



## KENTON COUNTY EMERGENCY SUPPORT FUNCTION

# KENTON COUNTY, KENTUCKY EMERGENCY OPERATIONS PLAN ***SEARCH AND RESCUE*** ***ESF-9***

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

### **ESF Coordinator:**

#### Primary:

Deputy Director Kenton County Homeland Security and Emergency Management;

#### Alternates:

Erlanger Fire Chief;

Director Kenton County Homeland Security and Emergency Management.

### **Primary Agency:**

Kenton County Emergency Management Agency

### **Support Agencies:**

Kenton County Fiscal Court

Kenton County Judge Executive and Commissioners

Kenton County Sheriff's Office

Edgewood Police Department

Elsmere Police Department

Erlanger Police Department

Fort Wright Police Department

Independence Police Department

Kenton County Police Department

Kenton County Sheriff's Department

Lakeside Park Police Department

Ludlow Police Department

Park Hills Police Department

Taylor Mill Police Department

Villa Hills Police Department,



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Erlanger Dispatch Center  
Kenton County Dispatch Center  
Bromley Fire Department  
Covington Fire Department  
Crescent Springs/Villa Hills Fire Department  
Edgewood Fire Department  
Elsmere Fire Department  
Erlanger Fire Department  
Fort Mitchell Fire Department  
Fort Wright Fire Department  
Independence Fire Department  
Kenton Fire Department  
Ludlow Fire Department  
Park Hills Fire Department  
Ryland Heights Fire Department  
Taylor Mill Fire Department  
Kenton County Fire Chiefs Association  
Kenton County EMS .

### **Other Local Agencies**

Mayor of Bromley  
Mayor of the Cities of Crescent Springs/Villa Hills  
Mayor of Covington  
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  
Covington Police Department  
Covington Code Enforcement  
City of Covington School Board  
Edgewood Police Department  
Elsmere Police Department  
Erlanger Police Department



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Fort Wright Police Department  
Independence Police Department  
Kenton County Police Department  
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  
Salvation Army.

### **Regional Support/Resources**

Boone County Dispatch  
Campbell County Dispatch

### **State Agencies**

Kentucky Division of Emergency Management  
Kentucky State Police  
Civil Air Patrol

### **Federal Agencies**

FBI

*(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 Search and Rescue Emergency Support Function (ESF-9):

- identifies and organizes the resources (human, technical, equipment, facility, materials and/or supplies) available to Kenton County, the City of Covington, 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



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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 search and rescue needs in the event of either a natural or man-made disaster or emergency situation;

- identifies the responsibilities of organizations charged with providing search and rescue in the case of a disaster or emergency situation;
- is established to assure the provision of search and rescue support to Kenton County, the City of Covington, 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 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 search and rescue in emergency and disaster situations.

### **Mission**

The mission of the Search and Rescue Emergency Support Function is to coordinate and organize search and rescue resources 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 search and rescue system damage and determining the required resources to restore such search and rescue systems;
- coordinating with ESF-9/Search and Rescue support agencies for assistance in helping search and rescue suppliers obtain information, equipment, specialized labor, fuel and transportation to repair or restore energy systems;
- coordinating information with local, state, and federal officials and suppliers about available search and rescue supply recovery assistance;
- providing technical assistance concerning search and rescue systems.

ESF-9/Search and Rescue 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-9/Search and Rescue activities have existing emergency plans and procedures which this ESF Annex is designed to complement and support.



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This Emergency Support Function applies to all agencies with assigned search and rescue 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-9 planning include

- the ESF-9 Coordinator will be the Emergency Management Director or his appointee, as directed by KRS 39F.200;
- Search and Rescue (SAR) is the employment of private, municipal, corporate, county, state and federal resources to locate and bring to safety persons who have become lost, injured, stranded, trapped or who have died;
- search, rescue and recovery operations may have to be carried out underground, on or under water, and in man-made structures;
- when the person is deceased, search and rescue then becomes a recovery effort;
- search and rescue incidents may become crime scenes and at that time all precautions to protect evidence must be taken;
- search and rescue operations in an incident will require the use of existing trained search and rescue personnel and specialized equipment;
- search and rescue emergencies may reach such magnitude as to require resources from adjacent jurisdictions, the state, private organizations or the federal government;
- catastrophic incidents within the county, or adjacent jurisdictions, could result in rescue problems of such an extent as to require utilization of all rescue resources within the state and the exchange of resources between states via mutual aid/EMAC;
- the potential for an incident can result in the same level of mobilization as an actual rescue operation or search mission;
- terrorist/WMD and violent activity may result in search and rescue emergencies;
- environmental incidents such as floods, earthquakes, tornadoes may result in search and rescue emergencies;
- civil disturbances frequently result in injuries to persons and property damage, with rescue resources likely to be mobilized;
- search and rescue operations frequently occur in the county as a result of accidents that occur during recreational activities such as boating, hiking, and hunting;
- search and rescue operations may be required as a result of an accidental chemical release from high-risk facilities.



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### 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-9/Search and Rescue during a disaster/emergency event. The ESF-9 Primary Agencies work with the EOC management team to ensure necessary search and rescue tasks are accomplished. The Support and Partnering Agencies provide resources and personnel to assist in accomplishing ESF search and rescue 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-9/Search and Rescue desk to determine appropriate action.

### General

ESF-9/Search and Rescue 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, forms and terminology) to manage its emergency/disaster responsibilities. This structure and system supports incident assessment, planning, procurement, deployment and coordination of search and rescue support operations for Kenton County, the City of Covington, 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. 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 search and rescue 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-9/Search and Rescue 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;
- search and rescue planning is continuous, beginning well before impact of approaching natural disasters and immediately upon those not forecasted.





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A large event requiring regional, state and/or interstate mutual aid assistance will require ESF-9/Search and Rescue implementation. ESF-9/Search and Rescue will coordinate with support agency counterparts to seek and procure, plan, coordinate and direct the use of any required search and rescue assets.

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

### ***ESF-9/SEARCH AND RESCUE CONCEPT OF OPERATIONS***

#### **Figure 9-1: *ESF-9/Search and Rescue Concept of Operations***

When an event requires a specific type or response mode, search and rescue 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. As illustrated in Figure 9-1: *ESF-9/Search and Rescue Concept of Operation*, ESF-9 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.

Each search and rescue organization which enters into a mutual aid agreement will furnish a copy of the agreement to the Kenton County Emergency Management Agency.

#### **Figure 9-1: *ESF-9/Search and Rescue Concept of Operations***

The Kenton County Emergency Management Agency will maintain up-to-date information of search and rescue services in Kenton County, the City of Covington, 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 including:



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- names of responsible officials (reviewed/updated quarterly),
- ESF-9/Search and Rescue staffing directory (reviewed/updated quarterly),
- ESF-9/Search and Rescue notification lists (reviewed/updated quarterly),
- major search and rescue equipment identified in Resource Typing and readiness status (reviewed/updated annually).

The ESF-9/Search and Rescue 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 search and rescue 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).

Search and rescue organizations are responsible for training and continuing education of their personnel.

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-9/Search and Rescue 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-9 Coordinator and Support Agencies will





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implement their procedures to notify and mobilize all personnel, facilities and physical resources potentially needed, based on the emergency circumstance.

### **Direction and Control**

Kenton County Emergency Management Agency is the lead agency for ESF-9 and will manage the emergency activities of ESF-9/Search and Rescue. Search and Rescue operates from the Kenton County Emergency Operations Center (EOC) on a 24 hour/7 days a week schedule to help maintain the flow of search and rescue 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-9 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-9 expectations.

The ESF-9 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-9 Coordinator during emergency activations. In accordance with a mission assignment from ESF-9/Search and Rescue and further mission tasking by a local primary agency, each support organization assisting in an ESF-9 assignment will retain administrative control over its own resources and personnel but will be under the operational control of ESF-9/Search and Rescue.

### **Organization**

Response to an emergency/disaster event in Kenton County is progressive as demonstrated in Figure 9-2: *Progressive Requests for Emergency/Disaster Resources*. The initial response to an emergency/disaster situation is met by the use of the search and rescue resources available at the local level. Kenton County Fiscal Court, the City of Covington, 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 search and rescue needs 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 search and rescue, such resources are utilized. When needed search and rescue resources cannot be located



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through mutual aid agreements, the Kenton County Emergency Operations Center requests resources through the state Emergency Operations Center. The state Emergency Operation Center locates resources through intra- and inter-state mutual aid agreements and federal assets.

STATE EMERGENCY OPERATIONS CENTER  
KENTON COUNTY EMERGENCY OPERATIONS CENTER

### **ESF-9 COORDINATOR**

COVINGTON CITY RESOURCE  
BROMLEY CITY RESOURCE  
CRESCENT SPRINGS CITY RESOURCE  
LAKESIDE PARK CITY RESOURCE  
EDGEWOOD CITY RESOURCE  
ELSMERE CITY RESOURCE  
ERLANGER CITY RESOURCE  
FORT MITCHELL CITY RESOURCE  
FORT WRIGHT CITY RESOURCE  
INDEPENDENCE CITY RESOURCE  
KENTON COUNTY RESOURCE  
LUDLOW CITY RESOURCE  
PARK HILLS CITY RESOURCE  
RYLAND HEIGHTS CITY RESOURCE  
TAYLOR MILL CITY RESOURCE  
VILLA HILLS CITY RESOURCE

### **Requests for Emergency Assistance Flow Upwards from the Lowest Level**

MUTUAL AID AGREEMENTS  
INTRA-STATE MUTUAL AID AGREEMENTS  
INTER-STATE MUTUAL AID AGREEMENTS  
FEDERAL ASSETS

### **Figure 9-2: Progressive Requests for Emergency/Disaster Resources**

#### **County**

Kenton County Emergency Management will initiate ESF-9/Search and Rescue notification and will request assistance from the primary and support agencies to help staff the ESF-9 position in the Kenton County Emergency Operations Center.

In the Incident Command Structure, ESF-9/Search and Rescue is located in the Public Safety Branch of Operations as shown in Figure 9-3: *Incident Command System Structure: ESF-9/Search and Rescue*.

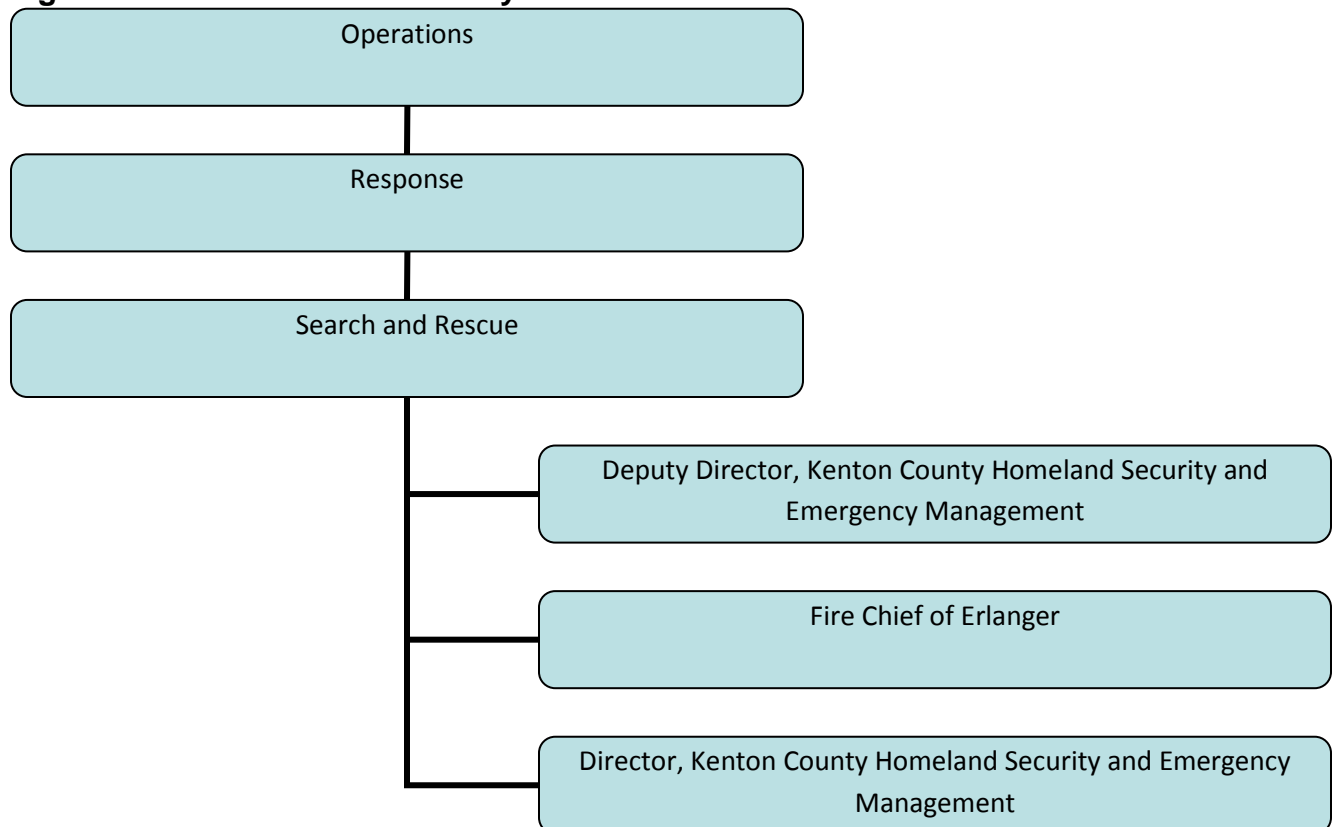


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KENTON COUNTY EOC MANAGER  
LIAISON  
PUBLIC INFORMATION  
ESF 15  
SAFETY  
OPERATIONS  
PLANNING  
LOGISTICS  
FINANCE  
PUBLIC SAFETY BRANCH

### ***SEARCH AND RESCUE ESF-9***

**Figure 9-3: Incident Command System Structure: ESF-9/Search and Rescue**





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

Throughout the response and recovery periods, ESF-9:

- collects, analyzes, and disseminates tactical information on the nature, scope and potential impacts of an incident or major disaster related to search and rescue;
- evaluates and analyzes information regarding search and rescue requests;
- 

**Figure 9-3: Incident Command System Structure: ESF-9/Search and Rescue con't:**

- develops and updates assessments of current and anticipated future search and rescue needs and resource requirements,
- implements contingency planning to meet anticipated search and rescue 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

When local resources are overwhelmed or depleted, additional search and rescue resources are obtained through established mutual aid agreements Kenton County has with counties in the region. The Public Safety Branch Director, 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 search and rescue coordination/support at the state level. That agency can designate a liaison to the Kenton County EOC to assist Emergency Support Function 9 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 search and rescue coordination/support 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.



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### **State**

During an emergency or disaster event, ESF-9/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-9/comparable evaluates and analyzes information regarding search and rescue requests. ESF-9/comparable also develops and updates assessments of the search and rescue situation/status in the impact area and initiates 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-9 are grouped into the phases of emergency management: preparation, mitigation, response and recovery. Each phase requires specific skills and knowledge to accomplish. Each phase requires significant cooperation and collaboration between all supporting agencies and the intended recipients of service. ESF-9 encompasses a full range of activities from training to the provision of field services.

ESF-9/Search and Rescue coordinates and may assume direct operational control of the following provided services:

- assessment of search and rescue (SAR) needs and potential impacts;
- SAR personnel;
- SAR equipment and supplies;
- evacuation and re-entry support;
- emergency responder health and safety;
- radiological/chemical/biological hazards monitoring/mitigation;
- mental health and crisis counseling for responders;
- SAR public information and risk communication;
- SAR management, command and control of assets;
- SAR activities related to terrorist threats and/or events;
- logistical Staging Areas and Points of Dispensing;
- catastrophic incident and alternate SAR facility support.



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### Preparedness Actions

Actions and activities that develop search and rescue response capabilities may include planning, training, orientation sessions and exercises for ESF-9 personnel and other emergency support functions that will respond with ESF-9. 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 include:

- planning with ESF-9 support agencies and other emergency support functions to refine search and rescue operations;
- developing and refining procedures for rapid impact assessment per field surveys;
- conducting training and exercises for the Kenton County Emergency Operations Center (EOC) and search and rescue 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;
- developing and implementing emergency response and search and rescue strategies;
- developing and presenting training courses for ESF-9 personnel, provide information on critical facilities/infrastructure to the Kenton County Emergency Management Agency and develop protocols for frequently provided services;
- maintaining liaison with support agencies;
- conducting vulnerability analyses at critical facilities and make recommendations to improve the physical security;
- conducting All Hazards exercises involving ESF-9.

### Response Actions

Response actions/initiatives include:

- coordinating operations at the ESF-9 position in the Kenton County EOC and/or at other locations as required;
- coordinating needs and response actions with each fire district;
- establishing and maintaining a system to support on-scene direction/control and coordination with Kenton County's EOC, State EOC, or other coordination entities as appropriate;
- establishing mutual aid procedures for search and rescue, interoperable communications and others as appropriate;





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- coordinating resource management and logistical support;
- implementing Disaster Assessment Teams to determine post-event effect on
  - emergency services;
  - functional group resources, and;
  - the ability to perform continuity of operations for essential functions;
- monitoring and directing search and rescue resources and response activities to include pre-positioning for response/relocation due to the potential impact(s) of the emergency situation;
- participating in EOC briefings, development of Incident Action Plans and Situation Reports, and meetings;
- coordinating with support agencies to support 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 facilitate an effective emergency response among all participating agencies.

### **Recovery Actions**

Recovery actions/initiatives include-

- contacting each fire department for initial damages to personnel, equipment and supplies;
- maintaining documentation of all reported damage by fire department.

### **Mitigation Actions**

Mitigation actions include:

- identifying and seeking funding for retrofitting critical facilities and providing auxiliary power;
- providing personnel with the appropriate expertise to participate in activities designed to reduce or minimize the impact of future disasters

### **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 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;



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participate in honest appraisals of the performance of the Search and Rescue 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 emergency management activities;
- provide on-going status reports as requested by the Emergency Management 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 Agency:**

Kenton County Emergency Management Agency

Duties include:

- providing leadership in directing, coordinating and integrating overall Kenton County efforts to provide search and rescue assistance 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;
- coordinating and directing the activation and deployment of fire agencies' personnel, supplies and equipment and provide certain direct resources;
- evaluating the emergency, make strategic decisions, identify resource needs and secure resources required for field operations;
- tasking support agencies as necessary to accomplish ESF-9 support responsibilities;
- monitoring search and rescue emergency response and recovery operations;
- coordinating all state and federal resources into the affected areas from Staging Areas;



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- managing search and rescue and other emergency incidents in accordance with each department's Standard Operating Guidelines and under the direction of ESF-9 representatives or designee;

### **Primary Agency:**

- making specific requests for assistance to the State ESF-9/comparable as needed. The State will activate resources through the State Emergency Response Plan;
- re-assessing priorities and strategies throughout the emergency according to the most critical search and rescue needs;
- assisting with emergency evacuations and re-entry of threatened areas;
- demobilizing resources and deactivate the ESF-9 function upon direction from the EOC Manager.

### **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 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-9/Search and Rescue related issues. This information will be summarized into periodic status reports and submitted in accordance with applicable operating procedures.



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### **Expenditures and Recordkeeping**

Each ESF-9/Search and Rescue 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-9/Search and Rescue is responsible for managing financial matters specific to ESF-9 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.

Expenditures by other departments for activity not directly related to ESF-9/Search and Rescue will be documented by those entities and submitted directly to the Finance/Administration Section as soon as possible.

### **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-9/Search and Rescue 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.

### **Statement of Concurrence SEARCH AND RESCUE ESF-9**



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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 AGENCY:**

Kenton County Emergency Management Agency

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

### **Support Agencies:**

Kenton County Fiscal Court, Kenton County Judge Executive and Commissioners, Kenton County Sheriff's Office, Edgewood Police Department, Elsmere Police Department, Erlanger Police Department, Fort Wright Police Department, Independence Police Department, Kenton County Police Department, Kenton County Sheriff's Department, Lakeside Park Police Department, Ludlow Police Department, Park Hills Police Department, Taylor Mill Police Department, Villa Hills Police Department,

Boone County Dispatch, Campbell County Dispatch, Erlanger Dispatch Center, Kenton County Dispatch Center, Bromley Fire Department, Covington Fire Department, Crescent Springs/Villa Hills Fire Department, Edgewood Fire Department, Elsmere Fire Department, Erlanger Fire Department, Fort Mitchell Fire Department,

### **Support Agencies con't:**

Fort Wright Fire Department, Independence Fire Department, Kenton Fire Department, Ludlow Fire Department, Park Hills Fire Department, Piner-Fiskburg Fire Department, Ryland Heights Fire Department, Taylor Mill Fire Department and the Kenton County Fire Chiefs Association, Kenton County EMS .

### **City of Covington:**

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

### **Other Local Agencies**

Mayor of Bromley, Mayor of the Cities 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 and the Mayor of Taylor Mill, Lakeside Park Police Department, Edgewood Police Department, Elsmere Police Department, Erlanger Police Department, Fort Wright Police Department, Independence Police Department,



## KENTON COUNTY EMERGENCY SUPPORT FUNCTION

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

**State Agencies** Kentucky Division of Emergency Management Kentucky State Police Civil Air Patrol