY OPERATIONS PLAN **RESOURCE SUPPORT** **ESF-7**

Coordinates and organizes resource support in preparing for, responding to and recovering from emergency/disaster incidents which impact the citizens of Kenton County.

## RESOURCE SUPPORT ESF-7

### ESF Coordinator:

Primary:

Kenton County Administrator,

Alternates:

Kenton County Public Works

### Primary Agency:

Kenton County Emergency Management Agency

### Support Agencies:

Kenton County Coroner's Office

Kenton County EMS

Kenton County Police Department

Kenton County Public Works

Kenton County Sheriff's Office

Region 6 Kenton County Task Force WMD/HAZMAT Regional Response Team

City of Covington: Mayor of Covington and Covington City Council members, Covington Police Department, Covington Dispatch, Covington Code Enforcement, Kenton County School Board, City of Covington School Board

### Other Local Agencies

Edgewood Police Department

Elsmere Police Department

Erlanger Police Department

Fort Wright Police Department

Independence Police Department

Kenton County Police Department



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Kenton County Sheriff's Department  
Lakeside Park Police Department  
Ludlow Police Department  
Park Hills Police Department  
Taylor Mill Police Department  
Villa Hills Police Department  
Erlanger Dispatch Center  
Kenton County Dispatch Center  
Kenton County School Board  
Kenton County School Resource Officer  
Kenton County Jailer  
American Red Cross  
Cincinnati Bell  
Northern Kentucky Independent Board of Health.

### **Support Agencies:**

Kenton County Fiscal Court  
Kenton County Judge Executive and Commissioners  
Mayor of Bromley  
Mayor of Crescent Springs/Villa Hills  
Mayor of Edgewood  
Mayor of Elsmere  
Mayor of Erlanger  
Mayor of Fort Mitchell  
Mayor of Fort Wright  
Mayor of Independence  
Mayor of Lakeside Park  
Mayor of Ludlow  
Mayor of Park Hills  
Mayor of Ryland Heights  
Mayor of Taylor Mill.

### **Regional Support/Resources:**

Boone County Dispatch  
Campbell County Dispatch

### **State Agencies:**

Kentucky Division of Emergency Management

### **Federal Agencies:**

FBI



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*(Not all agencies are listed under these sections, as it would vary and be difficult to include all agencies that could be affected by the impact of a disaster. This ESF will expand/collapse as needed during an incident.)*

### Introduction

The Resource Support Emergency Support Function (ESF-7):

- identifies and organizes the resources (human, technical, equipment, facility, materials and/or supplies) available to Kenton County, the City of Bromley, the City of Crescent Springs/Villa Hills, the City of Edgewood, the City of Elsmere, the City of Erlanger, the City of Fort Mitchell, the City of Fort Wright, the City of Independence, the City of Lakeside Park, the City of Ludlow, the City of Park Hills, the City of Ryland Heights and the City of Taylor Mill to address and support resource support needs in the event of either a natural or man-made disaster or emergency situation;
- identifies the responsibilities of organizations charged with providing resource support in the case of a disaster or emergency situation;
- is established to assure the provision of resource support to Kenton County, the City of Bromley, the City of Crescent Springs/Villa Hills the City of Edgewood, the City of Elsmere, the City of Erlanger, the City of Fort Mitchell, the City of Fort Wright, the City of Independence, the city of Kenton Vale, the City of Lakeside Park, the City of Ludlow, the City of Park Hills, the City of Ryland Heights and the City of Taylor Mill and private-sector response before, during and after an incident/event;
- provides personnel and resources to support prevention, preparedness, protection, response, recovery and mitigation in support of the primary emergency management objectives of resource support in emergency and disaster situations.

### Mission

The mission of the Resource Support Emergency Support Function is to coordinate and organize resource support in preparing for, responding to and recovering from emergency/disaster incidents which impact the citizens of Kenton County.

### Scope

The scope of this ESF includes:

- assessing systems damages and determining the required resources to restore such systems;
- coordinating with ESF-7/Resource Support supporting agencies for assistance in helping resource support suppliers obtain information, equipment, specialized labor, fuel and transportation to repair or restore energy systems;



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- coordinating information with local, state, and federal officials and suppliers about available resource support supply recovery assistance;
- providing technical assistance concerning resource support systems.

ESF-7/Resource Support is a functional annex to the Kenton County Kentucky Emergency Operations Plan and, to the extent possible, information contained in other sections of the EOP will not be repeated in this ESF annex. Many of the agencies involved in ESF-7/Resource Support activities have existing emergency plans and procedures which this ESF Annex is designed to complement and support.

This Emergency Support Function applies to all agencies with assigned resource support emergency responsibilities as described in the Kenton County Kentucky Emergency Operations Plan.

### **Situations and Assumptions**

Some of the situations and assumptions involved in planning ESF-7 planning include but are not limited to the following:

- the county is responsible for identifying, procuring, distributing, sustaining, coordinating, and tracking resources, to include certain capabilities and skills, necessary to cope with hazards posing a threat to Kenton County;
  - Kenton County is vulnerable to a wide range of natural and manmade events that will quickly deplete the resources of local response agencies and require the mobilization, staging, deployment and demobilization of emergency resources from state, federal, non-governmental and/or private sources;
  - the county's support of the response to the incident may be severely impacted and Kenton County will make every reasonable effort to respond based on the situation, information, and resources available at the time of the incident;
  - events that do not require direct state assistance with emergency resource management, but require resources above and beyond standard agency to agency mutual aid agreements will be supported in accordance with the guidance as established in the Commonwealth of Kentucky Statewide Emergency Management Mutual Aid and Assistance Agreement;
- during a catastrophic incident, the Chief Elected Officials of Kenton County, the City of Bromley, the City of Crescent Springs/Villa Hills, the City of Edgewood, the City of Elsmere, the City of Erlanger, the City of Fort Mitchell, the City of Fort Wright, the City of Independence, the City of Lakeside Park, the City of Ludlow, the City of Park Hills, the Piner-Fiskburg Fire District, the City of Ryland Heights and the City of Taylor Mill may determine that it is necessary to control the production, distribution, allocation, conservation and use of the basic resources



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- (human resources, goods, services and related facilities) which are available to the county and/or city by authority of KRS39A.100 (2) a-e, specifically d & e;
- the Governor has the authority to prohibit or limit the sale or consumption of goods or commodities for the duration of the incident, through the provisions of KRS 39A.100 (1) (h);
  - fundamental resources such as water, food, first aid, shelter and sanitation supplies, fuels and hand tools may be needed;
  - under normal circumstances, required resources will be available within the county to meet emergency operations needs for small-scale emergencies;
  - a large scale emergency may result in the loss of local resources; or quickly exhaust local resources, requiring outside assistance from surrounding local, State or Federal governments;
  - there may be delays in all normal services such as police, fire, EMS, public works, transportation and utilities response due to damage to facilities, equipment, and shortages of personnel;
  - required resources may be available, but due to damaged facilities or damage or disrupted transportation and highway infrastructure, may not be accessible;
  - if the resources are not available within Kenton County, the county will seek outside assistance through the Kentucky Division of Emergency Management State EOC.

### **Concept of Operations**

The Kenton County Emergency Operations Center (EOC) serves as the central location for interagency coordination and executive decision-making, including all activities associated with ESF-7/Resource Support during a disaster/emergency event. The ESF-7/Resource Support Primary Agencies work with the EOC management team to ensure necessary resource support tasks are accomplished. The Support and Partnering Agencies provide resources and personnel to assist in accomplishing ESF-7/Resource Support activities as required by the size and demands of the event. As calls are received requesting services and resources during an emergency/disaster situation, they are routed to the ESF-7/Resource Support desk to determine appropriate action.

### **General**

ESF-7/Resource Support is organized consistent with the requirements of the National Response Plan, the National Incident Management System and uses the Incident Command System (composed of Planning, Operations, Logistics and Finance/Administration Sections with their standardized Units, Teams, positions,



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forms and terminology) to manage its emergency/disaster responsibilities. This structure and system supports incident assessment, planning, procurement, deployment and coordination of supporting operations of resource support for Kenton County, the City of Bromley, the City of Crescent Springs/Villa Hills, the City of Edgewood, the City of Elsmere, the City of Erlanger, the City of Fort Mitchell, the City of Fort Wright, the City of Independence, the City of Kenton Vale, the City of Lakeside Park, the City of Ludlow, the City of Park Hills, the City of Ryland Heights and the City of Taylor Mill. Pursuant to the Incident Command System structure, the Planning, Logistics, Finance/Administration and Operations Section Coordinators and staff at the Emergency Operations Center (EOC) assist the EOC Manager in achieving the overall mission. Sections, Units, Teams, staffing levels, etc. are modular and scalable, depending on the type, size, scope and complexity of the emergency or disaster event.

Procedures, protocols and plans for resource support disaster response activities provide guidelines for operations at the Kenton County Emergency Operations Center and in the field.

- the Emergency Operations Plan and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines that describe ESF-7/Resource
- Support capabilities are based on National Planning Scenarios, Universal Task List and Target Capabilities and are the basis of these guidelines;
- periodic training and exercises are conducted to enhance effectiveness;
- ESF-7/Resource Support planning is continuous, beginning well before impact of approaching natural disasters and immediately upon those not forecasted.

A large event requiring regional, state and/or interstate mutual aid assistance will require ESF-7/Resource Support implementation. ESF-7/Resource Support will coordinate with support agency counterparts to seek and procure, plan, coordinate and direct the use of any required resource support assets.

When an event requires a specific type or response mode, resource support technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with skills relevant to the type of event. The individual will advise and/or direct operations within the context of the Incident Command System structure.

1. ASSESS IMPACTS
2. ASSESS LOCAL RESPONSE CAPABILITIES
3. PRIORITIZE NEEDS OF IMPACTED AREAS
4. PREPARE AND IMPLEMENT INCIDENT ACTION PLANS (IAP)
5. PREPARE AND IMPLEMENT INCIDENT ACTION MATRIX





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### ESF-7/RESOURCE SUPPORT CONCEPT OF OPERATIONS

Figure 7-1: ESF-7/Resource Support Concept of Operations

As illustrated in Figure 7-1: ESF-7/Resource Support Concept of Operation, ESF-7 will give priority to five fundamental, interrelated functions:

- use technology and human intelligence to collect, analyze and disseminate information on direct and indirect disaster impacts,
- assess the capabilities of local government, the business community and volunteer agencies to effectively respond to the disaster;
- assess and prioritize the immediate needs of impacted communities, neighborhoods and areas of the county;
- incorporate the analyses into Incident Action Plans that establish operational objectives and identify resource requirements to accomplish these objectives;
- utilize an Incident Action Matrix to establish priorities, assign tasks to agencies and track progress in meeting objectives.

The Kenton County Emergency Management Agency will maintain up-to-date information of resource support services in Kenton County including:

- names of responsible officials (reviewed/updated quarterly),
- ESF-7/Resource Support staffing directory (reviewed/updated quarterly),
- ESF-7/Resource Support notification lists (reviewed/updated quarterly),
- major resource support equipment identified in resource typing and readiness status (reviewed/updated annually).

The ESF-7/Resource Support Emergency Operations Plan plus accompanying Appendices, Annexes and Standard Operating guidelines are maintained by the Kenton County Emergency Management Agency and are reviewed and updated by the resource support planning committee with the Kenton County Emergency Management Agency at least annually. Support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall

Emergency Operations Plan. All such documents must be compliant with the National Response Plan, National Incident Management System, Incident Command System and the Emergency Operations Plan (EOP).

Resource support organizations are responsible for training and continuing education of their personnel.



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The Kenton County Emergency Operations Center uses WebEOC (crisis management software) to supplement disaster management planning and actions. Specifically, all of the applicable Emergency Support Functions, agency based emergency operations centers, and other facilities or functions as appropriate are able to communicate their needs and status through WebEOC. This allows all of the information to be integrated for the specific event and to assess what actions, resources and needs exist.

### **Notifications**

Kenton County E911 Dispatch is the county's 24 hour Warning Point.

When the county or an area of the county has been threatened or impacted by an emergency or disaster event, Kenton County E911 Dispatch will notify the Kenton County Emergency Management Agency Director who in turn will notify the State Emergency Operations Center Duty Officer. The state Emergency Operations Center notifies applicable state agencies including the Regional Response Manager of KyEM Region 6.

ESF-7/Resource Support will be activated or placed on standby upon notification by the Kenton County Emergency Management Agency. Upon instructions to activate this Emergency Support Function, the ESF-7 Coordinator and Support Agencies will implement their procedures to notify and mobilize all personnel, facilities and physical resources potentially needed, based on the emergency circumstance.

FEDERAL ASSETS

INTER-STATE MUTUAL AID AGREEMENTS

INTRA-STATE MUTUAL AID AGREEMENTS

MUTUAL AID AGREEMENTS

Requests for Emergency Assistance Flow Upwards from the Lowest Level

COVINGTON CITY RESOURCE

BROMLEY CITY RESOURCE

CRESCENT SPRINGS CITY RESOURCE

EDGEWOOD CITY RESOURCE

ELSMERE CITY RESOURCE

ERLANGER CITY RESOURCE

FORT MITCHELL CITY RESOURCE

FORT WRIGHT CITY RESOURCE

INDEPENDENCE CITY RESOURCE

LAKESIDE PARK CITY RESOURCE

LUDLOW CITY RESOURCE

PARK HILLS CITY RESOURCE

RYLAND HEIGHTS CITY RESOURCE





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TAYLOR MILL CITY RESOURCE  
VILLA HILLS CITY RESOURCE

### **KENTON COUNTY RESOURCE**

ESF-7 COORDINATOR  
KENTON COUNTY EMERGENCY OPERATIONS CENTER  
STATE EMERGENCY OPERATIONS CENTER

Figure 7-2: Progressive Requests for Emergency/Disaster Resources

#### **Direction and Control**

Kenton County Emergency Management Agency, Kenton County Fiscal Court, Kenton County, the City of Bromley, the City of Crescent Springs/Villa Hills, the City of Edgewood, the City of Elsmere, the City of Erlanger, the City of Fort Mitchell, the City of Fort Wright, the City of Independence,, the City of Lakeside Park, the City of Ludlow, the City of Park Hills, the City of Ryland Heights and the City of Taylor Mill are the lead agencies for ESF-7 and will manage the emergency activities of ESF-7/Resource Support. ESF-7/Resource Support operates from the Kenton County Emergency Operations Center (EOC) on a 24 hour/7 days a week schedule to help maintain the flow of resource support services.

The Kenton County Emergency Management Agency functions as the official disaster organization for preparedness, mitigation, response and recovery within Kenton County and serves as the focal point for ESF-7 activities. It is responsible for ensuring that all appropriate program departments, support agencies, other Emergency Support Functions and private voluntary agencies have knowledge about the system and ESF-7 expectations.

The ESF-7/Resource Support system operates at two levels – the Emergency Operations Center and field operations.

All management decisions regarding county and/or regional resource allocation are made at the Emergency Operations Center by the ESF-7/Resource Support Coordinator during emergency activations. In accordance with a mission assignment from ESF-7 and further mission tasking by a local primary agency, each support organization assisting in an ESF-7/Resource Support assignment will retain administrative control over its own resources and personnel but will be under the operational control of ESF-7.

#### **Organization**



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Response to an emergency/disaster event in Kenton County is progressive as demonstrated in Figure 7-2: Progressive Requests for Emergency/Disaster Resources. The initial response to an emergency/disaster situation is met by the use of the resources available at the local level. Kenton County Fiscal Court, the City of Bromley, the City of Crescent Springs/Villa Hills, the City of Edgewood, the City of Elsmere, the City of Erlanger, the City of Fort Mitchell, the City of Fort Wright, the City of Independence, the City of Lakeside Park, the City of Ludlow, the City of Park Hills, the City of Ryland Heights and the City of Taylor Mill activate available resources. When the need for resources and/or services exceed the capability of what is available in the jurisdictions within Kenton County, established mutual aid agreements with surrounding counties to provide such resources are utilized. When needed resources cannot be located through mutual aid agreements, the Kenton County Emergency Operations Center requests resources through the state Emergency Operations Center. The state Emergency Operations Center locates resources through intra- and inter-state mutual aid agreements and federal assets.

### **County**

Kenton County Emergency Management will initiate ESF-7/Resource Support notification and will request assistance from the primary and support agencies to help staff the ESF-7 position in the Kenton County Emergency Operations Center.

In the Incident Command Structure, ESF-7/Resource Support is located in the Logistics section as shown in Figure 7-3: Incident Command System Structure: ESF-7/Resource Support.

During an activation of the EOC, support agency staff is integrated with the resource support staff to provide support that will allow for an appropriate, coordinated and timely response.

### **Procurement Process**

Equipment and materials will be procured from agencies' inventories as available. Resource request not met by those entities noted will be procured by ESF-7 from commercial vendors to the extent possible. All resources within Kenton County agencies are considered available. Reimbursements will be made in accordance with local directive.

Purchasing Departments of the noted entities maintain lists of vendors, equipment suppliers, materiel and services needed during response and recovery operations.



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Statewide and all other mutual aid agreements will be implemented as necessary to obtain goods and services from other jurisdictions; requests will be forwarded to the State EOC as needed.

Emergency contracts for resources or services will be initiated by ESF-7. Resources may be available through donations and volunteers via coordination between ESF 5 and 7.

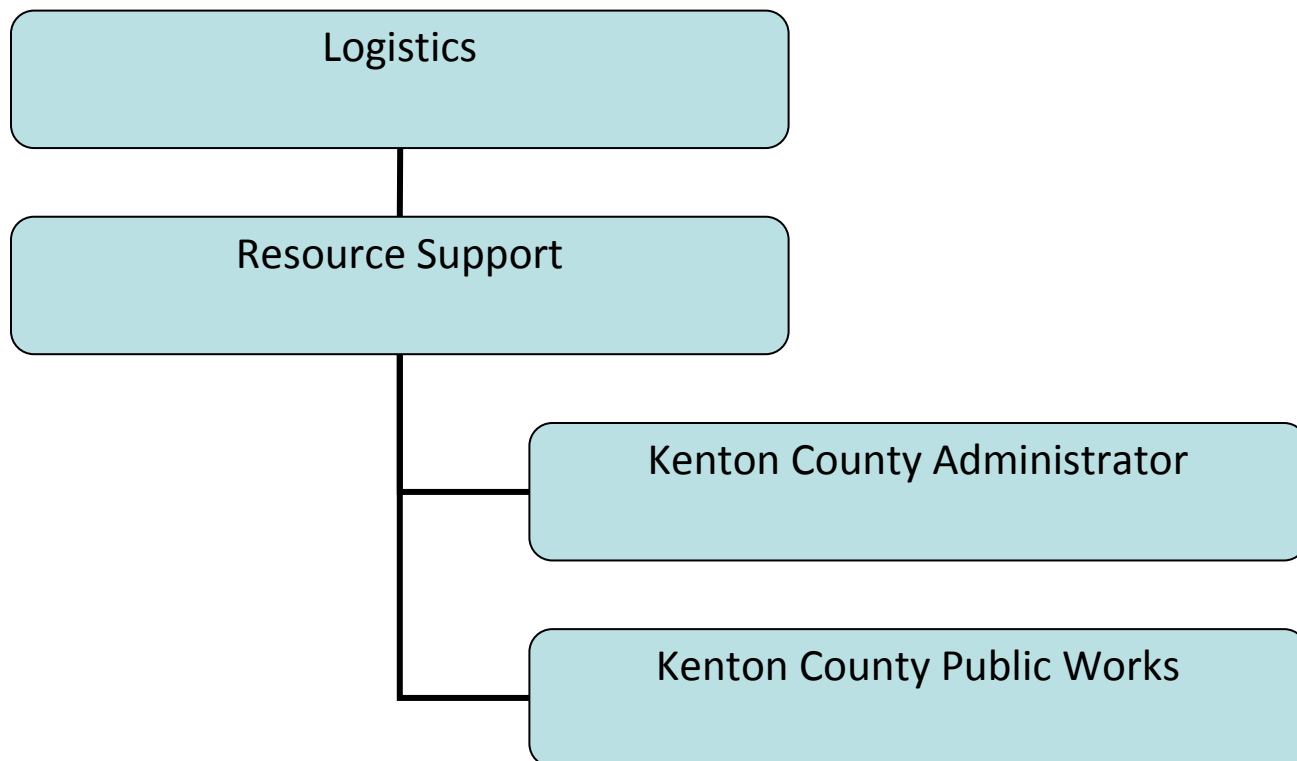
KENTON COUNTY EOC MANAGER  
PUBLIC INFORMATION  
ESF 15  
LIAISON  
SAFETY  
OPERATIONS  
PLANNING  
LOGISTICS  
FINANCE

### **RESOURCE SUPPORT ESF-7**

Figure 7-3: Incident Command System Structure: ESF-7/Resource Support



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Throughout the response and recovery periods, ESF-7:

- collects, analyzes, and disseminates tactical information on the nature, scope and potential impacts of an incident or major disaster related to resource support;
- evaluates and analyzes information regarding resource support requests;
- develops and updates assessments of current and anticipated future resource support needs and resource requirements,
- implements contingency planning to meet anticipated resource support demands or needs;
- incorporates this analysis into Incident Action Plans; and
- uses this intelligence to support the Logistics, Operations and other ESFs in their impact assessment and response missions.

### Region



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When local resources are overwhelmed or depleted, additional resources are obtained through established mutual aid agreements Kenton County has with counties in the region. The Logistics section chief, in consultation with the requesting jurisdiction, contacts the agencies with whom mutual agreements are in effect to determine if the requested resources are available.

Additionally, either the KyEM Region 6 Response Manager or the state Emergency Operations Center can be contacted to determine the appropriate state agency serving as the lead agency for resource support coordination at the state level. That agency can designate a liaison to the Kenton County EOC to assist Emergency Support Function 7 and to the extent capable provide coordinators, assessors and operational personnel in support of the EOC or field activities.

On activation of an emergency operations center in more than one county, the lead agency for resource support coordination at the state level may support the coordination of the event response with regional resources or request additional resources through the State Emergency Operations Center.

### **State**

During an emergency or disaster event, ESF-7/comparable primary and support agencies at the State Emergency Operations Center report and function under the overall direction of the Kentucky Division of Emergency Management Director.

During the response phase, ESF-7/comparable evaluates and analyzes information regarding resource support requests. ESF-7/comparable also develops and updates assessments of the resource support situation/status in the impact area and initiate contingency planning to meet anticipated demands and needs.

The Kentucky Division of Emergency Management develops and maintains the overall State Emergency Operations Plan and accompanying Appendices and Standard Operating Guidelines that govern response actions related to emergencies. Support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will comply with the National Response Plan, the National Incident Management System and the Incident Command System.

### **Actions**

Actions initiated by ESF-7 are grouped into the phases of emergency management: preparation, mitigation, response and recovery. Each phase requires specific skills and knowledge to accomplish and requires significant cooperation and collaboration



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between all supporting agencies and the intended recipients of service. ESF-7 encompasses a full range of activities from training to the provision of field services. It also coordinates and may assume direct operational control of the assessment of resource needs and potential impacts which include:

- resource personnel;
- resource equipment and supplies;
- resource support;
- resource public information and risk communication;
- resource management, command and control of assets;
- resource activities related to terrorist threats and/or events;
- logistical Staging Areas and Points of Dispensing;
- catastrophic incident and alternate resource facility support

### **Preparedness Actions**

Actions and activities that develop resources response capabilities may include planning, training, orientation sessions and exercises for ESF-7 personnel and other emergency support functions that will respond with ESF-7. This involves the active participation of local inter-agency preparedness organizations, which collaborate in such activities on a regular basis.

Local agencies will jointly address planning issues on an on-going basis to identify response zones, potential staging areas, potential medical facilities and the maintenance and future development of specialized teams.

Initiatives also include:

- planning with ESF-7 support agencies and other emergency support functions to refine resource operations;
- developing and refining procedures for rapid impact assessment per field surveys;
- conducting training and exercises for Emergency Operations Center (EOC) and resource response team members;
- preparing and maintaining emergency operating procedures, resource inventories, personnel rosters and resource mobilization information necessary for implementation of the responsibilities of the lead agency;
- ensuring lead agency personnel are trained in their responsibilities and duties;
- development and implementation of emergency resource response strategies;
- maintaining liaison with support agencies;
- preparing documentation for public assistance requests from outside agencies and for impending damage survey reports (DSR);
- conducting All Hazards exercises involving ESF-7.

### **Response Actions**





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Response actions/initiatives include:

- coordination of operations at the ESF-7 position in the Kenton County EOC and/or at other locations as required;
- coordinating needs and response actions with each resource agency;
- establishing and maintaining a system to support on-scene coordination with Kenton County's EOC, State EOC, or other coordination entities as appropriate;
- establishing mutual aid procedures for resources as appropriate;
- coordinating resource management and logistical support;
- implementing Disaster Assessment Teams to determine post-event affect on emergency services, functional group resources and the ability to perform continuity of operations for essential functions;
- monitoring and directing resources and response activities to include pre-positioning for response/relocation due to the potential impact(s) of the emergency situation Participate in EOC briefings, development of Incident Action Plans and Situation Reports, and meetings;
- coordination with support agencies in supporting emergency activities;
- obtaining other resources through the Statewide Emergency Management Mutual Aid and Assistance Agreement;
- coordinating all resources into the affected areas from designated staging areas;
- coordinating with other jurisdictions' ESFs or like function to obtain resources and facilitation of an effective emergency response among all participating agencies.

### **Recovery Actions**

Recovery actions/initiatives include:

- contacting each resource agency for initial damage assessment of personnel, equipment and supplies;
- maintaining documentation of all reported damage by resource agencies.

### **Mitigation Actions**

Mitigation actions/initiatives include:

- providing personnel with the appropriate expertise to participate in activities designed to reduce or minimize the impact of future disasters;
- coordinating resource procurement procedures with other support agencies and local purchasing directors/agents.

### **Responsibilities**

All tasked agencies will:

- develop applicable standard operating procedures, guidelines and/or checklists which clearly define the role of this emergency support function in the overall



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functioning of the Kenton County EOC and detail the accomplishment of their assigned functions;

- train staff in the standard operating procedures, guidelines and/or checklists that outline the courses of action to be taken during a pending or actual disaster or emergency situation;
- participate in drills to exercise these procedures and actions on a regular basis;
- participate in honest appraisals of the performance of the resource support role and actions after each drill, exercise and actual activation of the Kenton County EOC;
- participate in a continuous quality improvement process that uses the findings of the performance appraisals and the lessons learned to continuously refine the role and actions of this emergency support function in the overall functioning of the Kenton County EOC and incorporate these into clearly written procedures which are shared with all staff and involved agencies;
- deploy a representative to the EOC to assist with resource support activities;
- provide on-going status reports as requested by the Resource Support Coordinator;
- document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster-related work from daily work in the event that State and Federal reimbursement becomes available;
- maintain up-to-date rosters for notifying personnel and 24-hour EOC staffing capabilities, and provide this information to the Kenton County Emergency Management Agency;
- perform other emergency responsibilities as assigned.

### **Primary Agencies:**

Kenton County Emergency Management Agency Kenton County Fiscal Court, the City of Bromley, the City of Crescent Springs/Villa Hills, the City of Edgewood, the City of Elsmere, the City of Erlanger, the City of Fort Mitchell, the City of Fort Wright, the City of Independence, the City of Lakeside Park, the City of Ludlow, the City of Park Hills, the City of Ryland Heights and the City of Taylor Mill

Duties include:

- providing leadership in directing, coordinating and integrating overall Kenton County efforts to provide resource support to affected areas and populations;
- staffing and operating a National Incident Management System compliant, command and control structure (i.e., Incident Command System), to assure that services and staff are provided to areas of need;



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- coordinating and directing the activation and deployment of resource agencies' personnel, supplies and equipment and provide certain direct resources;
- ESF-7 representatives/designees jointly evaluate the emergency, make strategic decisions, identify resource needs and secure resources required for field operations;
- tasking support agencies as necessary to accomplish ESF-7 support responsibilities;
- monitoring resource response and recovery operations;
- coordinating all State and Federal resources into the affected areas from Staging Areas;
- managing resource incidents in accordance with each agency's Standard Operating Guidelines and under the direction of ESF-7 representatives or designee;
- making specific requests for resource assistance to the State ESF-7/comparable as needed;
- activating resources via the state through the State Emergency Response Plan;
- re-assessing priorities and strategies throughout the emergency according to the most critical resource needs;
- assisting with emergency evacuations and re-entry of threatened areas;
- demobilizing resources and deactivate the ESF-7 function upon direction from the EOC Manager;
- implementing existing contacts or develop/implement new contacts with vendors as required;
- identifying funding for emergency expenditures;
- maintaining records of expenditures.

### **Support Agencies:**

Support agencies will provide assistance to the Emergency Support Function with:

- performing the above-outlined tasks as requested by the ESF Coordinator;
- services, staff, equipment, and supplies that complement the entire emergency response effort
- reporting current resources capabilities on a regular basis.

### **Administration and Support**

#### **Support**

Requests for emergency assistance will be resolved at the lowest level direction and control facility with appropriate response resources capabilities. Unresolved assistance requests will normally flow upward from cities to the county and/or field deployed command posts to responsible representatives in the State Emergency Operations



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Center, and as required to other states or the federal government for assistance support.

### **Agreements and Understandings**

All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of laws and procedures.

### **Status Reports**

The primary agency will maintain status of all outstanding assistance requests and unresolved ESF-7/Resource Support related issues. This information will be summarized into periodic status reports and submitted in accordance with applicable operating procedures.

### **Expenditures and Recordkeeping**

Each ESF-7/Resource Support agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines. The first source of funds for expenditures by agencies in response to emergency, imminent disaster, or recovery from a catastrophic incident, is to be from funds associated with each local agency.

ESF-7/Resource Support is responsible for managing financial matters specific to ESF-7 activity and related to resources procured/used during an event and forwarding that information to the Finance/Administration Section. However, each local government/agency/department must also track and record its own expenditures to ensure accuracy with any submissions for potential reimbursement. Information will be provided post-event as to application procedures for reimbursement.

The Finance/Administration Section will coordinate with the Logistics Section to ensure that procurements and staff hours are properly documented and processed for potential reimbursement.

It will also be responsible for follow-up on all financial issues through coordination with Kenton County Government and other local governments' fiscal and personnel management officials, Kentucky Division of Emergency Management fiscal agents, Federal Emergency Management Agency fiscal agents and directly with vendors as necessary.



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Expenditures by other departments for activity not directly related to ESF-7/Resource Support will be documented by those entities and submitted directly to the Finance/Administration Section as soon as possible.

Following the conclusion of any significant emergency, incident or exercise, the primary agency representative will facilitate a critique of the group activities during the emergency/incident/exercise with the ESF-7/Resource Support agencies, identifying the successes and identifying areas that can be strengthened and enhanced for efficiency in a continuous quality improvement process for the overall performance of the Kenton County Emergency Operations Center.

### **Critiques**

Following the conclusion of any significant emergency, incident or exercise, the primary agency representative will facilitate a critique of the group activities during the emergency/incident/exercise with the ESF-7/Resource Support agencies, identifying the successes and identifying areas that can be strengthened and enhanced for efficiency in a continuous quality improvement process.

Statement of Concurrence RESOURCE SUPPORT ESF-7

The signature appearing below indicates the individual has the authority to commit resources of the agency represented and agrees to the functions and tasks prescribed for this ESF.

### **Primary Agencies:**

Kenton County Emergency Management Agency, Kenton County Fiscal Court, the City of Bromley, the City of Crescent Springs/Villa Hills, the City of Edgewood, the City of Elsmere, the City of Erlanger, the City of Fort Mitchell, the City of Fort Wright, the City of Independence, the City of Lakeside Park, the City of Ludlow, the City of Park Hills, the City of Ryland Heights, and the City of Taylor Mill

**SIGNATURES ON NEXT PAGE**



## KENTON COUNTY EMERGENCY SUPPORT FUNCTION

\_\_\_\_\_  
Kenton County Emergency Management Agency (Signature) (Printed Name) (Date)

\_\_\_\_\_  
Kenton County Fiscal Court (Signature) (Printed Name) (Date)

\_\_\_\_\_  
City of Bromley (Signature) (Printed Name) (Date)

\_\_\_\_\_  
City of Crescent Springs/Villa Hills (Signature) (Printed Name) (Date)

\_\_\_\_\_  
City of Edgewood (Signature) (Printed Name) (Date)

\_\_\_\_\_  
City of Elsmere (Signature) (Printed Name) (Date)

\_\_\_\_\_  
City of Erlanger (Signature) (Printed Name) (Date)

\_\_\_\_\_  
City of Fort Mitchell (Signature) (Printed Name) (Date)

\_\_\_\_\_  
City of Fort Wright (Signature) (Printed Name) (Date)

\_\_\_\_\_  
City of Independence (Signature) (Printed Name) (Date)

\_\_\_\_\_  
City of Lakeside Park (Signature) (Printed Name) (Date)

\_\_\_\_\_  
City of Ludlow (Signature) (Printed Name) (Date)

\_\_\_\_\_  
City of Park Hills (Signature) (Printed Name) (Date)

\_\_\_\_\_  
City of Ryland Heights (Signature) (Printed Name) (Date)





## KENTON COUNTY EMERGENCY SUPPORT FUNCTION

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City of Taylor Mill

(Signature) (Printed Name) (Date)

### **Support Agencies:**

Kenton County Fiscal Court, Kenton County Judge Executive and Commissioners, Mayor of the Cities of Bromley, Crescent Springs/Villa Hills, Mayor of Edgewood, Mayor of Elsmere, Mayor of Erlanger, Mayor of Fort Mitchell, Mayor of Fort Wright, Mayor of Independence, Mayor of Lakeside Park, Mayor of Ludlow, Mayor of Park Hills, Mayor of Ryland Heights and the Mayor of Taylor Mill, Kentucky Division of Emergency Management