



LEADING FROM THE FRONTIER TO THE FUTURE



Kenton County, Kentucky

Emergency Support Functions For 2024 EOP



Kenton County Homeland Security Emergency Management

Authority

Kenton County Fiscal Court
Judge Executive Kris Knochermann

**Kenton County Homeland Security
Emergency Management**
Director Steve Hensley

(Version: ESF 059-01-2024)



LEADING FROM THE FRONTIER TO THE FUTURE

**KENTON
COUNTY**
HOMELAND SECURITY
EMERGENCY MANAGEMENT

Kenton County, Kentucky

Emergency Support

Function 1-Transportation



**Kenton County Homeland Security
Emergency Management**

Authority

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(Version: ESF1 059-01-2024)



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 1 – TRANSPORTATION

***KENTON COUNTY, KENTUCKY EMERGENCY OPERATIONS PLAN
(Version 059-01-2024)***

EMERGENCY SUPPORT FUNCTION 1 – TRANSPORTATION

Mission: To coordinate and organize transportation resources in preparing for, responding to and recovering from emergency / disaster incidents which impact the citizens of Kenton County.

ESF-1 COORDINATORS:

ESF-1	Mass Public Transportation		
Primary	Kenton County Fleet Supervisor	Tom	Hurtt
Alternate 1	TANK General Manager	Gina	Douthat
Alternate 2	TANK Transportation Supervisor	Kevin	Unkraut
ESF-1	School Transportation		
Primary	KCSD Transportation Director	Jim	Hale
Alternate 1	KCSD Transportation Asst. Director	Sherry	Eagler
Alternate 2	KCSD Bus Garage Manager	Tim	Dierker
Alternate 3	KCSD Director Of Operations	Rob	Haney
ESF-1 / 3	State Transportation / Engineering		
Primary	Chief District Engineer	Bob	Yeager
Alternate 1	Highway Tech. Superintendent II	Jonathan	Bradford
Alternate 2	Transportation Engineer Supervisor	Andy	Yeager

Primary Agencies:

- Administrative Offices For Kenton County And All Cities
- Transit Authority of Northern Kentucky (TANK)
- Kenton County Public School District (Transportation)



KENTON COUNTY EMERGENCY OPERATIONS PLAN

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Secondary Agencies:

- Kentucky Department of Transportation; State Highway Department
- All Fire & EMS Agencies In Kenton County
- All Law Enforcement Agencies In Kenton County
- All Public Works Agencies In Kenton County
- Greater Cincinnati Northern Kentucky International Airport
- CSX / Norfolk Southern Railroads
- US Army Corps Of Engineers

Local Support / Resource Agencies:

- Kenton County Coroner's Office
- Kenton County Homeland Security Emergency Management
- Kenton County Fire & EMS Agencies
- Northern Kentucky Regional WMD / HAZMAT Team
- Kenton County Emergency Communications Center
- Kenton County Jailer
- Kenton County School Board
- Boone County Dispatch
- Campbell County Dispatch
- Salvation Army
- American Red Cross

State Support / Resource Agencies:

- Kentucky Division of Emergency Management
- Kentucky State Police

(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.)



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 1 – TRANSPORTATION

Purpose

The Transportation Emergency Support Function (ESF-1) identifies and organizes the resources (human, technical, equipment, facility, materials and / or supplies) available to Kenton County and it's cities to address and support transportation needs in the event of either a natural or man-made disaster or emergency situation.

The ESF-1 / Transportation plan:

- Describes the organization and staffing for the provision of transportation services support to Kenton County and it's cities before, during and after an incident / event.
- Identifies the responsibilities of organizations charged with providing transportation services and support in the case of a disaster or emergency situation.
- Provides direction for personnel involved in preparedness, response, recovery and mitigation in support of the primary emergency management objective of transportation for emergency and disaster situations.

Scope

The scope of ESF-1 / Transportation includes:

- Provision of transportation services during an emergency incident in a coordinated and prioritized manner, including large-scale evacuations, for all affected agencies and jurisdictions in Kenton County.
- Assessment of damage to transportation systems and determining the resources necessary to restore them to pre-emergency conditions.
- Coordination of information between local, state, and federal officials and suppliers about available transportation system recovery assistance.
- Provision of technical assistance concerning transportation systems before, during and after an incident or event.

This Emergency Support Function applies to all agencies with assigned transportation emergency responsibilities as described in the Kenton County EOP.

NOTE: To the extent possible, information contained in other sections of the EOP will not be repeated in this ESF plan. Many of the agencies involved in ESF-1 / Transportation activities have existing emergency plans and procedures which this plan is designed to complement and support.



KENTON COUNTY EMERGENCY OPERATIONS PLAN

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Situations and Assumptions

Situations and assumptions involved in ESF-1 / Transportation planning include:

- An incident may cause extensive damage to Kenton County and / or surrounding jurisdictions, requiring activation of the County's emergency transportation assets in support of coordinated response activities.
- Movement of resources into and evacuees out of the impacted area will be predicated on and require the identification of all surviving and available methods and routes of transportation.
- Damaged or disrupted roads, vehicles, facilities, equipment and communications could significantly hamper emergency transportation and support.
- Emergency transportation support requirements will likely exceed local capabilities, and outside assistance will be required to support local emergency operations and / or a large-scale evacuation.
- The general public will receive and understand official emergency public information and warnings related to evacuation.
- The majority of the public will act on its own and evacuate areas promptly when advised to do so, but some people may refuse to evacuate regardless of warnings.
- Most evacuees will seek shelter with relatives or friends rather than accept public shelter.
- The principal mode of transportation for evacuees will be privately owned vehicles.
- Some people will lack transportation capabilities, and some residents that are ill or disabled may require vehicles with special transportation capabilities.
- Institutional residents will either be evacuated by the organization responsible for the institution (e.g., St. Elizabeth Medical Centers, Kenton County Detention Center, Assisted Living Centers, Schools, Daycare Centers, etc.) or the institution will make prior arrangements to have the residents evacuated.
- Certain areas of Kenton County, or special populations within the County, may need additional time to accomplish an evacuation.
- It may take several days to complete a mass evacuation of the County.
- Roads and highways in Kenton County will become congested during a large-scale evacuation, hampering the movement of traffic (including access and egress for emergency vehicles).
- Local law enforcement will provide the majority of traffic control on major evacuation routes within Kenton County.



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 1 – TRANSPORTATION

Direction and Control

Kenton County HSEM functions as the official organization for disaster preparedness, mitigation, response and recovery within Kenton County and serves as the focal point for ESF-1 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-1 expectations.

Kenton County Emergency Communications Center (KCECC) is the primary Public Safety Answering Point (PSAP) providing emergency and non-emergency dispatch services for all Fire & EMS agencies, Law Enforcement agencies, Kenton County HSEM, and some other county government agencies. In a large-scale emergency situation, Kenton County may have to rely on other supporting resources for communications, such as secondary PSAP's, amateur radio operators and equipment, other municipal agencies, and even private sector resources.

All management decisions regarding County and / or regional transportation resource allocations are made at the EOC by the ESF-1 Coordinator. Kenton County Public Works is the lead agency for ESF-1 and will manage the emergency activities of ESF-1 / Transportation.

In accordance with a mission assignment from ESF-1 and further mission tasking by a local primary agency, each support organization assisting in an ESF-1 assignment will retain administrative control over its own resources and personnel but will be under the operational control of ESF-1.

The ESF-1 / Transportation system operates at two levels – the Emergency Operations Center and field operations. The ESF-1 Coordinator shall establish communications with appropriate field personnel to ensure readiness and a timely response.

The ESF-1 Coordinator will:

- Collect, analyze and disseminate information on the nature and scope of current and predicted impacts of an incident or major disaster related to transportation.
- Evaluate, analyze and prioritize requests for assistance from ESF-1.
- Develop and update assessments of current and anticipated future transportation needs and resource requirements.
- Incorporate analyses and assessments into Incident Action Plans that establish operational objectives and identify resources needed to accomplish them.
- Establish priorities, assign tasks to agencies and track progress in meeting objectives.
- Use information and intelligence to support Logistics, Planning, Operations and other ESF's in their primary missions.



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 1 – TRANSPORTATION

- Identify and organize the resources (human, technical, equipment, facility, materials and / or supplies) available to Kenton County and it's cities to provide transportation support before, during and after an incident / event.
- Provide personnel and resources to support prevention, preparedness, protection, response, recovery and mitigation in support of the primary emergency management objective of transportation in emergency and disaster situations.
- Coordinate with other ESF's to provide resources and avoid duplication of efforts for transportation services.
- Provide transportation resources to aid in traffic control, relocation and evacuation efforts.
- Coordinate transportation for patients and / or medical personnel, equipment and supplies.
- Estimate the number of people with special needs that will require transportation for an incident requiring evacuation, and determine staging points, central pick-up spots and refueling points.
- Maintain a record of transportation resources (location & type) and a running inventory at each facility.
- Coordinate damage assessments and inspections for transportation infrastructure.
- Coordinate restoration or replenishment of critical transportation infrastructure and resources.

Transportation requests not fulfilled by the ESF-1 Coordinator will remain the responsibility of the requesting agencies owner / operator / director.

Transportation for any large evacuation of local citizens or reception of citizens from outside the County / State will be coordinated through ESF-1, including Staging Areas.



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 1 – TRANSPORTATION

Concept of Operations

General Information

The ESF-1 / Transportation Primary Agencies work with the EOC Management Team to ensure necessary transportation tasks are accomplished. The Resource and Support Agencies provide resources and personnel to assist in accomplishing ESF-1 activities as required by the size and demands of the event. The ESF-1 Coordinator may need to work in conjunction with other ESF Coordinator's to provide resource support for incident operations, and to prevent duplication of efforts.

The provision of transportation service is divided into two distinct areas, Government and Industry.

The ESF-1 Coordinator has the responsibility for directing, controlling and coordinating all transportation services, systems, facilities and resources, and establishing procedures for meeting the incident needs. The ESF-1 Coordinator determines transportation requirements by establishing priorities and coordinating with adjoining counties in the joint use of transportation resources.

All requests for transportation services and resources will be routed to the ESF-1 / Transportation desk to determine appropriate action.

The priorities for allocation of resources by ESF-1 are:

1. Lifesaving – Missions that are essential to survival, health and safety of the human population.
2. Essential Industry / Commerce / Transportation – Organizations that are required or needed to maintain operations and economic stability.
3. Others as determined based on incident specific plans.

Procedures, protocols and plans for transportation-related disaster response activities provide guidelines for operations at the EOC and in the field. Periodic training and exercises are conducted to enhance the effectiveness of planning and operations.

Snow and ice emergencies can seriously disrupt local, state and federal highways. When a snow or ice storm warning is issued for the County, special Winter Storm Transportation Actions may need to be implemented in cooperation with Law Enforcement, Public Works and Emergency Management.

Depending on the incident, transportation of pets or other animals may be needed. This will be coordinated with Kenton County Animal Services.

EMERGENCY SUPPORT FUNCTION 1 – TRANSPORTATION

ESF-1 will utilize five fundamental, interrelated functions as illustrated in Figure 1-1: *ESF-1 / Transportation Concept of Operations*:

1. ASSESS IMPACTS – Use technology and human intelligence to collect, analyze and disseminate information on direct and indirect disaster impacts.
2. ASSESS CAPABILITIES – Assess the capabilities of local government, the business community and volunteer agencies to effectively respond to the transportation needs of the disaster.
3. PRIORITIZE NEEDS – Using the assessments above, prioritize the immediate needs of impacted communities, neighborhoods and areas of the County.
4. PREPARE AND IMPLEMENT AN IAP – Incorporate results of the analyses and prioritization into Incident Action Plans that establish Operational Objectives and identify resource requirements to accomplish these objectives.
5. PREPARE AND IMPLEMENT AN INCIDENT ACTION MATRIX – Create and utilize an Incident Action Matrix to establish priorities, assign tasks to agencies and track progress in meeting objectives.

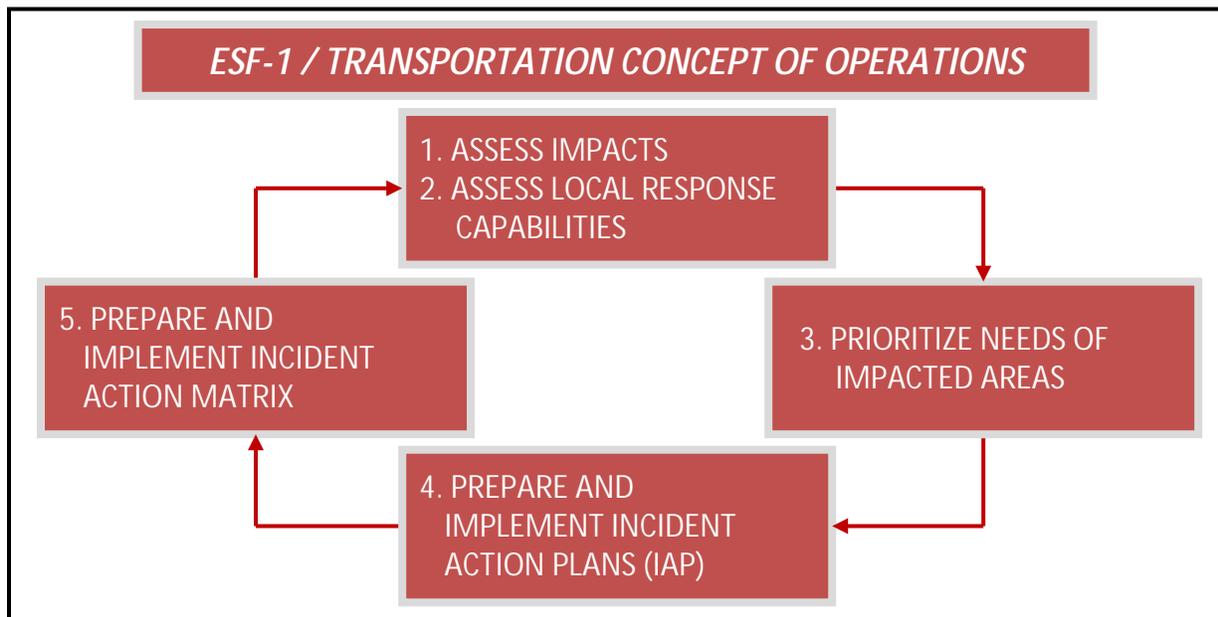


Figure 1-1: ESF-1 / Transportation Concept of Operations

Notifications

Kenton County Emergency Communications Center (KCECC) is the County's 24 hour Warning Point. When all or part of the County has been threatened or impacted by an emergency or disaster event, KCECC will notify the Kenton County HSEM Director, who will notify the State Emergency Operations Center Duty Officer, who in turn notifies applicable state agencies including the Regional Response Manager of KYEM Region 6.



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ESF-1 / Transportation will be activated or placed on standby upon notification by Kenton County HSEM. Upon instructions to activate this Emergency Support Function, the ESF-1 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.

Organization

ESF-1 / Transportation is organized consistent with the requirements of the National Response Plan, the National Incident Management System and uses the Incident Command System (ICS) to manage its emergency / disaster responsibilities. The ICS system supports incident assessment, planning, procurement, deployment and coordination of transportation operations for Kenton County and its cities.

The Emergency Operations Plan and corresponding Appendices, Incident Specific Plans, Support Plans and Standard Operating Guidelines that describe ESF-1 / Transportation capabilities are based on National Planning Scenarios, Universal Task List and Target Capabilities and are the basis of these guidelines. Transportation planning is continuous, beginning well before impact of approaching natural disasters and immediately upon the occurrence of those that are not forecasted.

In the EOC structure, ESF-1 / Transportation is located in the Infrastructure Support Branch of Operations as shown in Figure 1-2.

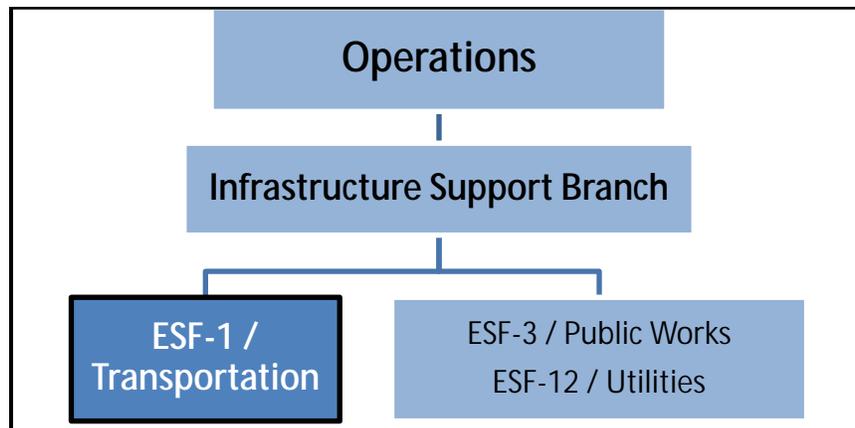


Figure 1-2: Incident Command System Structure For ESF-1 / Transportation

The ESF-1 Coordinator will work with support agency counterparts to seek, procure, plan, coordinate and direct the use of any required transportation assets at the local and regional level. If the Coordinator is unable to meet the requests for services, then he / she will work with Kenton County HSEM to request assistance from the State EOC.

Technical and subject matter expertise may be provided by an appropriate person(s) from a support agency with knowledge and / or skills relevant to the situation. The individual will advise and / or direct operations within the context of the EOC structure.



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The Kenton County EOC 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.

Initial Response And Escalation

The initial response needs for an emergency / disaster situation are met by the use of the transportation resources available at the local level. Requests for transportation assistance will be resolved at the lowest level direction and control facility with appropriate response resources and capabilities.

When the need for transportation resources and / or services exceed the capability of what is available within Kenton County, established mutual aid agreements with surrounding counties to provide transportation resources are utilized.

When needed transportation resources cannot be located through mutual aid agreements, the Kenton County EOC 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.

Additionally, either the KYEM Region 6 Manager or the State Emergency Operations Center can be contacted to determine the appropriate state agency serving as the lead agency for transportation coordination / support at the state level. That agency can designate a liaison to the Kenton County EOC to assist ESF-1 and, to the extent they are capable, provide coordinators, assessors and operational personnel in support of the EOC or field activities.

Upon activation of EOC’s in more than one County, the lead agency for transportation coordination / support at the state level may support the coordination of the event response with regional resources or request additional resources through the State EOC.

During an emergency or disaster event, ESF-1 primary and support agencies at the State EOC report to and function under the overall direction of the Kentucky Division of Emergency Management Director. During the response phase, the State ESF-1 evaluates and analyzes information regarding transportation requests on a regional or statewide level. 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.

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 if necessary, to other states or the federal government for assistance support as shown in Figure 1-3: *Progressive Requests for Emergency / Disaster Resources*.



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 1 – TRANSPORTATION

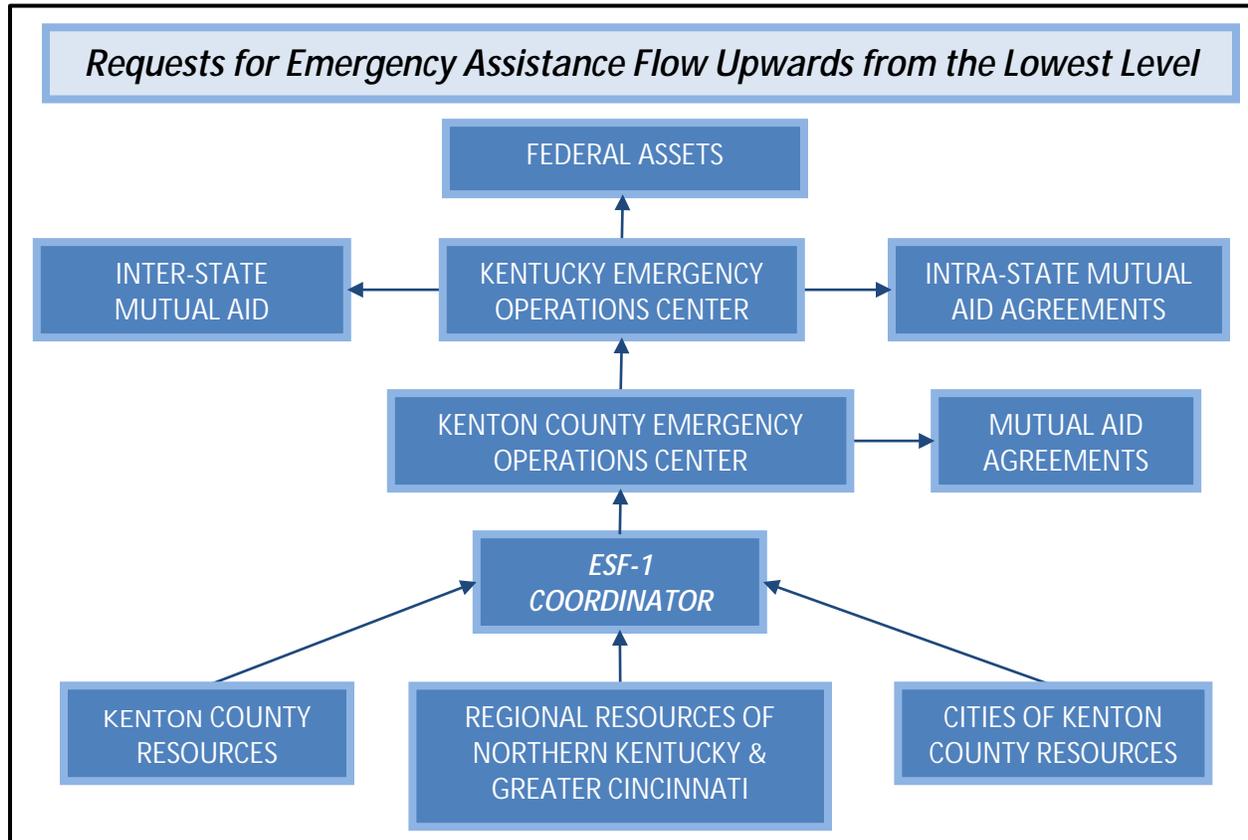


Figure 1-3: Progressive Requests for Emergency / Disaster Resources



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EMERGENCY SUPPORT FUNCTION 1 – TRANSPORTATION

Phases Of Management

Actions initiated by ESF-1 / Transportation are grouped into the typical phases of emergency management: Preparedness, Response, Recovery and Mitigation. Each phase requires specific skills and knowledge to accomplish, and also requires significant cooperation and collaboration between all supporting agencies and the intended recipients of service. ESF-1 encompasses a full range of activities, from training to the provision of field services. It coordinates and may assume direct operational control of:

- Transportation for Kenton County and / or other populations.
- Transportation of ambulatory, wheelchair and other special needs populations.
- Transportation of equipment and supplies.
- Catastrophic incident and alternate transportation service facility support.

Preparedness Actions

- Plan with ESF-1 support agencies and other Emergency Support Functions to refine transportation operations, including:
 - Assess the vulnerability of transportation equipment and systems to the effects of severe weather, flooding and other natural, technological and man-made hazards
 - Assess worst-case scenario damage to transportation systems with emphasis on scenarios that will cause the loss of system functionality
 - Identify mission essential functions involving transportation services, potential transportation routes, response zones, staging areas, and alternate transportation facilities
 - Develop and train specialized transportation teams
- Prepare and maintain the following items which are necessary for implementation of ESF-1 operations and procedures:
 - Emergency operating procedures, including procedures for pre-staging resources and assets for rapid deployment
 - Resource inventories, personnel rosters, and mobilization information
 - Information on critical routes and facilities
 - Inventory of equipment and other pre-designated assets that are essential to meet transportation of special needs groups
 - Administrative and financial procedures to properly document activities of ESF-1 during activations
 - Contracts and Mutual Aid Agreements that are needed to meet the transportation needs during disasters, and to restore critical transportation systems that have been damaged
- Develop and refine procedures for rapid impact assessment per field surveys



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- Develop and present training courses for EOC and ESF-1 / Transportation response team members in accordance with the National Incident Management System (NIMS) to ensure personnel are trained in their responsibilities and duties
- Assign, train and schedule sufficient personnel to conduct ESF-1 tasks for an extended period of time
- Maintain liaison with support agencies
- Conduct All Hazards exercises involving ESF-1, coordinating with ESF-5 / Emergency Management to incorporate disaster intelligence into ESF-1 training

Response Actions

- Respond to the Kenton County EOC and / or other locations as required when requested by Kenton County HSEM and coordinate operations at the ESF-1 position
- Monitor and direct transportation-related resources and response activities, including pre-positioning for a forecasted emergency situation or scheduled event
- Assess damages and disruptions of highway and transportation systems to determine usability and reliability levels
- Establish and maintain a transportation system to support on-scene direction / control and coordination in conjunction with the Kenton County EOC, State EOC, or other coordination entities as appropriate
- Utilize evacuation, deployment or demobilization routes to the extent possible
- Coordinate with support agencies to develop, prioritize and implement strategies for the initial response to ESF-1 requests
- Provide updates on the damage to transportation services, resource shortfalls, and potential impacts on accomplishing the ESF-1 mission
- Participate in developing Incident Action Plans and Situation Reports concerning transportation needs
- Participate in EOC briefings and attend other necessary meetings to report on items related to transportation
- Obtain additional resources as needed through the Statewide Emergency Management Mutual Aid and Assistance Agreements
- Relay emergency traffic conditions / regulations to all affected personnel
- Coordinate with ESF-1's (or like functions) in other jurisdictions to obtain resources and facilitate an effective emergency response among all participating agencies
- Report traffic control signs / signals needed at locations for general navigation through and around the disaster area



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- Coordinate with ESF 3 / Public Works for equipment and manpower required to clear roads
- Coordinate with ESF-8 / Public Health and Medical Services for emergency medical air transportation

Recovery Actions

- Implement Disaster Assessment Teams to determine post-event effect on transportation systems and resources, and the ability to perform continuity of operations for essential functions
- Provide transportation coordination and support during recovery operations through the EOC
- Coordinate assistance to local governments in the removal of debris and the restoration of transportation infrastructure
- Maintain documentation of all reported damage to transportation agencies and systems
- Continue to provide transportation support as required until response and recovery activities are concluded or until they can be managed and staffed by the primary incident agency or jurisdictions
- Initiate financial reimbursement processes for recovery activities when such support is available

Mitigation Actions

- Conduct internal After Action Reviews, document lessons learned and recommend improvements to the Emergency Operations Plans, procedures and guidelines
- Identify potential hazards and their impacts that are new or have potentially changed in scope, and include them in Hazard Mitigation Plans
- Provide personnel with the appropriate expertise to participate in activities designed to reduce or minimize the impact of future disasters



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Special Populations

A Special Needs registry is available electronically through the CAD system that includes addresses and critical information.

Hospitals - There are 5 medical facilities in Kenton County: *St. Elizabeth Medical Center* hospitals in Covington and Edgewood, *Sun Behavioral Hospital* in Erlanger, *NorthKey Community Care* in Covington and *Encompass Health Rehabilitation Hospital* in Edgewood. St. Elizabeth in Edgewood is the primary emergency care facility in the County. In addition to the local Fire / EMS agencies, AMR and PTS private ambulances (and possibly others at various times) also service these locations. Evacuation plans are in place for the facilities, including transportation resources to support the plans.

Disabled - The County is home to 7 Long Term Care (nursing home) facilities, 6 Personal Care (assisted living) facilities, 1 residential Hospice facility, and 1 school / day care for developmentally disabled children and young adults. The facilities are serviced by their local Fire / EMS agency for emergency calls, and AMR or PTS private ambulances (and possibly others at various times) for transport runs. Each facility has a current evacuation plan and has identified transportation resources to support the plan.

Schools - There are 5 public school districts encompassing 28 different schools, 17 parochial schools that are affiliated with the Diocese of Covington, and 2 independent private schools in Kenton County. The larger school districts have access to transportation and have transportation plans in place. The smaller districts without transportation work within a Memorandum of Agreement with supporting agencies.

Day Cares - There are approximately 96 day care centers. Each facility is required to have an emergency plan on file in the Kenton County HSEM Office, but transportation is generally not part of their plan.

Jails / Prisons - The *Kenton County Detention Center* has limited transportation capabilities and would require assistance from other agencies to transport its population and staff to appropriate receiving facilities.

Children's Homes – There are two Children's Homes in Kenton County. *Children's Home of Northern Kentucky* is located in Covington and *Diocesan Catholic Children's Home* is located in Ft. Mitchell, both of which are in the northern portion of the County.

Airport - The *Greater Cincinnati / Northern Kentucky International Airport* is owned by Kenton County and located in Boone County. The CVG Airport has access to transportation and has transportation plans in place.



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Responsibilities

All Agencies Associated With ESF-1:

- Develop applicable standard operating procedures, guidelines and / or checklists which clearly define their role in ESF-1, in the overall functioning of the Kenton County EOC, and how they plan to accomplish 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 ESF-1 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 ESF-1 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 ESF-1 activities as needed.
- Provide on-going status reports as requested by the ESF-1 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 Kenton County HSEM.
- Perform other emergency responsibilities as assigned.

Primary Agencies:

- Provide leadership in directing, coordinating and integrating overall Kenton County efforts to provide transportation assistance to affected areas and populations as part of ESF-1. This includes coordinating and directing support agencies' personnel, supplies and equipment, in addition to providing direct resources.
- Evaluate the impact and extent of the emergency, make strategic decisions, identify resource needs and secure resources required for field operations.
- Monitor transportation services emergency response and recovery efforts.
- Coordinate all mutual aid, State and Federal transportation resources into the affected areas utilizing designated Staging Areas.
- Manage planned and / or emergency incidents in accordance with each agency's Standard Operating Guidelines and under the direction of ESF-1 representatives.



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- Make requests for transportation assistance to the State ESF-1 as needed (State will activate resources through the State Emergency Response Plan).
- Continually assess priorities and strategies throughout the emergency so that the most critical transportation needs are addressed the quickest.
- Assist with emergency evacuations and re-entry of threatened areas.
- Maintain a current inventory of transportation assets from participating agencies, including their location and condition.
- Demobilize resources and deactivate the ESF-1 function upon direction from the EOC Manager.

Support / Resource Agencies:

- Provide information and resources as requested by the ESF-1 Coordinator, to include resource status and capability reports.
- Provide qualified and capable services, staff, equipment, and supplies that complement the entire emergency response effort.



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EMERGENCY SUPPORT FUNCTION 1 – TRANSPORTATION

Administration and Support

The ESF-1 / Transportation Emergency Support Function Plan plus accompanying Appendices, Annexes and Standard Operating Guidelines are maintained by Kenton County HSEM. They are reviewed and updated by the ESF-1 planning committee and Kenton County HSEM 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 Kenton County Emergency Operations Plan (EOP).

Agreements and Understandings

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

Kenton County HSEM will maintain up-to-date information of transportation services in Kenton County, including:

- Names of responsible officials (reviewed / updated quarterly).
- ESF-1 / Transportation staffing directory (reviewed / updated quarterly).
- ESF-1 / Transportation notification lists (reviewed / updated quarterly).
- Major transportation equipment identified in Resource Typing and readiness status (reviewed / updated annually).

Each transportation organization which enters into a mutual aid agreement will furnish a copy of the agreement to Kenton County HSEM.

Transportation organizations are responsible for training and continuing education of their own personnel.

Expenditures and Recordkeeping

Each ESF-1 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 established guidelines. The first source of funds for expenditures by agencies in response to an emergency, imminent disaster, or recovery from a catastrophic incident is to be from funds associated with each local agency.

ESF-1 is responsible for managing financial matters specific to ESF-1 / Transportation activity and related resources that are 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-



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event as to application procedures for reimbursement. Requests for funding or reimbursements that were not directly designated by ESF-1 may be denied.

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-1 / Transportation 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-1 agencies, identifying the successes and identifying areas that can be strengthened and enhanced for efficiency in a continuous quality improvement process.



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Statement of Concurrence ESF-1 / TRANSPORTATION

The signatures appearing below indicate the individuals have the authority to commit resources of the agency represented and agree to the functions and tasks prescribed for this Emergency Support Function.

ESF-1 PRIMARY AGENCIES: Kenton County Administrative Offices, Administrative Offices for all cities in Kenton County, Transit Authority of Northern Kentucky, Kenton County Public Schools Transportation Division

_____	_____	_____
(Signature)	(Printed Name)	(Date)
Kenton County Administrator		

_____	_____	_____
(Signature)	(Printed Name)	(Date)
Transit Authority of Northern Ky.		

_____	_____	_____
(Signature)	(Printed Name)	(Date)
Kenton County Public Schools		



LEADING FROM THE FRONTIER TO THE FUTURE

KENTON
COUNTY
HOMELAND SECURITY
EMERGENCY MANAGEMENT

Kenton County, Kentucky

Emergency Support

Function 2-Communication



Kenton County Homeland Security
Emergency Management

Authority

Kenton County Fiscal Court

Judge Executive Kris Knochelmann

Kenton County Homeland Security
Emergency Management

Director Steve Hensley

(Version: ESF2 059-01-2024)



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 2 – COMMUNICATIONS

***KENTON COUNTY, KENTUCKY EMERGENCY OPERATIONS PLAN
(Version 059-01-2024)***

EMERGENCY SUPPORT FUNCTION 2 - COMMUNICATIONS

Mission: To coordinate and organize communications resources and public alert, warning, and notification systems in preparing for, responding to and recovering from emergency / disaster incidents that impact the citizens of Kenton County.

ESF-2 COORDINATORS:

ESF-2	Information Systems / Technology Services		
Primary	Kenton County IT Director	Jessica	Ramsey
Alternate 1	Kenton County IT Network Engineer	Dustin	Brown
Alternate 2	Kenton County IT Network Engineer	Michelle	Foster
ESF-2	Communications - KCECC		
Primary	KCECC Director	Ashley	Hawks
Alternate 1	KCECC Assistant Director	David	Leonard
Alternate 2	KCECC Assistant Director	Brent	Cummins
ESF-2	Communications – Altafiber		
Primary	Sr. Director Network Op’s & Reliability	David	Stahl
Alternate 1	Director - Corporate Security	Paula	Papke
Alternate 2	Senior Operations Manager	Eric	Brunner

Primary Agencies:

- Kenton County Emergency Communications Center

Secondary Agencies:

- Kenton County Homeland Security Emergency Management
- All Fire & EMS Agencies In Kenton County
- All Law Enforcement Agencies In Kenton County
- Local Media (Radio, TV, Cable, Newspaper)



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 2 – COMMUNICATIONS

Local Support / Resource Agencies:

- Altafiber (formerly Cincinnati Bell)
- InDigital 911
- Secondary Public Safety Answering Points (PSAP's)
- Northern Kentucky Independent Health District
- Kentucky Amateur Radio Club
- Communication Services Vendors (Mobilcomm, Harris, Verizon, etc.)

State Support / Resource Agencies:

- Kentucky Division of Emergency Management
- Kentucky State Police, Post 6
- Department of Military Affairs, J6 – Communications
- Commonwealth Office of Technology
- Kentucky Department for Public Health

(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.)



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 2 – COMMUNICATIONS

Purpose

The Communications Emergency Support Function (ESF-2) identifies and organizes the resources (human, technical, equipment, facility, materials and / or supplies) available to Kenton County and it's cities to address and support communication and public notification needs in the event of either a natural or man-made disaster or emergency situation.

The ESF-2 / Communications plan:

- Describes the organization and staffing for the provision of communications and public notification support to Kenton County and it's cities before, during and after an incident / event.
- Identifies the responsibilities of organizations charged with providing communications and public notifications services and support in the case of a disaster or emergency situation.
- Provides direction for personnel involved in preparedness, response, recovery and mitigation in support of the primary emergency management objectives of communications and public notification for emergency and disaster situations.

Scope

The scope of this ESF-2 / Communications includes:

- Provision of communications services during an emergency incident or event in a coordinated and prioritized manner for all affected agencies and jurisdictions in Kenton County.
- Provision of public alerts, warnings and notifications before, during and after an incident or event.
- Assessment of damage to communication systems and determining the resources necessary to restore them to pre-emergency conditions.
- Coordination of information between local, state, and federal officials and suppliers about available communications systems recovery assistance.
- Provision of technical assistance concerning communications systems before, during and after an incident or event.

This Emergency Support Function applies to all agencies with assigned communications and / or public notification responsibilities as described in the Kenton County EOP.

NOTE: To the extent possible, information contained in other sections of the EOP will not be repeated in this ESF plan. Many of the agencies involved in ESF-2 / Communications activities have existing emergency plans and procedures which this plan is designed to complement and support.



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 2 – COMMUNICATIONS

Situations and Assumptions

Situations and assumptions involved in ESF-2 / Communications planning include:

- Communications play a critical role in emergency warning, notification and operations.
- Communication networks and facilities exist and operate throughout Kenton County and surrounding areas, and they are capable of supporting emergency operations.
- Serious disruption and / or overloading of normal communication systems is anticipated in areas experiencing significant impact.
- Timely public warning and emergency information is critical to the safety of the community, helps to maintain calm and helps quell rumors. However, there will be occasions when there will be no time or mechanism for warning the County's population.
- All available forms of information dissemination may be needed to provide timely notification and warning to the general public and special needs populations during an incident.
- Kenton County Homeland Security Emergency Management can issue messages through the CodeRed system and / or the National Weather Service Emergency Alert System.
- Local agencies will utilize their normal communication systems during an emergency situation if they are functional.
- Voice and data communications over the internet may be available for use by the EOC and responding agencies during an incident.
- Areas of the County may be without communications capabilities due to the impact of the incident, some remote communities and isolated groups of individuals may have to be notified door-to-door if time permits.
- Public facilities in Kenton County will receive warnings of disaster / emergency situations through activation of the Kenton County Emergency Alert System receivers in those buildings.
- Special care groups or persons residing in assisted living quarters, such as senior citizens' or nursing homes, may require individual warning notification.
- Regional and / or State assistance may be necessary to procure supplemental communications equipment and / or locate available repair technicians following an incident.



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 2 – COMMUNICATIONS

Direction and Control

Kenton County HSEM functions as the official organization for disaster preparedness, mitigation, response and recovery within Kenton County and serves as the focal point for ESF-2 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-2 expectations.

Kenton County Emergency Communications Center (KCECC) is the primary Public Safety Answering Point (PSAP) providing emergency and non-emergency dispatch services for all Fire / EMS / Law Enforcement agencies, Kenton County HSEM, and other county agencies. In a large-scale emergency situation, Kenton County may have to rely on other supporting resources for communications (secondary PSAP's, amateur radio operators and equipment, other municipal agencies, and private sector resources).

All management decisions regarding County and / or regional communications resource allocations are made at the EOC by the ESF-2 Coordinator. KCECC is the lead agency for ESF-2 and will manage the emergency activities of ESF-2 / Communications.

In accordance with a mission assignment from ESF-2 and further mission tasking by a local primary agency, each support organization assisting in an ESF-2 assignment will retain administrative control over its own resources and personnel but will be under the operational control of ESF-2.

The ESF-2 / Communications system operates at two levels – the Emergency Operations Center and field operations. The ESF-2 Coordinator shall establish communications with appropriate field personnel to ensure readiness and a timely response.

The ESF-2 Coordinator will:

- Collect, analyze and disseminate information on the nature and scope of current and predicted impacts of an incident or major disaster related to communications.
- Evaluate, analyze and prioritize requests for assistance from ESF-2.
- Develop and update assessments of current and anticipated future communications needs and resource requirements.
- Incorporate analyses and assessments into Incident Action Plans that establish operational objectives and identify resources needed to accomplish them.
- Establish priorities, assign tasks to agencies and track progress in meeting objectives.
- Use information and intelligence to support Logistics, Planning, Operations and other ESF's in their primary missions.
- Identify and organize the resources (human, technical, equipment, facility, materials and / or supplies) available to Kenton County and it's cities to provide communications support before, during and after an incident / event.



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 2 – COMMUNICATIONS

- Provide personnel and resources to support prevention, preparedness, protection, response, recovery and mitigation in support of the primary emergency management objectives of communications and public notification in emergency and disaster situations.
- Coordinate damage assessments and inspections for communication facilities and sites.
- Coordinate with other ESF's to provide resources and avoid duplication of efforts for communication and public notification services.
- Coordinate restoration or replenishment of critical communication and public notification capabilities and resources.

Communication requests not fulfilled by the ESF-2 Coordinator will remain the responsibility of the requesting agencies owner / operator / director.



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 2 – COMMUNICATIONS

Concept of Operations

General Information

The ESF-2 / Communications Primary Agencies work with the EOC Management Team to ensure necessary communications and public notification tasks are accomplished. The Resource and Support Agencies provide resources and personnel to assist in accomplishing ESF-2 activities as required by the size and demands of the event. The ESF-2 Coordinator may need to work in conjunction with other ESF Coordinator's to provide resource support for emergency operations, and to prevent duplication of efforts.

The ESF-2 Coordinator has the responsibility for directing, controlling and coordinating all communications services, systems, facilities and resources, and establishing procedures for meeting the incident needs. The Coordinator determines communication requirements by establishing priorities and coordinating with adjoining counties in the joint use of communication resources.

All requests for communication-related services and resources will be routed to the ESF-2 / Communications desk to determine appropriate action.

The priorities for allocation of resources by ESF-2 are:

1. Lifesaving – Missions that are essential to survival, health and safety of the human population.
2. Essential Industry / Commerce / Transportation – Organizations that are required or needed to maintain operations and economic stability.
3. Others as determined based on incident specific plans.

Procedures, protocols and plans for communication-related disaster response activities provide guidelines for operations at the EOC and in the field. Periodic training and exercises are conducted to enhance the effectiveness of planning and operations.

ESF-2, through Communications and Information Technology representatives, will support the establishment of communications between key facilities that have an integral role in emergency response and recovery under NIMS. The following are examples of various facilities that must communicate effectively in a disaster and emergency event:

- Kenton County EOC and local government agencies
- Kenton County EOC and State EOC
- Kenton County EOC other operational local and regional EOC's
- Emergency Support Functions and Incident Command System field operations
- Kenton County EOC and area hospitals
- Kenton County EOC and shelters / feeding sites
- Kenton County EOC and distribution sites, staging areas and disaster resource centers



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 2 – COMMUNICATIONS

The general communications systems required for effective communications capabilities include:

- Telephone (land-line, cellular, satellite)
- Public Safety radios (Fire, EMS, and Law Enforcement)
- Amateur radio support
- Data and facsimile support

ESF-2 will utilize five fundamental, interrelated functions as illustrated in Figure 2-1: *ESF-2 / Communications Concept of Operations*:

1. ASSESS IMPACTS – Use technology and human intelligence to collect, analyze and disseminate information on direct and indirect disaster impacts.
2. ASSESS CAPABILITIES – Assess the capabilities of local government, the business community and volunteer agencies to effectively communicate and provide public notifications during the disaster.
3. PRIORITIZE NEEDS – Using the assessments above, prioritize the immediate needs of impacted communities, neighborhoods and areas of the County.
4. PREPARE AND IMPLEMENT AN IAP – Incorporate results of the analyses and prioritization into Incident Action Plans that establish Operational Objectives and identify resource requirements to accomplish these objectives.
5. PREPARE AND IMPLEMENT AN INCIDENT ACTION MATRIX – Create and utilize an Incident Action Matrix to establish priorities, assign tasks to agencies and track progress in meeting objectives.

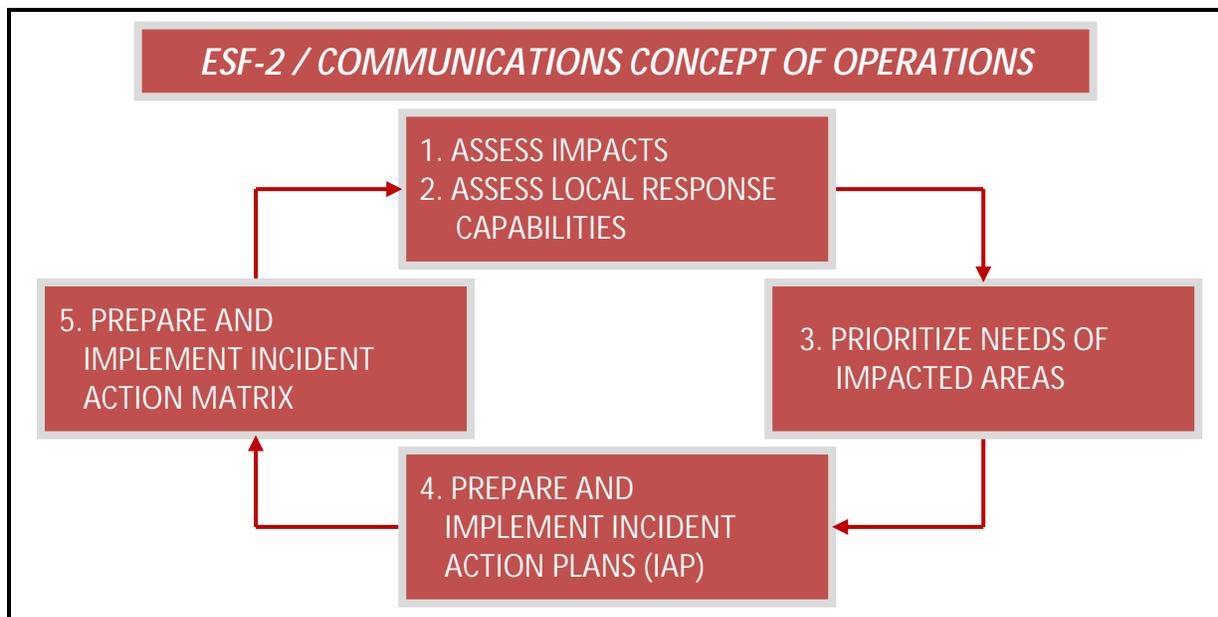


Figure 2-1: ESF-2 / Communications Concept of Operations



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 2 – COMMUNICATIONS

Notifications

Kenton County Emergency Communications Center (KCECC) is the county’s 24 hour Warning Point. When all or part of the County has been threatened or impacted by an emergency or disaster event, KCECC will notify the Kenton County HSEM Director who will notify the State Emergency Operations Center Duty Officer, who in turn notifies applicable state agencies including the Regional Response Manager of KYEM Region 6.

ESF-2 / Communications will be activated or placed on standby by Kenton County HSEM. Upon instructions to activate this Emergency Support Function, the ESF-2 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.

Organization

ESF-2 / Communications is organized consistent with the requirements of the National Response Plan, the National Incident Management System and uses the Incident Command System (ICS) to manage its emergency / disaster responsibilities. The ICS system supports incident assessment, planning, procurement, deployment and coordination of communications operations for Kenton County and its cities.

The Emergency Operations Plan plus accompanying Appendices, Incident Specific Plans, Support Plans and Standard Operating Guidelines that describe ESF-2 / Communications capabilities are based on National Planning Scenarios, Universal Task List and Target Capabilities and are the basis of these guidelines. Communications planning is continuous, beginning well before impact of approaching natural disasters and immediately upon the occurrence of those that are not forecasted.

In the ICS structure, ESF-2 / Communications is located in the Operations Section as shown in Figure 2-2.

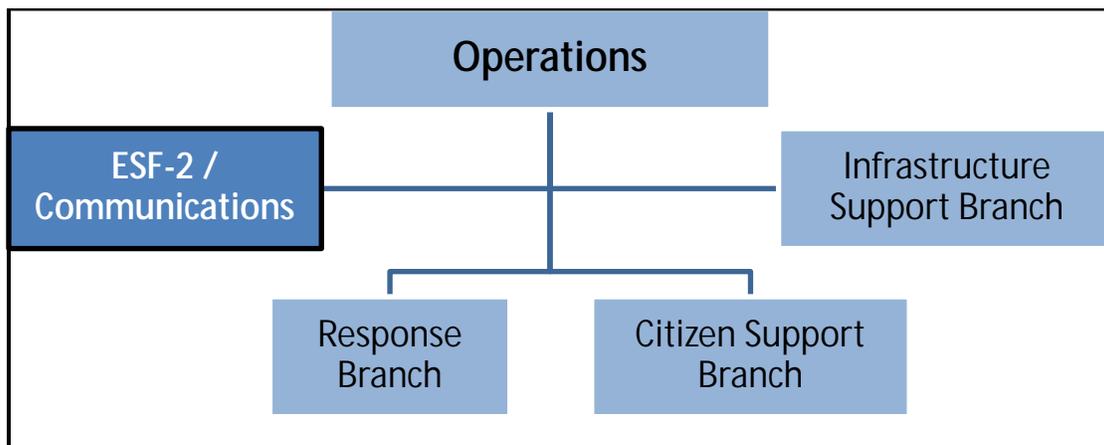


Figure 2-2: Incident Command System Structure For ESF-2 / Communications



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 2 – COMMUNICATIONS

The ESF-2 Coordinator will work with support agency counterparts to seek, procure, plan, coordinate and direct the use of any required communications assets. If the Coordinator is unable to meet the requests for services, then he / she will work with Kenton County HSEM to request assistance from the State EOC.

Technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with knowledge and / or skills relevant to the situation. The individual will advise and / or direct operations within the context of the EOC structure.

The Kenton County EOC 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.

Initial Response And Escalation

The initial response needs for an emergency / disaster situation are met by the use of the communications resources available at the local level. Requests for communications assistance will be resolved at the lowest level direction and control facility with appropriate resources and capabilities.

When the need for communications resources and / or services exceed the capability of what is available within Kenton County, established mutual aid agreements with surrounding counties to provide communications resources are utilized.

When needed communications resources cannot be located through mutual aid agreements, the Kenton County EOC 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.

Additionally, either the KYEM Region 6 Manager or the State Emergency Operations Center can be contacted to determine the appropriate state agency serving as the lead agency for communications coordination / support at the state level. That agency can designate a liaison to the Kenton County EOC to assist ESF-2 and, to the extent they are capable, provide coordinators, assessors and operational personnel in support of the EOC or field activities.

Upon activation of EOC's in more than one county, the lead agency for communications coordination / support at the state level may support the coordination of the event response with regional resources or request additional resources through the State EOC.

During an emergency or disaster event, ESF-2 primary and support agencies at the State EOC report to and function under the overall direction of the Kentucky Division of Emergency Management Director. During the response phase, the State ESF-2 evaluates and analyzes information regarding communications requests on a regional or statewide level. The Kentucky Division of Emergency Management develops and



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 2 – COMMUNICATIONS

maintains the overall State Emergency Operations Plan and accompanying Appendices and Standard Operating Guidelines that govern response actions related to emergencies.

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 if necessary, to other states or the federal government for assistance support as shown in Figure 2-3: *Progressive Requests for Emergency / Disaster Resources*.

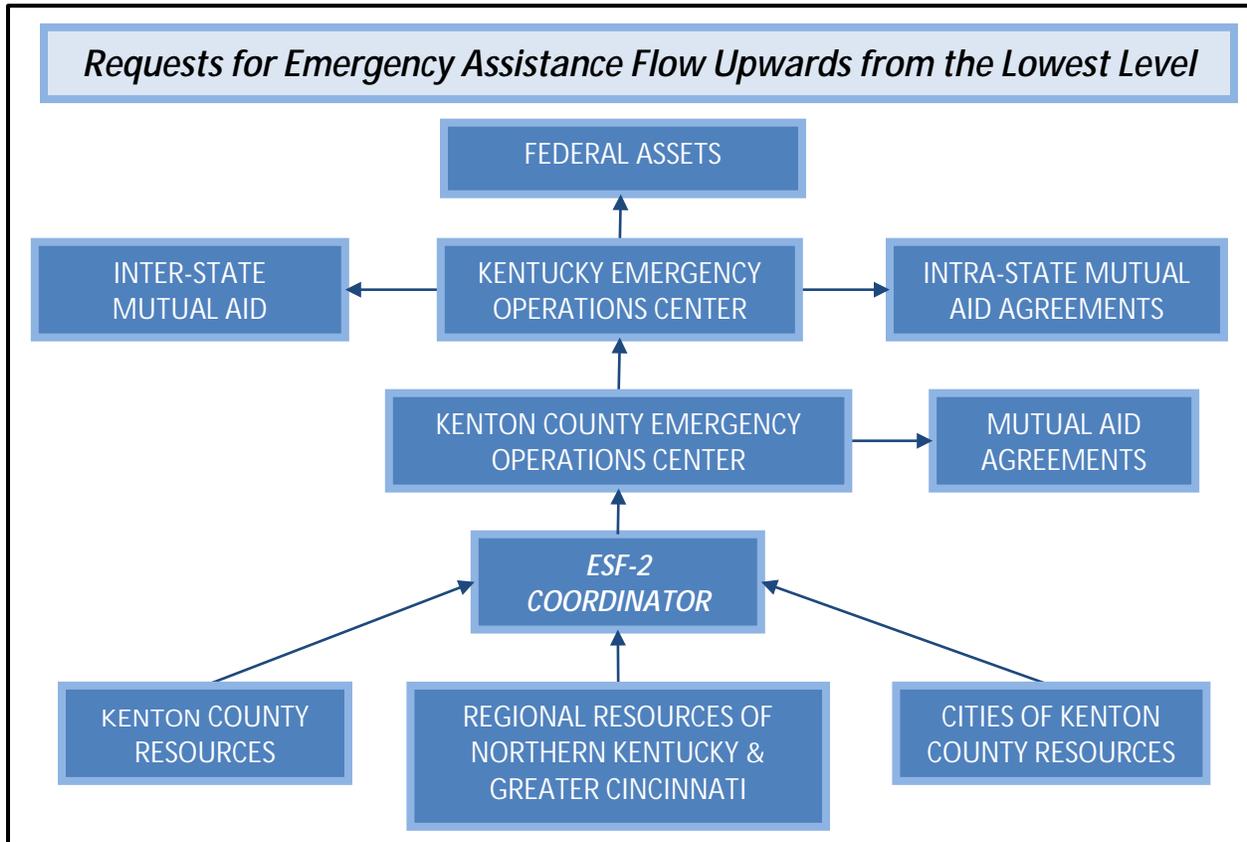


Figure 2-3: Progressive Requests for Emergency / Disaster Resources



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 2 – COMMUNICATIONS

Phases Of Management

Actions initiated by ESF-2 / Communications are grouped into the typical phases of emergency management: Preparedness, Response, Recovery and Mitigation. Each phase requires specific skills and knowledge to accomplish, and also requires significant cooperation and collaboration between all supporting agencies and the intended recipients of service. ESF-2 encompasses a full range of activities, from training to the provision of field services. It coordinates and may assume direct operational control of:

- Communication services for all Kenton County emergency response agencies.
- Public alerting, warning and notification related to incidents and / or events when the EOC is activated.
- Communication-related personnel, facilities, equipment and supplies.
- Catastrophic incident and alternate communications service support.

Preparedness Actions

- Plan with ESF-2 support agencies and other emergency support functions to refine communications operations, including:
 - Assess the vulnerability of communications and public notification equipment and systems to the effects of severe weather, flooding and other natural, technological and man-made hazards
 - Assess worst-case scenario damage to communications and public notification systems with emphasis on scenarios that will cause the loss of system functionality
 - Identify mission essential functions, including 911 call processing, emergency dispatch services, public alerting / warning and 24-hour Warning Point
 - Identify alternative facilities and systems that can serve as backup for communications and dispatch services if a major event prevents secondary PSAPs from assuming or maintaining mission essential functions
 - Identify alternative facilities and systems that can serve as backup for public notification, alerting and warning services if a major event prevents normal procedures from functioning properly
- Prepare and maintain the following items which are necessary for implementation of ESF-2 operations and procedures:
 - Emergency operating procedures, including procedures for pre-staging communications assets for rapid deployment
 - Resource inventories and personnel rosters, and mobilization information
 - Information on critical facilities
 - Administrative and financial procedures to properly document activities of ESF-2 during activations



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 2 – COMMUNICATIONS

Contracts and Mutual Aid Agreements that are needed to meet communication needs during disasters, and to restore critical communication systems that have been damaged

- Develop and present training courses for EOC and ESF-2 / Communications response team members in accordance with the National Incident Management System (NIMS) to ensure personnel are trained in their responsibilities and duties
- Assign, train and schedule sufficient personnel to conduct ESF-2 tasks for an extended period of time
- Maintain liaison with support agencies
- Conduct All Hazards exercises involving ESF-2, coordinating with ESF-5 / Emergency Management to incorporate disaster intelligence into ESF-2 training
- Conduct training and exercises for communications and secondary PSAPs

Response Actions

- Respond to the Kenton County EOC and / or other locations as required when requested by Kenton County HSEM and coordinate operations at the ESF-2 position
- Monitor and direct communication-related resources and response activities, including pre-positioning for a forecasted emergency situation or scheduled event
- Assess damages and disruptions of communications and public notification systems to identify usability and reliability levels
- Establish and maintain communications and public notification systems to support on-scene direction / control and coordination in conjunction with the Kenton County EOC, State EOC, or other coordination entities as appropriate
- Coordinate with support agencies to develop, prioritize and implement strategies for the initial response to ESF-2 requests
- Provide updates on the damage to communications systems, resource shortfalls, and potential impacts on accomplishing the ESF-2 mission
- Participate in development of Incident Action Plans, Communications Plans and Situation Reports concerning communications and public notification needs
- Assist in establishing communications among the EOC, ESF's, and appropriate field personnel to ensure readiness and a timely response
- Implement procedures necessary for interoperable communications among all agencies involved in the response and recovery efforts
- Coordinate with support agencies regarding resource management and logistics to support response and recovery activities, including:
 - Telephone services (land-line and cellular)
 - TV and Radio stations



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 2 – COMMUNICATIONS

- Newspaper and other print media agencies
- Social media services
- Local businesses involved in communications
- Amateur Radio operators and agencies
- Participate in EOC briefings and attend other necessary meetings to report on items related to communications and public notification
- Obtain additional resources as needed through the Statewide Emergency Management Mutual Aid and Assistance Agreements
- Coordinate with ESF-2's (or like functions) in other jurisdictions to obtain resources and facilitate an effective emergency response among all participating agencies

Recovery Actions

- Implement Disaster Assessment Teams to determine post-event effect on communications and public notification services and resources, and the ability to perform continuity of operations for essential functions
- Provide communications and public notification coordination and support during recovery operations through the EOC
- Coordinate assistance to local governments and response agencies in the restoration of communications systems
- Maintain documentation of all reported damage to communications and public notification systems
- Continue to provide communication and public notification support as required until response and recovery activities are concluded or until they can be managed and staffed by the primary incident agency or jurisdictions
- Initiate financial reimbursement processes for recovery activities when such support is available

Mitigation Actions

- Conduct internal After Action Reviews, document lessons learned and recommend improvements to the Emergency Operations Plans, procedures and guidelines
- Identify potential hazards and their impacts that are new or have potentially changed in scope, and include them in Hazard Mitigation Plans
- Provide personnel with the appropriate expertise to participate in activities designed to reduce or minimize the impact of future disasters



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 2 – COMMUNICATIONS

Responsibilities

All Agencies Associated With ESF-2:

- Develop applicable standard operating procedures, guidelines and / or checklists which clearly define their role in ESF-2, 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.
- Participate in honest appraisals of the performance of the ESF-2 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 ESF-2 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 ESF-2 activities as needed.
- Provide on-going status reports as requested by the ESF-2 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 Kenton County HSEM.
- Perform other emergency responsibilities as assigned.

Primary Agencies:

- Provide leadership in directing, coordinating and integrating overall Kenton County efforts to provide communications and public notification assistance to affected areas and populations as part of ESF-2. This includes coordinating and directing support agencies' personnel, supplies and equipment, in addition to providing direct resources.
- Evaluate the impact and extent of the emergency, make strategic decisions, identify resource needs and secure resources required for field operations.
- Monitor communications and public notification systems emergency response and recovery efforts.
- Coordinate all mutual aid, State and Federal communications resources into the affected areas utilizing designated Staging Areas.



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 2 – COMMUNICATIONS

- Manage planned and / or emergency incidents in accordance with each agency's Standard Operating Guidelines and under the direction of ESF-2 representatives.
- Make requests for assistance to the State ESF-2 as needed (State will activate resources through the State Emergency Response Plan).
- Continually assess priorities and strategies throughout the emergency so that the most critical communication needs are addressed the quickest.
- Maintain a current inventory of communication system assets from participating agencies, including their location and condition.
- Demobilize resources and deactivate the ESF-2 function upon direction from the EOC Manager.

Support Agencies:

- Provide information and resources as requested by the ESF-2 Coordinator, to include resource status and capability reports.
- Provide qualified and capable services, staff, equipment, and supplies that complement the entire emergency response effort.



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 2 – COMMUNICATIONS

Administration and Support

The ESF-2 / Communication Emergency Support Function Plan plus accompanying Appendices, Annexes and Standard Operating Guidelines are maintained by Kenton County HSEM. They are reviewed and updated by the ESF-2 planning committee and Kenton County HSEM 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 Kenton County Emergency Operations Plan (EOP).

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 all applicable laws and procedures.

Kenton County HSEM will maintain up-to-date information of communication services in Kenton County, including:

- Names of responsible officials (reviewed / updated quarterly).
- ESF-2 / Communication staffing directory (reviewed / updated quarterly).
- ESF-2 / Communication notification lists (reviewed / updated quarterly).
- Major communication equipment identified in Resource Typing and readiness status (reviewed / updated annually).

Each communication organization which enters into a mutual aid agreement will furnish a copy of the agreement to Kenton County HSEM.

Communication organizations are responsible for training and continuing education of their own personnel.

Expenditures and Recordkeeping

Each ESF-2 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 an emergency, imminent disaster, or recovery from a catastrophic incident, is to be from funds associated with each local agency.

ESF-2 is responsible for managing financial matters specific to ESF-2 / Communication 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-



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 2 – COMMUNICATIONS

event as to application procedures for reimbursement. Requests for funding or reimbursements that were not directly designated by ESF-2 may be denied.

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-2 / Communications 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-2 agencies, identifying the successes and identifying areas that can be strengthened and enhanced for efficiency in a continuous quality improvement process.



Kenton County, Kentucky

Emergency Support

Function 3/12-Public Works



Kenton County Homeland Security Emergency Management

Authority

Kenton County Fiscal Court

Judge Executive Kris Knochermann

**Kenton County Homeland Security
Emergency Management**

Director Steve Hensley

(Version: ESF3/12 059-01-2024)



**KENTON COUNTY EMERGENCY OPERATIONS PLAN
 COMBINED EMERGENCY SUPPORT FUNCTIONS 3/12 –
 INFRASTRUCTURE MANAGEMENT**

**KENTON COUNTY, KENTUCKY EMERGENCY OPERATIONS PLAN
 (Version 059-01-2024)**

EMERGENCY SUPPORT FUNCTION 3 – PUBLIC WORKS

EMERGENCY SUPPORT FUNCTION 12 – ENERGY / UTILITIES

**COMBINED EMERGENCY SUPPORT FUNCTION 3/12 –
 INFRASTRUCTURE MANAGEMENT**

***Mission:** To coordinate and organize public works, energy, and other utilities’ resources in preparing for, responding to and recovering from emergency / disaster incidents which impact the citizens of Kenton County.*

ESF-3/12 COORDINATORS:

ESF-3	Public Works		
Primary	Kenton County Public Works Supervisor		
Alternate 1	Kenton County Public Works Director	Spencer	Stork
Alternate 2	Fort Mitchell Public Works Supervisor	Nick	Tewes

ESF-3	Engineering		
Primary	Dir. Of Infrastructure Engineering	Laura	Tenfelde
Alternate 1	PDS Principle Infrastructure Inspector	Mark	Brannon
Alternate 2	PDS Subdivision Regulations Administrator	Steve	Lilly

ESF-3	Building Inspections/Codes		
Primary	PDS Chief Building Inspector	Brian	Sims
Alternate 1	PDS Deputy Building Official	Gary	Forsyth
Alternate 2	PDS Senior Building Official	Tim	Tholemeier

ESF-3	Geographic Information Systems		
Primary	PDS GIS Administrative Director	Trisha	Brush
Alternate 1	PDS GIS Application Devel. Coord.	Christy	Powell
Alternate 2	Geospatial Architect	Tom	East



**KENTON COUNTY EMERGENCY OPERATIONS PLAN
 COMBINED EMERGENCY SUPPORT FUNCTIONS 3/12 –
 INFRASTRUCTURE MANAGEMENT**

ESF-12	Emergency Support Function 12 Coordinator		
Primary	Kenton County Asst. Administrator	Scott	Gunning
Alternate 1	KC Public Works Director & Engineer	Spencer	Stork
Alternate 2	KC Public Works Supervisor	Rick	Buster

ESF-12	Utilities - Energy / Duke Energy		
Primary	Vice-President - Community Relations	Rhonda	Whitaker Hurtt
Alternate 1	Govt. & Community Relations Manager	Ken	Muth
Alternate 2	Lead Health & Safety Specialist	Susan	Browning

ESF-12	Utilities - Energy / Owen Electric		
Primary	Vice-President - Operations	Brian	Jones
Alternate 1	Distribution Supervisor	Tony	Bach
Alternate 2	System Operator	Kevin	Miller
Alternate 3	Engineering Technology Manager	Tim	Cammack

ESF-12	Utilities - Sanitation District		
Primary	Executive Director	Adam	Chaney
Alternate 1	Safety Coordinator	Paul	Coulter
Alternate 2	Asset Maintenance Manager	Donny	Couch

ESF-12	Utilities - Water District		
Primary	Safety Coordinator	Brad	Murphy
Alternate 1	Vice-President - Engineering, Production, Water Quality	Amy	Stoffer
Alternate 2	Director Of HR, Safety, Facilities, Fleet	Kim	Clemons



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Primary Agencies:

- All Public Works And Road Agencies In Kenton County
- Kentucky Transportation Cabinet (KYTC) District 6 Office
- Duke Energy
- Owen Electric Cooperative

Secondary Agencies:

- Administrative Offices For Kenton County And All Cities
- Northern Kentucky Water District
- Sanitation District #1 Of Northern Kentucky
- US Army Corps Of Engineers

Local Support / Resource Agencies:

- PDS Of Kenton County
- Kenton County Homeland Security Emergency Management
- All Fire & EMS Agencies In Kenton County
- All Law Enforcement Agencies In Kenton County
- Local Media (Radio, TV, Cable, Newspaper)
- Kenton County Emergency Communications Center
- Altafiber
- Spectrum Cable
- Regional Trash & Waste Disposal Agencies

State Support / Resource Agencies:

- Kentucky State Police
- Kentucky Motor Vehicle Enforcement
- Kentucky Division of Emergency Management
- Kentucky State Fire Marshal
- Kentucky Department of Military Affairs / Kentucky National Guard

(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.)



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Purpose

This combined Emergency Support Function (ESF-3 – Public Works and ESF 12 – Energy / Utility) into ESF 3/12 – Infrastructure Management identifies and organizes the resources (human, technical, equipment, facility, materials and supplies) available to Kenton County and it's cities to address and support public infrastructure and utility needs in the event of either a natural or man-made disaster or emergency situation.

The infrastructure systems and utility services specifically identified in this ESF are:

- Government facilities / services
- Electric
- Water / wastewater
- Transportation
- Fossil fuels
- Debris management

The ESF-3/12 Infrastructure Management plan:

- Describes the organization and staffing for the provision of public infrastructure support and debris management to Kenton County and it's cities before, during and after an incident / event.
- Identifies the responsibilities of organizations charged with repairing and maintaining public utilities infrastructure systems in the case of a disaster or emergency situation.
- Provides direction for personnel involved in preparedness, response, recovery and mitigation in support of the primary emergency management objectives of Public Works and Energy / Utilities for emergency and disaster situations.

Scope

The scope of ESF 3/12 Infrastructure Management includes:

- Assessment of damage to public infrastructure systems and utility services, and restoration of systems and services to pre-emergency conditions for all affected agencies and jurisdictions in Kenton County.
- Provision of a debris removal process for emergencies and natural disasters for all affected agencies and jurisdictions in Kenton County.
- Coordination with ESF-3/12 support agencies for assistance in helping public infrastructure suppliers obtain information, equipment, specialized labor, fuel and transportation to repair or restore systems.



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- Coordination of information between local, state, and federal officials and suppliers about available recovery assistance for public infrastructure systems, utility systems and services, and debris management programs.
- Provision of technical assistance concerning public infrastructure systems, utility systems and services, and debris removal processes before, during and after an incident or event.
- A comprehensive list of critical infrastructure systems can be found in the Kenton County Emergency Operations Plan – Appendix H (Critical Infrastructure FOUO)

This Emergency Support Function applies to all agencies with assigned public works and / or public utilities responsibilities as described in the Kenton County EOP.

NOTE: To the extent possible, information contained in other sections of the EOP will not be repeated in this ESF plan. Many of the agencies involved in ESF-3/12 Infrastructure Management activities have existing emergency plans and procedures which this plan is designed to complement and support.

Situations and Assumptions

Situations and assumptions involved in ESF-3/12 Infrastructure Management planning include:

- County and City governments have an immediate requirement and limited capabilities to provide emergency services for restoration of public utilities (electric, water, wastewater, transportation and fossil fuels) and debris management following a catastrophic incident.
- Restoration of critical public services will require significant effort to repair various infrastructure systems.
- Incidents of all types can result in significant amounts of debris that must be removed to save lives and minimize further damage.
- Debris management will quickly become overwhelming following a catastrophic incident, and will include emergency clearance of debris; cleaning, repairing, or reconstructing damaged emergency access routes; emergency demolition of damaged structures and facilities; and disposal of the debris.
- Damage can include injuries or death to persons and animals, physical damage to property and buildings, and economic loss.
- An immediate need for transportation to move and protect life and property before, during and after an incident will require rapid coordination of repairs to roads and bridges, installation and repair of traffic control devices, and snow / ice removal.
- Catastrophic incidents could block or alter normal channels of transportation in Kenton County. Streets and major transportation routes may be obstructed by large amounts of debris and may be impassable for long periods of time.



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Emergency access and egress may be restricted in damaged areas, and they may only be initially accessible by air or other alternate means.

- Severe damage may be caused to homes, businesses, public buildings, roadways, bridges, pipes, wires, towers and other forms of infrastructure, resulting in large debris fields that may be hazardous to the health and welfare of citizens in the County.
- Private companies may be needed to assist with debris removal and infrastructure reconstruction.
- Storage and / or disposal of contaminated materials and / or contaminated soil will be a local task, with state and federal support.

Direction and Control

Kenton County HSEM functions as the official disaster organization for preparedness, mitigation, response and recovery within Kenton County and serves as the focal point for ESF-3/12 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-3/12 expectations.

All management decisions regarding county and / or regional public works and utility infrastructure resource allocations are made at the EOC by the ESF-3/12 Coordinator. Kenton County Public Works is the lead agency for the combined ESF-3/12 and will manage the emergency activities of ESF-3/12 Infrastructure Management.

In accordance with a mission assignment from ESF-3/12 and further mission tasking by a local primary agency, each support organization assisting in that assignment will retain administrative control over its own resources and personnel but will be under the operational control of ESF-3/12.

The combined ESF-3/12 Infrastructure Management systems operates at two levels – the Emergency Operations Center and field operations. The ESF-3/12 Coordinator shall establish communications with appropriate field personnel to ensure readiness and a timely response.

The ESF-3/12 Coordinator will:

- Collect, analyze and disseminate information on the nature and scope of current and predicted impacts of an incident or major disaster related to Public Works, utilities, and debris management.
- Assess the capabilities of local government, utility providers, the business community and other involved agencies to effectively prepare for, respond to and recover from an incident or major event.
- Assess and prioritize the immediate needs of impacted communities, neighborhoods and areas of the county for a forecasted major event or incident.
- Evaluate, analyze and prioritize requests for assistance from ESF-3/12.



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- Incorporate analyses and assessments into Incident Action Plans that establish operational objectives and identify resources needed to accomplish them.
- Establish priorities, assign tasks to agencies and track progress in meeting objectives.
- Use information and intelligence to support Logistics, Planning, Operations and other ESF's in their primary missions.
- Identify locations with special needs that will require emergency provision of utility services.
- Coordinate damage assessments and inspections for the following items:
 - Transportation infrastructure, including highways, bridges, railroads, and waterways.
 - Utilities infrastructure, including electric, fossil fuels, water, and sanitation.
 - Waste / Debris Management facilities and systems.
 - Government buildings and facilities.
- Develop and update assessments of current and anticipated future needs and resource requirements for activities involving both public and utility infrastructure, as well as debris management.
- Coordinate with other ESF's to provide resources and avoid duplication of efforts for Public Works, utility restoration, and debris management services.
- Coordinate restoration or replenishment of critical Public Works, utility and debris management capabilities and resources.
- Identify and organize the resources (human, technical, equipment, facility, materials and / or supplies) available to Kenton County and it's cities to provide both public and utility infrastructure management, as well as debris management, support before, during and after an incident / event.
- Provide personnel and resources to support prevention, preparedness, protection, response, recovery and mitigation in support of the primary emergency management objectives of Public Works, utility restoration, and debris management in emergency and disaster situations.

ESF-3/12 requests not fulfilled by the Coordinator will remain the responsibility of the requesting agencies owner / operator / director.

Assistance With Debris Removal

Kenton County and its cities maintain a comprehensive Debris Management Plan that is a support plan for the EOP. When an incident generates a significant amount of debris, this plan can be implemented through ESF-3/12.

For smaller incidents, there are local and regional sources of assistance available to city and county governments for debris removal. Private firms may need to be contracted for assistance if required and available. Additionally, humanitarian organizations (such as



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the Brighton Center) may be available to provide assistance. Kenton County HSEM will coordinate this kind of assistance.

If necessary, a Debris Management firm may be selected by the local government agency through a State-approved competitive purchasing process. Duties and responsibilities of the debris management firm would include:

- Management of individual debris hauling / removal contractors selected through a competitive bid process
- Training, management, and oversight of debris monitors
- Preparation and retention of all appropriate documentation necessary to meet local, state and federal reporting guidelines

The U.S. Army Corps of Engineers (USACE) may be available to provide quick-response emergency assistance in the debris clearance area. In a major disaster, after local and state declarations of emergency have been issued, the USACE can be requested to provide immediate assistance. The Governor must verify that he has requested FEMA to initiate preliminary damage assessments and that the response is beyond local and state capabilities. In this event, the USACE can provide debris clearance assistance under the Water Resources Development Act that amended Public Law 84-99. This assistance can be provided at no cost to the State or County for a period not to exceed ten days.

Concept of Operations

General Information

The ESF-3/12 Infrastructure Management Primary Agencies work with the EOC Management Team to ensure necessary public works infrastructure, utility services, and debris management tasks are accomplished. The Resource and Support Agencies provide resources and personnel to assist in accomplishing ESF-3/12 activities as required by the size and demands of the event. The ESF-3/12 Coordinator may need to work in conjunction with other ESF Coordinators to provide resource support for emergency operations, and to prevent duplication of efforts.

The provision of Infrastructure Management services are divided into three distinct areas, Government Services, Public Utility Services, and Industry.

The ESF-3/12 Coordinator has the responsibility for directing, controlling and coordinating all public works, public utilities infrastructure, and debris management services, systems, facilities and resources, and establishing procedures for meeting the incident needs. The Coordinator determines requirements by establishing priorities and coordinating with adjoining counties in the joint use of available resources.

All requests for public works, utilities, and debris management services and resources will be routed to the ESF-3/12 desk to determine appropriate action.

The priorities for allocation of resources by ESF-3/12 are:



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1. Lifesaving – Missions that are essential to survival, health and safety of the human population.
2. Essential Industry / Commerce / Transportation – Organizations that are required or needed to maintain operations and economic stability.
3. Others as determined based on incident specific plans.

Procedures, protocols and plans for public works, utilities, and debris management disaster response activities provide guidelines for operations at the EOC and in the field. Periodic training and exercises are conducted to enhance the effectiveness of planning and operations.

ESF-3/12 will utilize five fundamental, interrelated functions as illustrated in Figure 3-1:
ESF-3/12 Concept of Operations:

1. ASSESS IMPACTS – Use technology and human intelligence to collect, analyze and disseminate information on direct and indirect disaster impacts.
2. ASSESS CAPABILITIES – Assess the capabilities of local government, utility companies, the business community and volunteer agencies to effectively provide public services during the disaster.
3. PRIORITIZE NEEDS – Using the assessments above, prioritize the immediate needs of impacted communities, neighborhoods and areas of the County.
4. PREPARE AND IMPLEMENT AN IAP – Incorporate results of the analyses and prioritization into Incident Action Plans that establish Operational Objectives and identify resource requirements to accomplish these objectives.
5. PREPARE AND IMPLEMENT AN INCIDENT ACTION MATRIX – Create and utilize an Incident Action Matrix to establish priorities, assign tasks to agencies and track progress in meeting objectives.

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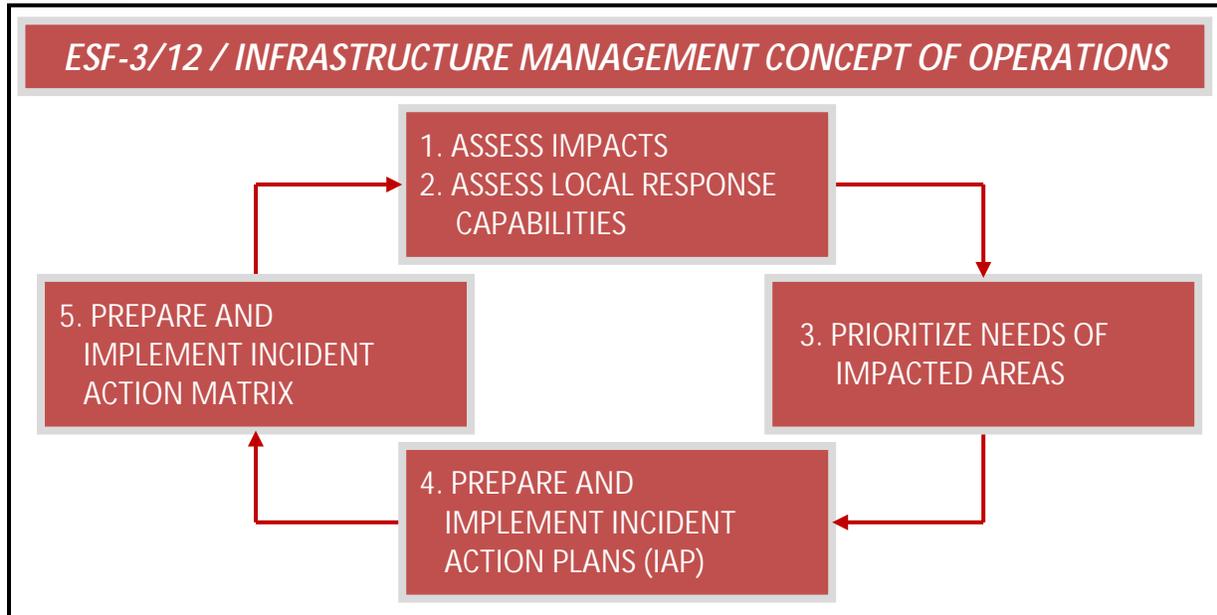


Figure 3-1: ESF-3/12 Infrastructure Management Concept of Operations

Notifications

Kenton County Emergency Communications Center (KCECC) is the county’s 24 hour Warning Point. When all or part of the County has been threatened or impacted by an emergency or disaster event, KCECC will notify the Kenton County HSEM Director who will notify the State Emergency Operations Center Duty Officer, who in turn notifies applicable state agencies including the Regional Response Manager of KYEM Region 6.

ESF-3/12 will be activated or placed on standby by Kenton County HSEM. Upon instructions to activate this Emergency Support Function, the ESF-3/12 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.

Organization

ESF-3/12 is organized consistent with the requirements of the National Response Plan, the National Incident Management System and uses the Incident Command System (ICS) to manage its emergency / disaster responsibilities. . The ICS system supports incident assessment, planning, procurement, deployment and coordination of public works, utilities, public infrastructure and debris management operations for Kenton County and its cities.

The Emergency Operations Plan plus accompanying Appendices, Incident Specific Plans, Support Plans and Standard Operating Guidelines that describe ESF-3/12 capabilities are based on National Planning Scenarios, Universal Task List and Target Capabilities and are the basis of these guidelines. Planning is continuous, beginning well before impact of approaching natural disasters and immediately upon the occurrence of those that are not forecasted.



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In the ICS structure, both the ESF-3 / Public Works and ESF-12 / Utility Infrastructure Management functions are located in the Infrastructure Support Branch of the Operations Section as shown in Figure 3-2.

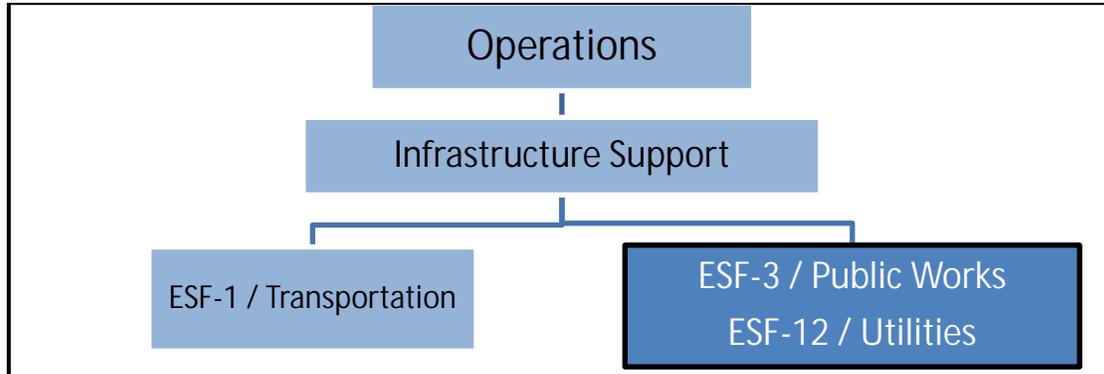


Figure 3-2: Incident Command System Structure For ESF-3 / Public Works and ESF-12 / Utility Infrastructure Management

The ESF-3/12 Coordinator will work with support agency counterparts to seek, procure, plan, coordinate and direct the use of any required public works, public infrastructure and debris management assets. If the Coordinator is unable to meet the requests for services, then he / she will work with Kenton County HSEM to request assistance from the State EOC.

Technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with knowledge and / or skills relevant to the situation. The individual will advise and / or direct operations within the context of the Incident Command System structure.

The Kenton County EOC 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.

Initial Response And Escalation

The initial response needs for an emergency / disaster situation are met by the use of the public works and utility resources available at the local level. Requests for assistance will be resolved at the lowest level direction and control facility with appropriate resources and capabilities.

When the need for public works, utilities, public infrastructure or debris management resources and / or services exceed the capability of what is available within Kenton County, established mutual aid agreements with surrounding counties to provide resources are utilized.



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When needed resources cannot be located through mutual aid agreements, the Kenton County EOC 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.

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 public works, utilities, public infrastructure or debris management coordination / support at the state level. That agency can designate a liaison to the Kenton County EOC to assist ESF-3/12 and, to the extent they are capable, provide coordinators, assessors and operational personnel in support of the EOC or field activities.

Upon activation of EOC's in more than one county, the lead agency for public works, utilities, public infrastructure or debris management coordination / support at the state level may support the coordination of the event response with regional resources or request additional resources through the State EOC.

During an emergency or disaster event, ESF-3/12 primary and support agencies at the State EOC report to and function under the overall direction of the Kentucky Division of Emergency Management Director. During the response phase, the State ESF-3/12 evaluates and analyzes information regarding public works, utilities, public infrastructure or debris management requests on a regional or statewide level. 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.

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 if necessary, to other states or the federal government for assistance support as shown in Figure 3-3: *Progressive Requests for Emergency / Disaster Resources*.

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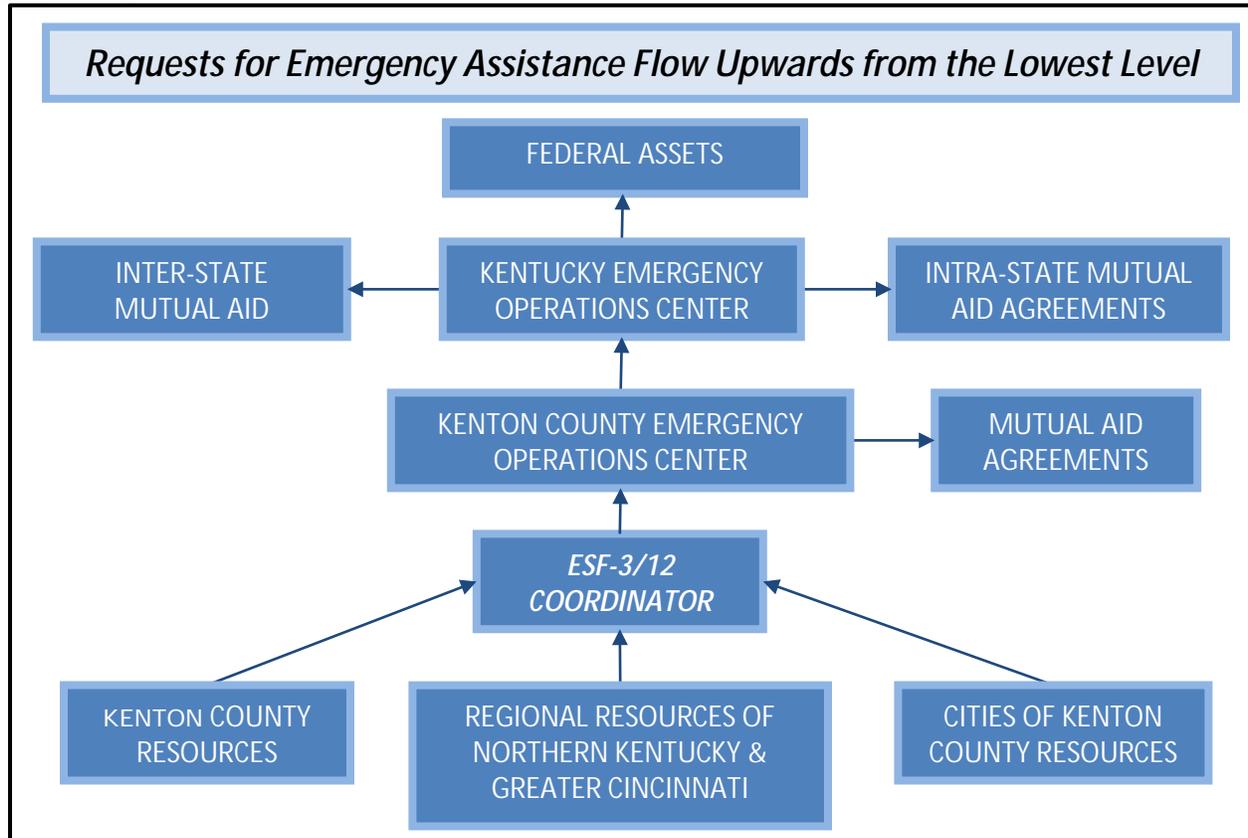


Figure 3-3: Progressive Requests for Emergency / Disaster Resources

Phases Of Management

Actions initiated by ESF-3/12 are grouped into the typical phases of emergency management: Preparedness, Response, Recovery and Mitigation. Each phase requires specific skills and knowledge to accomplish, and also requires significant cooperation and collaboration between all supporting agencies and the intended recipients of service. ESF-3/12 encompasses a full range of activities, from training to the provision of field services. It coordinates and may assume direct operational control of:

- Public Works services for all Kenton County local government agencies, including infrastructure repair / recovery and debris management.
- Public utility infrastructure restoration services for electric, fossil fuels, water and wastewater.
- ESF-3/12 mission-related personnel, facilities, equipment and supplies.



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Preparedness Actions

- Plan with ESF-3/12 support agencies and other Emergency Support Functions to refine critical public works and utility operations, including:
 - Assess the vulnerability of infrastructure systems to the effects of natural, technological and man-made hazards
 - Assess worst-case scenario damage to infrastructure systems with emphasis on scenarios that will cause the loss of system functionality
 - Identify critical systems and functions, and evaluate ways to provide rapid restoration or replacement alternatives for them in the case of damage or destruction
 - Identify alternative facilities and systems that can serve as backup for public works and / or public utilities services in the case of damage or destruction
- Prepare and maintain the following items which are necessary for implementation of ESF-3/12 operations and procedures:
 - Emergency operating procedures, including procedures for pre-staging resources and assets for rapid deployment
 - Resource inventories and personnel rosters, including construction contractors and engineering firms with active contracts who would be available for infrastructure repairs
 - Resource mobilization information
 - Information on critical facilities, including a prioritized list of critical public structures and facilities
 - Information on facilities and structures which could pose an immediate hazard or safety risk to public health and may require demolition or stabilization
 - Administrative and financial procedures to properly document activities of ESF-3/12 during activations
 - Contracts and Mutual Aid Agreements that are needed to meet the Public Works, utility, infrastructure, and Debris Management needs during disasters, and to restore critical systems that have been damaged
- Develop and present training courses for EOC and ESF-3/12 response team members in accordance with the National Incident Management System (NIMS) to ensure personnel are trained in their responsibilities and duties
- Assign, train and schedule sufficient personnel to conduct ESF-3/12 tasks for an extended period of time
- Maintain liaison with support agencies
- Conduct All Hazards exercises involving ESF-3/12, coordinating with ESF-5 / Emergency Management to incorporate disaster intelligence into ESF-3/12 training



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Response Actions

- Respond to the Kenton County EOC and / or other locations as required when requested by Kenton County HSEM and coordinate operations at the ESF-3/12 position
- Monitor and direct ESF-3/12 resources and response activities to include pre-positioning for response / relocation due to potential impact(s) of a forecasted emergency situation or scheduled event
- Assess damages and disruptions of public works and public utilities infrastructure systems to identify usability and reliability levels
- Establish and maintain infrastructure management systems to support on-scene direction / control and coordination in conjunction with the Kenton County EOC, State EOC, or other coordination entities as appropriate
- Coordinate with support agencies to develop, prioritize and implement strategies for the initial response to ESF-3/12 requests
- Provide updates on the damage to public infrastructure systems and utility services, resource shortfalls, and potential impacts on accomplishing the ESF-3/12 mission
- Participate in development of Incident Action Plans and Situation Reports concerning public works, utilities, public infrastructure, and debris management needs
- Implement procedures necessary for providing critical public works services and public infrastructure system restoration
- Implement procedures necessary for providing emergency debris management services until such time as long-term services can be implemented
- Coordinate with support agencies regarding resource management and logistics to support response and recovery activities, including:
 - Transportation infrastructure, including bridges, railroads, and waterways
 - Electrical production and distribution systems
 - Fossil fuel production and distribution systems (natural gas, LP gas, etc.)
 - Potable water production and distribution systems
 - Wastewater treatment and distribution systems
 - Debris removal and management systems
- Participate in EOC briefings and attend other necessary meetings to report on ESF-3/12 items
- Obtain additional resources as needed through the Statewide Emergency Management Mutual Aid and Assistance Agreements



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- Coordinate with ESF-3/12's (or like functions) in other jurisdictions to obtain resources and facilitate an effective emergency response among all participating agencies

Recovery Actions

- Implement Disaster Assessment Teams to determine post-event effect on public works, government facilities and public utilities, including the ability to perform continuity of operations for essential functions
- Coordinate with the Kenton County Solid Waste Department, who is the agency responsible for disposal of debris. Depending on the magnitude of the disaster, permits for emergency landfills and waivers for the burning of debris may be required.
- Coordinate assistance to local governments and response agencies in the restoration of public works, government facilities and public utilities
- Maintain documentation of all reported damage to public works, government facilities and public utilities
- Continue to provide support for public works, government facilities and public utilities as required until response and recovery activities are concluded or until they can be managed and staffed by the primary incident agency or jurisdictions
- Initiate financial reimbursement processes for recovery activities when such support is available

Mitigation Actions

- Conduct internal After Action Reviews, document lessons learned and recommend improvements to the Emergency Operations Plans, procedures and guidelines
- Identify potential hazards and their impacts that are new or have potentially changed in scope, and include them in Hazard Mitigation Plans
- Provide personnel with the appropriate expertise to participate in activities designed to reduce or minimize the impact of future disasters



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Responsibilities

All Agencies:

- Develop applicable standard operating procedures, guidelines and / or checklists which clearly define their role in ESF-3/12, 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.
- Participate in honest appraisals of the performance of ESF-3/12 roles 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 ESF-3/12 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 ESF-3/12 activities as needed.
- Provide on-going status reports as requested by the ESF-3/12 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 Kenton County HSEM.
- Perform other emergency responsibilities as assigned.

Primary Agencies:

- Provide leadership in directing, coordinating and integrating overall Kenton County efforts to provide public works, utilities, public infrastructure and debris management services to affected areas and populations as part of ESF-3/12. This includes coordinating and directing support agencies' personnel, supplies and equipment, in addition to providing direct resources.
- Evaluate the impact and extent of the emergency, make strategic decisions, identify resource needs and secure resources required for field operations.
- Monitor public works, utilities, public infrastructure and debris management systems emergency response and recovery efforts.
- Coordinate all mutual aid, State and Federal public works, utilities, public infrastructure and debris management resources into the affected areas utilizing designated Staging Areas.



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- Manage planned and / or emergency incidents in accordance with each agency's Standard Operating Guidelines and under the direction of ESF-3/12 representatives.
- Make requests for assistance to the State ESF-3/12 as needed (State will activate resources through the State Emergency Response Plan).
- Continually assess priorities and strategies throughout the emergency so that the most critical needs are addressed the quickest.
- Maintain a current inventory of public works, utilities, public infrastructure and debris management system assets from participating agencies, including their location and condition.
- Demobilize resources and deactivate the ESF-3/12 function upon direction from the EOC Manager.

Support Agencies:

- Provide information and resources as requested by the ESF-3/12 Coordinator, to include resource status and capability reports.
- Provide qualified and capable services, staff, equipment, and supplies that complement the entire emergency response effort.

Administration and Support

The ESF-3/12 Emergency Support Function Plan plus accompanying Appendices, Annexes and Standard Operating Guidelines are maintained by Kenton County HSEM. They are reviewed and updated by the ESF-3/12 planning committee and Kenton County HSEM 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 Kenton County Emergency Operations Plan (EOP).

Agreements and Understandings

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

Kenton County HSEM will maintain up-to-date information of public works, public utilities and associated services in Kenton County, including:

- Names of responsible officials (reviewed / updated quarterly).
- ESF-3/12 staffing directory (reviewed / updated quarterly).
- ESF-3/12 notification lists (reviewed / updated quarterly).



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- Major ESF-3/12 equipment identified in Resource Typing and readiness status (reviewed / updated annually).

Each public works, public utility and debris management organization which enters into a mutual aid agreement will furnish a copy of the agreement to Kenton County HSEM.

Public works, public utility and debris management organizations are responsible for training and continuing education of their own personnel.

Expenditures and Recordkeeping

Each ESF-3/12 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-3/12 is responsible for managing financial matters specific to ESF-3/12 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. Requests for funding or re-imbursements that were not directly designated by ESF-3/12 may be denied.

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-3/12 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-3/12 agencies, identifying the successes and identifying areas that can be strengthened and enhanced for efficiency in a continuous quality improvement process.



KENTON COUNTY EMERGENCY OPERATIONS PLAN
COMBINED EMERGENCY SUPPORT FUNCTIONS 3/12 –
INFRASTRUCTURE MANAGEMENT

Statement of Concurrence ESF-3 / PUBLIC WORKS &
ESF-12 / ENERGY / UTILITIES

The signature(s) appearing below indicates the individual(s) have the authority to commit resources of the agency represented and agrees to the functions and tasks prescribed for this combined Emergency Support Function.

ESF-3/12 PRIMARY AGENCIES: Kenton County Public Works, Kentucky Department Of Transportation – District 6, All Public Works Agencies For Cities In Kenton County, Duke Energy, Owen Electric Cooperative

_____	_____	_____
(Signature)	(Printed Name)	(Date)
Kenton County Public Works Director		

_____	_____	_____
(Signature)	(Printed Name)	(Date)
Kentucky Department Of Transportation – District 6 Director		

_____	_____	_____
(Signature)	(Printed Name)	(Date)
Duke Energy		

_____	_____	_____
(Signature)	(Printed Name)	(Date)
Owen Electric Cooperative		



Kenton County, Kentucky

Emergency Support

Function 4 - Fire Fighting

Kenton County Homeland Security Emergency Management

Authority

Kenton County Fiscal Court

Judge Executive Kris Knochermann

**Kenton County Homeland Security
Emergency Management**

Director Steve Hensley

(Version: ESF4 059-01-2024)



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 4 – FIREFIGHTING

***KENTON COUNTY, KENTUCKY EMERGENCY OPERATIONS PLAN
(Version 059-01-2024)***

EMERGENCY SUPPORT FUNCTION 4 - FIREFIGHTING

Mission: To coordinate and organize firefighting and rescue resources in preparing for, responding to and recovering from emergency / disaster incidents which impact the citizens of Kenton County.

ESF-4 COORDINATORS:

ESF-4	Firefighting		
Primary 1	Elsmere Fire Chief	Paul	LaFontaine
Alternate 1	Covington Fire Chief	Corey	Deye
Alternate 2	Crescent Springs / Villa Hills Fire Chief	Jeff	Wendt

Primary Agencies:

- Kenton County Fire Chiefs Association

Local Support / Resource Agencies:

- Kenton County Homeland Security Emergency Management
- All Fire / EMS and Rescue Agencies In Kenton County
- All Law Enforcement Agencies In Kenton County
- Kenton County Emergency Communications Center
- Fire / EMS and Rescue agencies from neighboring counties
- Northern Kentucky Regional Technical Rescue Team (TRT)
- Boone County Water Rescue
- Region 6 Kenton County Task Force WMD / HAZMAT Regional Response Team
- Northern Kentucky Water District
- Duke Energy
- Owen Electric
- American Red Cross
- Salvation Army

State Support / Resource Agencies:

- Kentucky Division of Emergency Management
- Kentucky State Fire Marshal's Office



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 4 – FIREFIGHTING

- Kentucky Fire Commission
- Kentucky Department Of Transportation
- Kentucky Division Of Forestry
- Kentucky Department For Environmental Protection

Federal Support / Resource Agencies:

- National Weather Service Office – Wilmington, Ohio
- US Coast Guard
- US Forest Service

(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.)



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 4 – FIREFIGHTING

Purpose

The Firefighting Emergency Support Function (ESF-4) identifies and organizes the resources (human, technical, equipment, facility, materials and / or supplies) available to Kenton County and it's cities to address and support firefighting and rescue needs in the event of either a natural or man-made disaster or emergency situation.

The ESF-4 / Firefighting plan:

- Describes the organization and staffing for the provision of firefighting and rescue services support to Kenton County and it's cities before, during and after an incident / event.
- Identifies the responsibilities of organizations charged with providing firefighting and rescue services and support in the case of a disaster or emergency situation.
- Provides direction for personnel involved in preparedness, response, recovery and mitigation in support of the primary emergency management objectives of firefighting and rescue for emergency and disaster situations.

Scope

The scope of ESF-4 / Firefighting includes:

- Provision of firefighting and rescue services during an emergency incident or event in a coordinated and prioritized manner for all responding agencies and affected jurisdictions in Kenton County.
- Assessment of damage to firefighting and rescue services and determining the resources necessary to restore them to pre-emergency conditions.
- Coordination of information between local, state, and federal officials and suppliers about available firefighting and rescue services recovery assistance.
- Provision of technical assistance concerning firefighting and rescue services before, during and after an incident or event.

This Emergency Support Function applies to all agencies with assigned firefighting and rescue responsibilities as described in the Kenton County EOP.

NOTE: To the extent possible, information contained in other sections of the EOP will not be repeated in this ESF plan. Many of the agencies involved in ESF-4 / Firefighting activities have existing emergency plans and procedures which this plan is designed to complement and support.



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 4 – FIREFIGHTING

Situations and Assumptions

Situations and assumptions involved in ESF-4 / Firefighting planning include:

- Fire protection, firefighting and rescue operations are challenges faced daily by local fire departments and rescue squads.

These activities become even more intense during emergency / multi-hazard situations such as catastrophic fires, major hazardous materials incidents, flooding, widespread power outages, loss of supporting critical infrastructure, etc.

Such occurrences require training and equipment for specialized emergency firefighting, hazardous materials response, and rescue activities including provisions for extended mass care / triage operations and extensive decontamination operations.
- Available fire protection and rescue personnel and equipment within Kenton County will be able to cope with most emergency situations using local resources and mutual aid agreements, when necessary.
- The fire, EMS and rescue agencies within Kenton County are prepared to support each other during emergency situations using available expertise, equipment, and manpower, to ensure efficient and effective emergency operations.
- Fire emergencies may reach such magnitudes as to require resources from adjacent local, state, federal, or private organizations beyond the scope of normal local mutual aid agreements. When local resources do not exist or are depleted, outside assistance may not arrive on scene for many hours.
- The potential for fire during a major incident may result in the same level of mobilization as an actual fire.
- There is the potential for major disruption or immobilization of local fire service resources due to actions directed at the fire resources (terrorism, civil disturbances, bombing, blackmail) or natural disaster (tornado, earthquake).
- Any disaster may necessitate mobilization of fire service resources for the preservation and protection of life and property from threats other than fire. Local fire services may become involved in operations that do not directly involve fires and may be utilized to augment other emergency services personnel during major disasters.
- Drought conditions can be a contributing factor to wild land and forest fires, and those areas can become exceptionally vulnerable to arson.
- A catastrophic earthquake could result in many urban, rural and wild land fires which rapidly overwhelm local fire services.



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 4 – FIREFIGHTING

Direction and Control

Kenton County HSEM functions as the official organization for disaster preparedness, mitigation, response and recovery within Kenton County and serves as the focal point for ESF-4 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-4 expectations.

Kenton County Emergency Communications Center (KCECC) is the primary Public Safety Answering Point (PSAP) providing emergency and non-emergency dispatch services for all Fire & EMS agencies, Law Enforcement agencies, Kenton County HSEM, and some other county government agencies. In a large-scale emergency situation, Kenton County may have to rely on other supporting resources for communications, such as secondary PSAP's, amateur radio operators and equipment, other municipal agencies, and even private sector resources.

All management decisions regarding County and / or regional firefighting and rescue service resource allocations are made at the EOC by the ESF-4 Coordinator. Kenton County Fire Chiefs Association is the lead agency for ESF-4 and will manage the emergency activities of ESF-4 / Firefighting.

In accordance with a mission assignment from ESF-4 and further mission tasking by a local primary agency, each support organization assisting in an ESF-4 assignment will retain administrative control over its own resources and personnel but will be under the operational control of ESF-4.

The ESF-4 / Firefighting system operates at two levels – the Emergency Operations Center and field operations. The ESF-4 Coordinator shall establish communications with appropriate field personnel to ensure readiness and a timely response.

The ESF-4 Coordinator will:

- Collect, analyze and disseminate information on the nature and scope of current and predicted impacts of an incident or major disaster related to firefighting and rescue services.
- Evaluate, analyze and prioritize requests for assistance from ESF-4.
- Develop and update assessments of current and anticipated future firefighting and rescue needs and resource requirements.
- Incorporate analyses and assessments into Incident Action Plans that establish operational objectives and identify resources needed to accomplish them.
- Establish priorities, assign tasks to agencies and track progress in meeting objectives.
- Use this intelligence to support Logistics, Planning, Operations and other ESF's in their primary missions.



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 4 – FIREFIGHTING

- Identify and organize the resources (human, technical, equipment, facility, materials and / or supplies) available to Kenton County and it's cities to provide firefighting and rescue services and support before, during and after an incident / event.
- Coordinate with other ESF's (particularly ESF-9 / Search & Rescue and ESF-10 / Hazardous Materials) to provide resources and avoid duplication of efforts for firefighting and rescue services.
- Coordinate damage assessments and inspections for firefighting facilities and sites.
- Coordinate restoration or replenishment of firefighting and rescue capabilities and resources.
- Provide personnel and resources to support prevention, preparedness, protection, response, recovery and mitigation in support of the primary emergency management objectives of firefighting and rescue in emergency and disaster situations.

Transportation requests not fulfilled by the ESF-4 Coordinator will remain the responsibility of the requesting agencies owner / operator / director.



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 4 – FIREFIGHTING

Concept of Operations

General Information

The ESF-4 / Firefighting Primary Agencies work with the EOC Management Team to ensure necessary firefighting and rescue tasks are accomplished. The Resource and Support Agencies provide resources and personnel to assist in accomplishing ESF-4 activities as required by the size and demands of the event. The ESF-4 Coordinator may need to work in conjunction with other ESF's, particularly ESF-9 / Search & Rescue and / or ESF-10 / Hazardous Materials, to provide resource support for emergency operations, and to prevent duplication of efforts.

The ESF-4 Coordinator has the responsibility for directing, controlling and coordinating all firefighting and rescue services, systems, facilities and resources, and establishing procedures for meeting the incident needs. The ESF-4 Coordinator determines firefighting and rescue requirements by establishing priorities and coordinating with adjoining counties in the joint use of firefighting and rescue resources.

All requests for firefighting and rescue related services and resources will be routed to the ESF-4 desk to determine appropriate action.

The priorities for allocation of resources by ESF-4 are:

1. Lifesaving – Missions that are essential to survival, health and safety of the human population.
2. Essential Industry / Commerce / Transportation – Organizations that are required or needed to maintain operations and economic stability.
3. Others as determined based on incident specific plans.

Procedures, protocols and plans for firefighting and rescue services during disaster response activities provide guidelines for operations at the EOC and in the field. Periodic training and exercises are conducted to enhance the effectiveness of planning and operations.

ESF-4 will utilize five fundamental, interrelated functions as illustrated in Figure 4-1: *ESF-4 / Firefighting Concept of Operations*:

1. ASSESS IMPACTS – Use technology and human intelligence to collect, analyze and disseminate information on direct and indirect disaster impacts.
2. ASSESS CAPABILITIES – Assess the capabilities of local agencies, the business community and other volunteer agencies to effectively provide firefighting and rescue services during the disaster.
3. PRIORITIZE NEEDS – Using the assessments above, prioritize the immediate needs of impacted communities, neighborhoods and areas of the County.

EMERGENCY SUPPORT FUNCTION 4 – FIREFIGHTING

4. PREPARE AND IMPLEMENT AN IAP – Incorporate results of the analyses and prioritization into Incident Action Plans that establish Operational Objectives and identify resource requirements to accomplish those objectives.
5. PREPARE AND IMPLEMENT AN INCIDENT ACTION MATRIX – Create and utilize an Incident Action Matrix to establish priorities, assign tasks to agencies and track progress in meeting objectives.

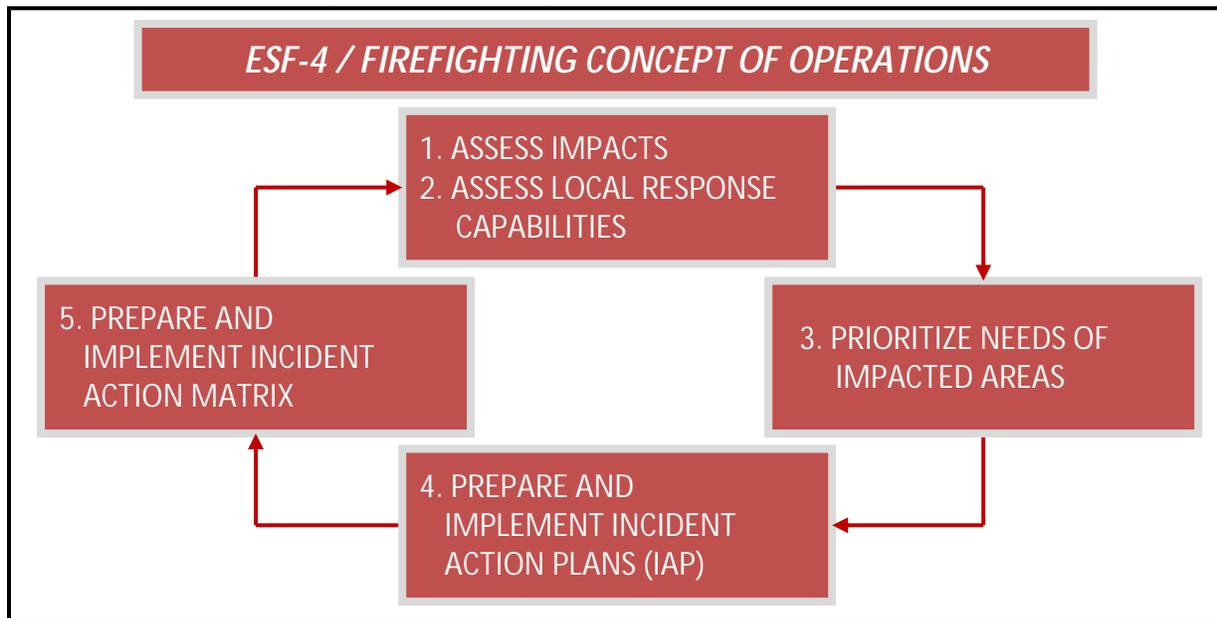


Figure 4-1: ESF-4 / Firefighting Concept of Operations

Notifications

Kenton County Emergency Communications Center (KCECC) is the county's 24 hour Warning Point. When all or part of the County has been threatened or impacted by an emergency or disaster event, KCECC will notify the Kenton County HSEM Director who will notify the State Emergency Operations Center Duty Officer, who in turn notifies applicable state agencies including the Regional Response Manager of KYEM Region 6.

ESF-4 / Firefighting will be activated or placed on standby by upon notification by Kenton County HSEM. Upon instructions to activate this Emergency Support Function, the ESF-4 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.

Organization

ESF-4 / Firefighting is organized consistent with the requirements of the National Response Plan, the National Incident Management System and uses the Incident Command System (ICS) to manage its emergency / disaster responsibilities. The ICS



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 4 – FIREFIGHTING

system supports incident assessment, planning, procurement, deployment and coordination of firefighting and rescue operations for Kenton County and its cities.

The Kenton County Emergency Operations Plan plus accompanying Appendices, Incident Specific Plans, Support Plans and Standard Operating Guidelines that describe ESF-4 / Firefighting capabilities are based on National Planning Scenarios, Universal Task List and Target Capabilities and are the basis of these guidelines. Firefighting and rescue services planning is continuous, beginning well before impact of approaching natural disasters and immediately upon the occurrence of those that are not forecasted.

In the EOC structure, ESF-4 / Firefighting is located in the Response Branch of the Operations Section as shown in Figure 4-2.

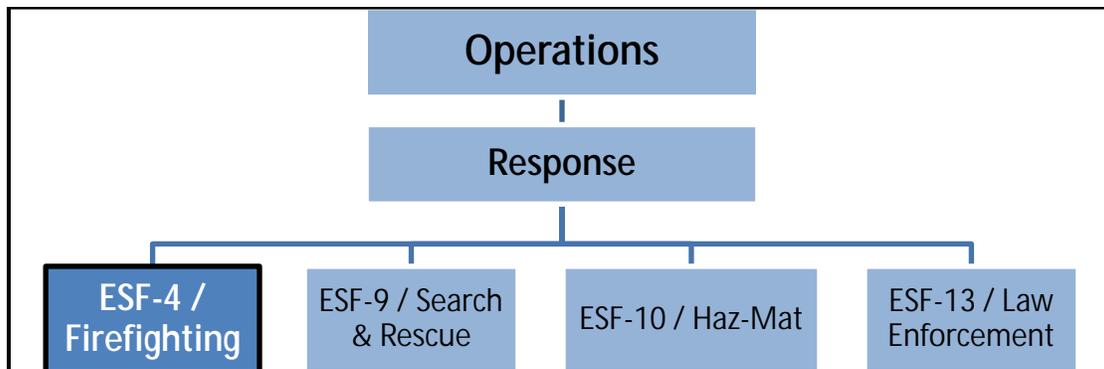


Figure 4-2: Incident Command System Structure For ESF-4 / Firefighting

The ESF-4 Coordinator will work with support agency counterparts to seek, procure, plan, coordinate and direct the use of any required firefighting and rescue assets. If the Coordinator is unable to meet the requests for services, then he / she will work with Kenton County HSEM to request assistance from the State EOC.

Technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with knowledge and / or skills relevant to the situation. The individual will advise and / or direct operations within the context of the Incident Command System structure.

The Kenton County EOC 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.



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 4 – FIREFIGHTING

Initial Response And Escalation

The initial response to an emergency / disaster situation is met by the use of the firefighting and rescue resources available at the local level. Requests for firefighting and rescue assistance will be resolved at the lowest level direction and control facility with appropriate resources and capabilities.

When the need for firefighting and rescue resources and / or services exceed the capability of what is available within Kenton County, established mutual aid agreements with surrounding counties to provide firefighting and rescue resources are utilized.

When needed firefighting and rescue resources cannot be located through mutual aid agreements, the Kenton County EOC 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.

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 firefighting and rescue services coordination / support at the state level. That agency can designate a liaison to the Kenton County EOC to assist ESF-4 and, to the extent they are capable, provide coordinators, assessors and operational personnel in support of the EOC or field activities.

Upon activation of EOC's in more than one county, the lead agency for firefighting and rescue services coordination / support at the state level may support the coordination of the event response with regional resources or request additional resources through the State EOC.

During an emergency or disaster event, ESF-4 primary and support agencies at the State EOC report to and function under the overall direction of the Kentucky Division of Emergency Management Director. During the response phase, the State ESF-4 evaluates and analyzes information regarding firefighting and rescue services requests on a regional or statewide level. 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.

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 if necessary, to other states or the federal government for assistance support as shown in Figure 4-3: *Progressive Requests for Emergency / Disaster Resources*.



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 4 – FIREFIGHTING

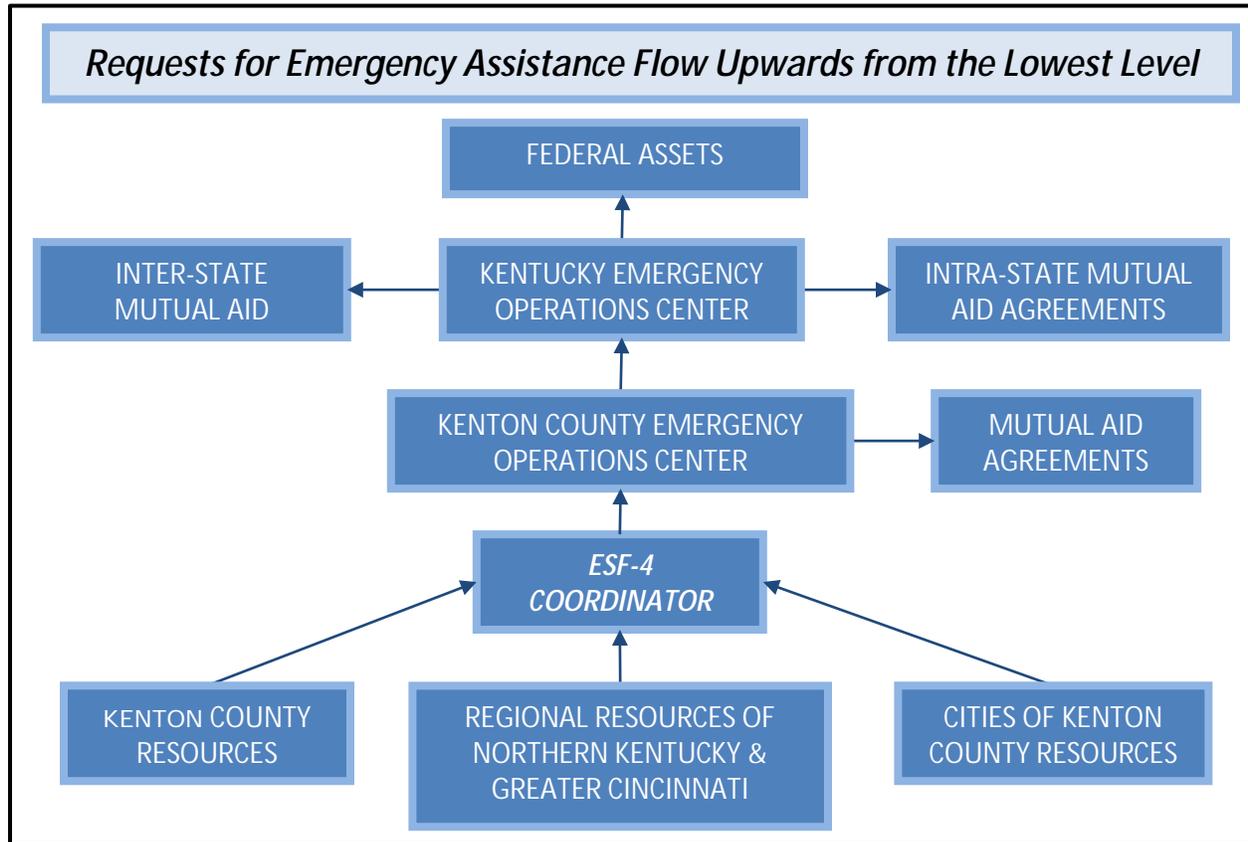


Figure 4-3: Progressive Requests for Emergency / Disaster Resources



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 4 – FIREFIGHTING

Phases Of Management

Actions initiated by ESF-4 / Firefighting are grouped into the typical phases of emergency management: Preparedness, Response, Recovery and Mitigation. Each phase requires specific skills and knowledge to accomplish, and also requires significant cooperation and collaboration between all supporting agencies and the intended recipients of service. ESF-4 encompasses a full range of activities, from training to the provision of field services. It coordinates and may assume direct operational control of:

- Firefighting and rescue services for all Kenton County emergency response agencies.
- Firefighting and rescue-related personnel, facilities, equipment and supplies.

Preparedness Actions

- Plan with ESF-4 support agencies and other Emergency Support Functions to refine firefighting and rescue operations, including:
 - Assess of the vulnerability of firefighting and rescue services to the effects of severe weather, flooding and other natural, technological and man-made hazards
 - Assess worst-case scenario damage to firefighting and rescue services with emphasis on scenarios that will cause the loss of system functionality
 - Identify mission essential functions involving firefighting and rescue services
 - Identify alternative systems and services that can serve as backup for firefighting and rescue services if a major event disrupts or disables the ability of primary agencies to perform mission essential functions
- Prepare and maintain the following items which are necessary for implementation of ESF-4 operations and procedures:
 - Emergency operating procedures, including procedures for pre-staging resources and assets for rapid deployment
 - Resource inventories, personnel rosters, and mobilization information
 - Information on critical facilities
 - Administrative and financial procedures to properly document activities of ESF-4 during activations
 - Contracts and Mutual Aid Agreements that are needed to meet the fire and rescue needs during disasters, and to restore critical fire and rescue systems that have been damaged
- Develop and refine procedures for rapid impact assessment per field surveys
- Develop and present training courses for EOC and ESF-4 / Firefighting response team members in accordance with the National Incident Management System (NIMS) to ensure personnel are trained in their responsibilities and duties



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 4 – FIREFIGHTING

- Assign, train and schedule sufficient personnel to conduct ESF-4 tasks for an extended period of time
- Maintain liaison with support agencies
- Conduct All Hazards exercises involving ESF-4, coordinating with ESF-5 / Emergency Management to incorporate disaster intelligence into ESF-4 training

Response Actions

- Respond to the Kenton County EOC and / or other locations as required when requested by Kenton County HSEM and coordinate operations at the ESF-4 position
- Monitor and direct firefighting and rescue resources and response activities, including pre-positioning for a forecasted emergency situation or scheduled event
- Assess damages and disruptions of firefighting and rescue services to identify usability and reliability levels
- Establish and maintain firefighting and rescue systems to support on-scene direction / control and coordination in conjunction with the Kenton County EOC, State EOC, or other coordination entities as appropriate
- Coordinate with support agencies to develop, prioritize and implement strategies for the initial response to ESF-4 requests
- Provide updates on the damage to firefighting and rescue services, resource shortfalls, and potential impacts on accomplishing the ESF-4 mission
- Participate in development of Incident Action Plans and Situation Reports concerning firefighting and rescue services needs
- Participate in EOC briefings and attend other necessary meetings to report on firefighting and rescue services items
- Obtain additional resources as needed through the Statewide Emergency Management Mutual Aid and Assistance Agreements
- Coordinate with ESF-4's (or like functions) in other jurisdictions to obtain resources and facilitate an effective emergency response among all participating agencies

Recovery Actions

- Implement Disaster Assessment Teams to determine post-event effect on firefighting and rescue services and resources, and the ability to perform continuity of operations for essential functions
- Provide firefighting and rescue services coordination and support during recovery operations through the EOC
- Coordinate assistance to local governments and response agencies in the restoration of firefighting and rescue services



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 4 – FIREFIGHTING

- Maintain documentation of all reported damage to firefighting and rescue facilities and equipment
- Continue to provide firefighting and rescue support as required until response and recovery activities are concluded or until they can be managed and staffed by the primary incident agency or jurisdictions
- Initiate financial reimbursement processes for recovery activities when such support is available

Mitigation Actions

- Conduct internal After Action Reviews, document lessons learned and recommend improvements to the Emergency Operations Plans, procedures and guidelines
- Identify potential hazards and their impacts that are new or have potentially changed in scope, and include them in Hazard Mitigation Plans
- Provide personnel with the appropriate expertise to participate in activities designed to reduce or minimize the impact of future disasters



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 4 – FIREFIGHTING

Responsibilities

All Agencies Associated With ESF-4:

- Develop applicable standard operating procedures, guidelines and / or checklists which clearly define their role in ESF-4, 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.
- Participate in honest appraisals of the ESF-4 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 ESF-4 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 ESF-4 activities as needed.
- Provide on-going status reports as requested by the ESF-4 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 Kenton County HSEM.
- Perform other emergency responsibilities as assigned.

Primary Agencies:

- Provide leadership in directing, coordinating and integrating overall Kenton County efforts to provide firefighting and rescue services assistance to affected areas and populations as part of ESF-4. This includes coordinating and directing support agencies' personnel, supplies and equipment, in addition to providing direct resources.
- Evaluate the impact and extent of the emergency, make strategic decisions, identify resource needs and secure resources required for field operations.
- Monitor firefighting and rescue services response and recovery efforts.
- Coordinate all mutual aid, State and Federal firefighting and rescue resources into the affected areas utilizing designated Staging Areas.



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 4 – FIREFIGHTING

- Manage planned and / or emergency incidents in accordance with each agency's Standard Operating Guidelines and under the direction of ESF-4 representatives.
- Make requests for assistance to the State ESF-4 as needed (State will activate resources through the State Emergency Response Plan).
- Continually assess priorities and strategies throughout the emergency so that the most critical firefighting and rescue needs are addressed the quickest.
- Maintain a current inventory of firefighting and rescue services assets from participating agencies, including their location and condition.
- Demobilize resources and deactivate the ESF-4 function upon direction from the EOC Manager.

Support Agencies:

- Provide information and resources as requested by the ESF-4 Coordinator, to include resource status and capability reports.
- Provide qualified and capable services, staff, equipment, and supplies that complement the entire emergency response effort.

Administration and Support

The ESF-4 / Firefighting Emergency Support Function Plan plus accompanying Appendices, Annexes and Standard Operating Guidelines are maintained by Kenton County HSEM. They are reviewed and updated by the ESF-4 planning committee and Kenton County HSEM 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 Kenton County Emergency Operations Plan (EOP).

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 all applicable laws and procedures.

Kenton County HSEM will maintain up-to-date information of firefighting and rescue services in Kenton County, including:

- Names of responsible officials (reviewed / updated quarterly).
- ESF-4 / Firefighting staffing directory (reviewed / updated quarterly).
- ESF-4 / Firefighting notification lists (reviewed / updated quarterly).



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 4 – FIREFIGHTING

- Major firefighting and rescue equipment identified in Resource Typing and readiness status (reviewed / updated annually).

Each firefighting and rescue organization which enters into a mutual aid agreement will furnish a copy of the agreement to Kenton County HSEM.

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

Expenditures and Recordkeeping

Each ESF-4 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 an emergency, imminent disaster, or recovery from a catastrophic incident is to be from funds associated with each local agency.

ESF-4 is responsible for managing financial matters specific to ESF-4 / Firefighting activity and related 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. Requests for funding or reimbursements that were not directly designated by ESF-4 may be denied.

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-4 / Firefighting 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-4 agencies, identifying the successes and identifying areas that can be strengthened and enhanced for efficiency in a continuous quality improvement process.



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 4 – FIREFIGHTING

Statement of Concurrence ESF-4 / FIREFIGHTING

The signature(s) appearing below indicates the individual(s) have the authority to commit resources of the agency represented and agrees to the functions and tasks prescribed for this Emergency Support Function.

ESF 4 PRIMARY AGENCY: Kenton County Fire Chiefs Association

_____	_____	_____
(Signature)	(Printed Name)	(Date)
ESF 4 Primary ESF Coordinator	Mark Pierce	



Kenton County, Kentucky

Emergency Support Function

5-Emergency Management

Kenton County Homeland Security Emergency Management

Authority

Kenton County Fiscal Court

Judge Executive Kris Knochelmann

**Kenton County Homeland Security
Emergency Management**

Director Steve Hensley

(Version: ESF5 059-01-2024)



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 5 – EMERGENCY MANAGEMENT

***KENTON COUNTY, KENTUCKY EMERGENCY OPERATIONS PLAN
(Version 059-01-2024)***

EMERGENCY SUPPORT FUNCTION 5 – EMERGENCY MANAGEMENT

Mission: To coordinate and organize Emergency Management resources in preparing for, responding to and recovering from emergency / disaster incidents which impact the citizens of Kenton County.

ESF-5 COORDINATORS:

ESF-5	Emergency Management		
Primary	KCHSEM Director	Steve	Hensley
Alternate 1	KCHSEM Deputy Director	Todd	Schulkers
Alternate 2	KCHSEM Deputy Director	Ron	Becker

Primary Agencies:

- Kenton County Fiscal Court, Judge Executive and Commissioners
- Mayor and Commission / Council Members For All Cities In Kenton County
- Kenton County Homeland Security Emergency Management

Local Support / Resource Agencies:

- Kenton County Coroner’s Office
- Kenton County Police Department
- Kenton County Sheriff’s Office
- Fire & EMS Agencies For All Of Kenton County
- Kenton County Fire Chiefs Association
- Law Enforcement Agencies For All Cities In Kenton County
- Kenton County Public Works
- Public Works Agencies For All Cities In Kenton County
- Kenton County Emergency Communications Center

Regional Support / Resource Agencies:

- Emergency Management Agencies from neighboring counties
- Fire / EMS, Rescue, Law Enforcement and Public Works agencies from neighboring counties



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 5 – EMERGENCY MANAGEMENT

- Northern Kentucky Regional Technical Rescue Team (TRT)
- Boone County Water Rescue
- Region 6 Kenton County Task Force WMD / HAZMAT Regional Response Team
- Northern Kentucky Water District
- Duke Energy
- Owen Electric
- Sanitation District #1 Of Northern Kentucky
- Altafiber
- American Red Cross
- Salvation Army

State Support / Resource Agencies:

- Kentucky Division of Emergency Management
- Kentucky State Police
- Kentucky State Fire Marshal's Office
- Kentucky Department Of Transportation
- Kentucky Department For Environmental Protection

Federal Support / Resource Agencies:

- Federal Emergency Management Agency (FEMA)
- Federal Bureau Of Investigations (FBI)
- National Weather Service Office – Wilmington, Ohio

(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.)



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 5 – EMERGENCY MANAGEMENT

Purpose

The Emergency Management Emergency Support Function (ESF-5) identifies and organizes the resources (human, technical, equipment, facility, materials and / or supplies) available to Kenton County and it's cities to address and support emergency management needs in the event of either a natural or man-made disaster or emergency situation.

The ESF-5 / Emergency Management plan:

- Describes the organization and staffing for the provision of emergency management services support to Kenton County and it's cities before, during and after an incident / event.
- Identifies the responsibilities of organizations charged with providing emergency management services and support in the case of a disaster or emergency situation.
- Provides direction for personnel involved in preparedness, response, recovery and mitigation in support of the primary objectives of emergency management for emergency and disaster situations.

Scope

The scope of ESF-5 / Emergency Management includes:

- Provision of emergency management services, including the management and operations of an EOC, during an emergency incident or event in a coordinated and prioritized manner for all responding agencies and affected jurisdictions in Kenton County.
- Assessment of damage to emergency management systems and determining the resources necessary to restore them to pre-emergency conditions.
- Coordination of information between local, state, and federal officials and suppliers about available emergency management services recovery assistance.
- Provision of technical assistance concerning emergency management services before, during and after an incident or event.

This Emergency Support Function applies to all agencies with assigned emergency management responsibilities as described in the Kenton County EOP.

NOTE: To the extent possible, information contained in other sections of the EOP will not be repeated in this ESF plan. Many of the agencies involved in ESF-5 / Emergency Management activities have existing emergency plans and procedures which this plan is designed to complement and support.



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 5 – EMERGENCY MANAGEMENT

Situations and Assumptions

Situations and assumptions involved in ESF-5 / Emergency Management planning include:

- In the event of a major or catastrophic incident in Kenton County or any of its Cities, the affected jurisdiction(s) will require support and assistance in mitigation, response and recovery efforts.
- Agencies of local government, along with non-governmental organizations, relief agencies and the private sector will provide support to restore essential services.
- In the event of a threatened or actual incident, local government responsibilities will include public warning, evacuation and / or sheltering, treating the injured, returning evacuees and restoring essential services.
- Disasters and emergencies may reach such magnitudes as to require resources from adjacent local, state, federal, or private organizations beyond the scope of normal local mutual aid agreements.
- There is the potential for major disruption or immobilization of local emergency response resources due to actions directed at government services (terrorism, civil disturbances, bombing, blackmail) or natural disaster (tornado, earthquake).
- The emergency response agencies within Kenton County are prepared to support each other during emergency situations using available expertise, equipment, and manpower, to ensure efficient and effective emergency operations.
- Emergency response agencies and personnel may be needed for assistance in operations that do not directly involve their normal types of duties, and may be utilized to augment other emergency services personnel during major disasters.
- When local resources do not exist or are depleted, outside assistance may be available through other local, state, and federal government agencies, but may not arrive on scene for many hours.



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 5 – EMERGENCY MANAGEMENT

Direction and Control

Kenton County HSEM functions as the official organization for disaster preparedness, mitigation, response and recovery within Kenton County and serves as the focal point for ESF-5 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-5 expectations.

Kenton County Emergency Communications Center (KCECC) is the primary Public Safety Answering Point (PSAP) providing emergency and non-emergency dispatch services for all Fire & EMS agencies, Law Enforcement agencies, Kenton County HSEM, and some other county government agencies. In a large-scale emergency situation, Kenton County may have to rely on other supporting resources for communications, such as secondary PSAP's, amateur radio operators and equipment, other municipal agencies, and even private sector resources.

All management decisions regarding County and / or regional emergency management resource allocations are made at the EOC by the ESF-5 Coordinator. Kenton County Homeland Security Emergency Management is the lead agency for ESF-5 and will manage the emergency activities of ESF-5 / Emergency Management.

In accordance with a mission assignment from ESF-5 and further mission tasking by a local primary agency, each support organization assisting in an ESF-5 assignment will retain administrative control over its own resources and personnel but will be under the operational control of ESF-5.

The ESF-5 / Emergency Management system operates at two levels – the Emergency Operations Center and field operations.

The ESF-5 Coordinator will:

- Serve as the Kenton County EOC Director.
- Collect, analyze and disseminate information on the nature and scope of current and predicted impacts of an incident or major disaster.
- Evaluate and analyze information regarding incident management needs and services.
- Develop and update assessments of current and anticipated incident needs and resource requirements.
- Incorporate analyses and assessments into Incident Action Plans that establish operational objectives and identify resources needed to accomplish them.
- Establish incident priorities, assign objectives to appropriate ESF's or agencies and track progress in meeting objectives.
- Use information and intelligence to support Logistics, Planning, Operations and other ESF's in their primary missions.



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 5 – EMERGENCY MANAGEMENT

- Coordinate with other ESF's to provide resources and avoid duplication of efforts for services.
- Identify and organize the resources (human, technical, equipment, facility, materials and / or supplies) available to Kenton County and its cities to provide incident response services and support before, during and after an incident / event.
- Provide personnel and resources to support prevention, preparedness, protection, response, recovery and mitigation in support of emergency management objectives in emergency and disaster situations.

Concept of Operations

General Information

The ESF-5 Coordinator will serve as the Kenton County EOC Director and manage the operations of the EOC. The ESF-5 Resource and Support Agencies provide resources and personnel to assist in accomplishing ESF-5 activities as required by the size and demands of the event. ESF-5 coordinates with the EOC Operations, Logistics, Planning and Finance / Administration sections as well as all associated ESF's to provide assets to support local jurisdictions in need of supplemental emergency or disaster assistance.

Emergency management functions are divided into two distinct areas, Government and Industry.

The ESF-5 Coordinator has the responsibility for directing, controlling and coordinating all emergency management services, systems, facilities and resources, and establishing procedures for meeting the incident needs. The Coordinator determines emergency management requirements by establishing priorities and coordinating with adjoining counties in the joint use of resources.

The priorities for allocation of resources by ESF-5 are:

1. Lifesaving – Missions that are essential to survival, health and safety of the human population.
2. Essential Industry / Commerce / Transportation – Organizations that are required or needed to maintain operations and economic stability.
3. Others as determined based on incident specific plans.

Procedures, protocols and plans for emergency management disaster response activities provide guidelines for operations at the EOC and in the field. Periodic training and exercises are conducted to enhance the effectiveness of planning and operations.

EMERGENCY SUPPORT FUNCTION 5 – EMERGENCY MANAGEMENT

ESF-5 will utilize five fundamental, interrelated functions as illustrated in Figure 5-1: *ESF-5 / Emergency Management Concept of Operations*:

1. ASSESS IMPACTS – Use technology and human intelligence to collect, analyze and disseminate information on direct and indirect disaster impacts.
2. ASSESS CAPABILITIES – Assess the capabilities of local agencies, the business community and other volunteer agencies to effectively provide services during the disaster.
3. PRIORITIZE NEEDS – Using the assessments above, prioritize the immediate needs of impacted communities, neighborhoods and areas of the County.
4. PREPARE AND IMPLEMENT AN IAP – Incorporate results of the analyses and prioritization into Incident Action Plans that establish Operational Objectives and identify resource requirements to accomplish those objectives.
5. PREPARE AND IMPLEMENT AN INCIDENT ACTION MATRIX – Create and utilize an Incident Action Matrix to establish priorities, assign tasks to agencies and track progress in meeting objectives.

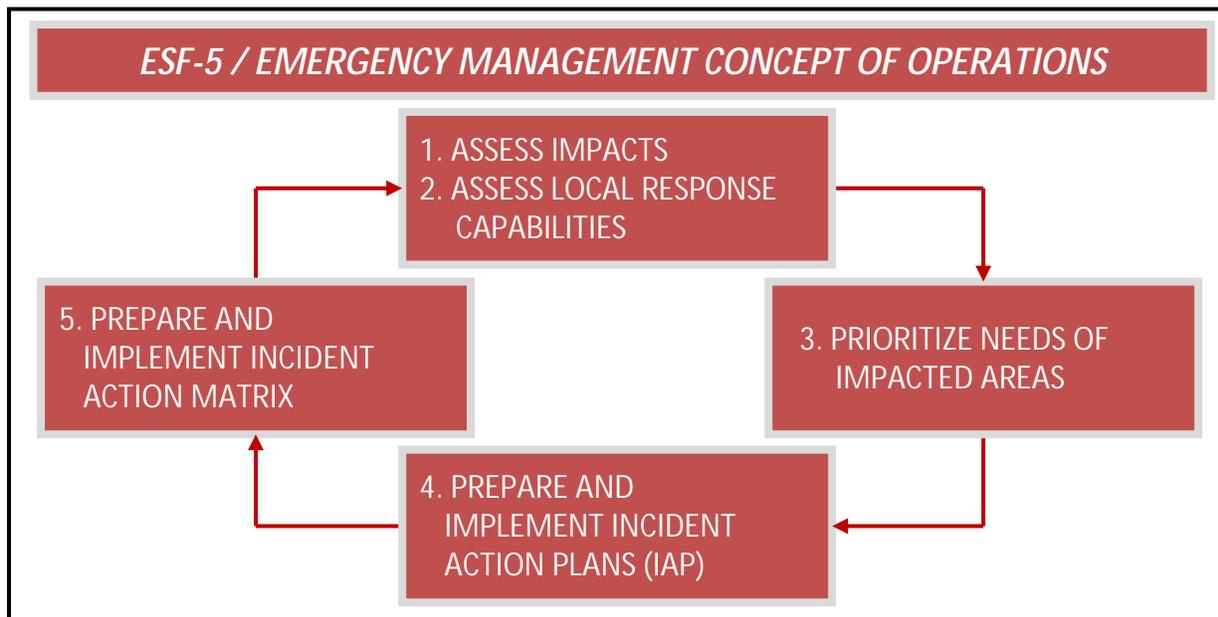


Figure 5-1: ESF-5 / Emergency Management Concept of Operations

Notifications

Kenton County Emergency Communications Center (KCECC) is the county’s 24 hour Warning Point. When all or part of the County has been threatened or impacted by an emergency or disaster event, KCECC will notify the Kenton County HSEM Director who will notify the State Emergency Operations Center Duty Officer, who in turn notifies applicable state agencies including the Regional Response Manager of KYEM Region 6.



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 5 – EMERGENCY MANAGEMENT

Any time the Kenton County EOC is activated, ESF 5 is automatically activated. Upon activation, the ESF-5 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.

Organization

ESF-5 / Emergency Management is organized consistent with the requirements of the National Response Plan, the National Incident Management System and uses the Incident Command System (ICS) to manage its emergency / disaster responsibilities. The ICS system supports incident assessment, planning, procurement, deployment and coordination of incident operations for Kenton County and its cities.

The Kenton County Emergency Operations Plan plus accompanying Appendices, Incident Specific Plans, Support Plans and Standard Operating Guidelines that describe ESF-5 / Emergency Management capabilities are based on National Planning Scenarios, Universal Task List and Target Capabilities and are the basis of these guidelines. Emergency planning is continuous, beginning well before impact of approaching natural disasters and immediately upon the occurrence of those that are not forecasted.

In the ICS structure, ESF-5 / Emergency Management operates as the Emergency Operations Center Director as shown in Figure 5-2.

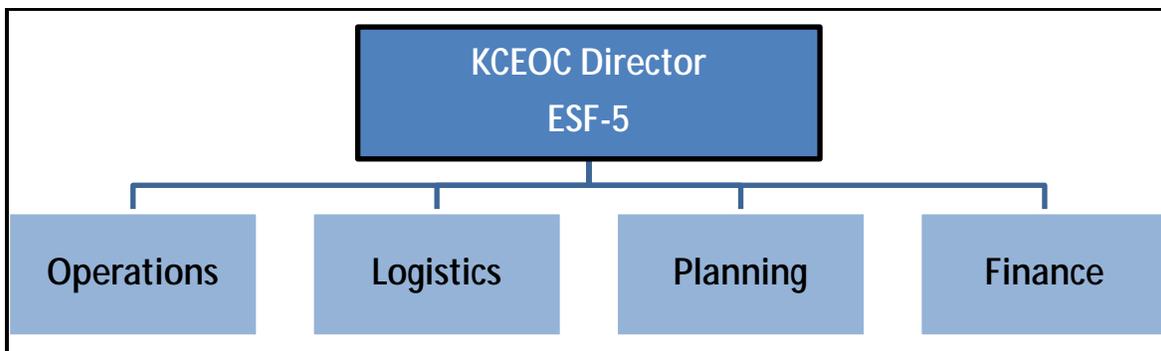


Figure 5-2: Incident Command System Structure For ESF-5 / Emergency Management

Technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with knowledge and / or skills relevant to the situation. The individual will advise and / or direct operations within the context of the Incident Command System structure.

The Kenton County EOC 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.



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 5 – **EMERGENCY MANAGEMENT**

Initial Response And Escalation

The initial response needs for an emergency / disaster situation are met by the use of the resources available at the local level. Requests for emergency and disaster-related assistance will be resolved at the lowest level direction and control facility with appropriate resources and capabilities.

When the need for incident resources and / or services exceed the capability of what is available within Kenton County, established mutual aid agreements with surrounding counties to provide resources are utilized.

When needed resources cannot be located through mutual aid agreements, the Kenton County EOC 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.

Additionally, either the KYEM Region 6 Response Manager or the State Emergency Operations Center can be contacted to determine the appropriate lead state agency. That agency can designate a liaison to the Kenton County EOC to assist ESF-5 and, to the extent they are capable, provide coordinators, assessors and operational personnel in support of the EOC or field activities.

Upon activation of EOC's in more than one county, the lead agency at the state level may support the coordination of the event response with regional resources or request additional resources through the State EOC.

During an emergency or disaster event, primary and support agencies at the State EOC report to and function under the overall direction of the Kentucky Division of Emergency Management Director. During the response phase, the State EOC evaluates and analyzes information regarding incident resource and service requests on a regional or statewide level. 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.

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 if necessary, to other states or the federal government for assistance support as shown in Figure 5-3: *Progressive Requests for Emergency / Disaster Resources*.

**EMERGENCY SUPPORT FUNCTION 5 –
EMERGENCY MANAGEMENT**

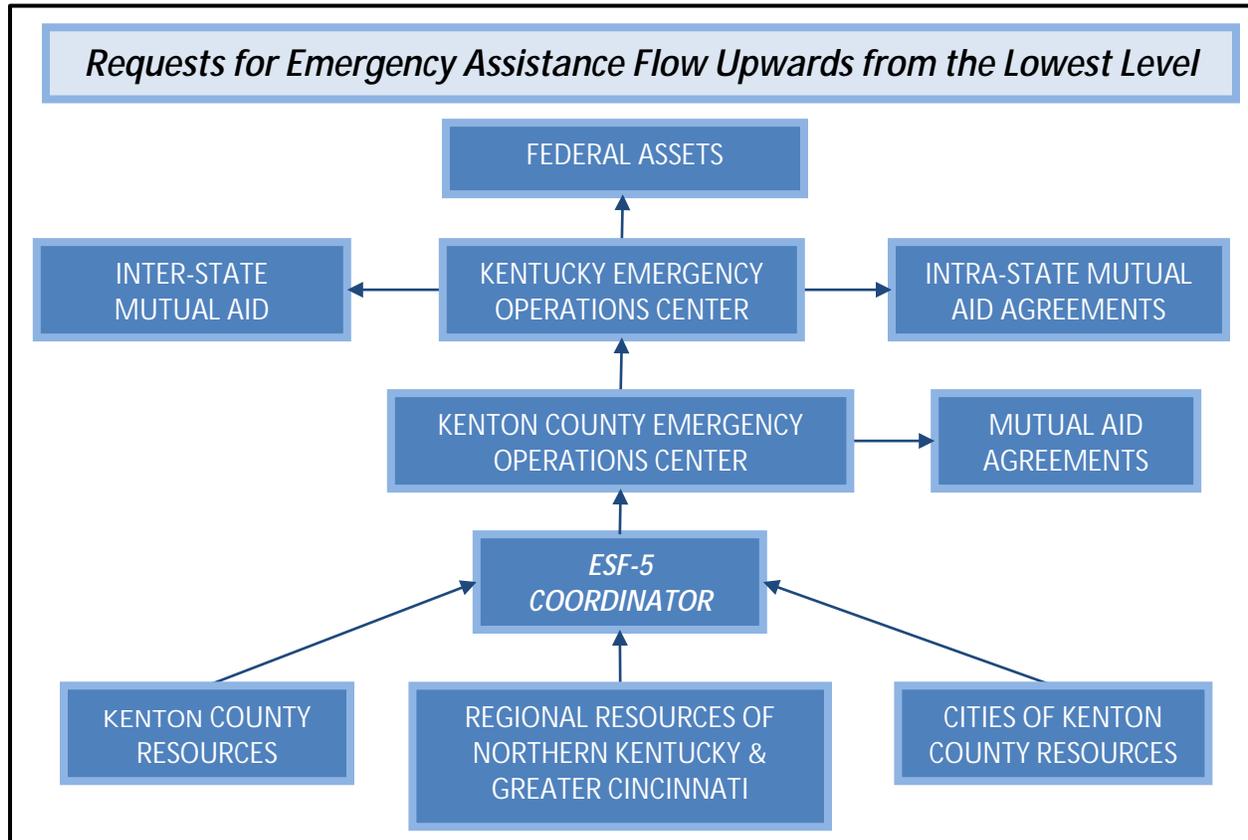


Figure 5-3: Progressive Requests for Emergency / Disaster Resources

Intelligence Collection and Analysis

The ability to acquire, analyze and disseminate information and intelligence on disasters and their impacts is fundamental to effective use of intelligence to establish operational and logistical objectives and priorities. Intelligence can be collected, analyzed and used in support of three overlapping phases of disaster operations: risk assessment; impact assessment and immediate response; and sustained response and initial recovery.

There are three types of ESF-5 assessments:

- Pre-disaster assessments (predicted impacts), which uses GIS and other predictive tools to estimate disaster impacts.
- Immediate, post-disaster impact assessments which focus on:
 - Disaster impacts on people, buildings and infrastructure – with emphasis on assessments of functionality of essential services
 - Local response capabilities and immediate needs
- Post-disaster damage assessments, which assess buildings, infrastructure and debris.



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 5 – EMERGENCY MANAGEMENT

Phases Of Management

Actions initiated by ESF-5 / Emergency Management are grouped into the typical phases of emergency management: Preparedness, Response, Recovery and Mitigation. Each phase requires specific skills and knowledge to accomplish, and also requires significant cooperation and collaboration between all supporting agencies and the intended recipients of service. ESF-5 encompasses a full range of activities, from training to the provision of field services. It coordinates and may assume direct operational control of a wide variety of emergency and incident response and recovery services.

Preparedness Actions

- Plan with ESF-5 support agencies and other Emergency Support Functions to refine emergency management operations, including:
 - Assess of the vulnerability of resources and services to the effects of severe weather, flooding and other natural, technological and man-made hazards
 - Assess of worst-case scenario damage to resources and services with emphasis on scenarios that will cause the loss of system functionality
 - Identify mission essential functions involving emergency management services
 - Identify alternative systems and services that can serve as backup for resources and services if a major event disrupts or disables the ability of primary agencies to perform mission essential functions
- Prepare and maintain the following items which are necessary for implementation of ESF-5 and EOC operations and procedures:
 - Emergency operating procedures, including procedures for pre-staging resources and assets for rapid deployment
 - Resource inventories, personnel rosters, and mobilization information
 - Information on critical infrastructure and facilities
 - Administrative and financial procedures to properly document activities of ESF-5 during activations
 - Contracts and Mutual Aid Agreements that are needed during disasters and to restore systems and / or services that have been damaged
- Develop and refine procedures for rapid impact assessment per field surveys
- Develop and present training courses for EOC and ESF-5 / Emergency Management response team members in accordance with the National Incident Management System (NIMS) to ensure personnel are trained in their responsibilities and duties
- Assign, train and schedule sufficient personnel to conduct ESF-5 and EOC operations for an extended period of time
- Maintain liaison with support agencies



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 5 – EMERGENCY MANAGEMENT

- Conduct All Hazards exercises involving ESF-5, and incorporate disaster intelligence into those training exercises

Response Actions

- Respond to the Kenton County EOC and / or other locations as required when requested by Kenton County HSEM and coordinate operations at the EOC and ESF-5 position
- Monitor and direct resources and response activities, including pre-positioning for a forecasted emergency situation or scheduled event
- Assess damages and disruptions of resources and services to identify usability and reliability levels
- Establish and maintain emergency management systems to support on-scene direction / control and coordination in conjunction with the Kenton County EOC, State EOC, or other coordination entities as appropriate
- Coordinate with support agencies to develop, prioritize and implement strategies for the initial response to incident requests
- Participate in development of Incident Action Plans, Communications Plans and Situation Reports
- Establish communications with appropriate field personnel to ensure readiness and a timely response
- Coordinate with support agencies regarding resource management and logistics to support response and recovery activities
- Participate in EOC briefings and attend other necessary meetings
- Obtain additional resources as needed through the Statewide Emergency Management Mutual Aid and Assistance Agreements
- Coordinate movement of resources into the affected areas from designated staging areas as needed
- Coordinate with ESF-5's (or like functions) and / or EOC's in other jurisdictions to obtain resources and facilitate an effective emergency response among all participating agencies

Recovery Actions

- Implement Disaster Assessment Teams to determine post-event effect on services and resources, and the ability to perform continuity of operations for essential functions
- Provide coordination and support during recovery operations through the EOC
- Coordinate assistance to local governments and response agencies in the restoration of resources and services



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 5 – EMERGENCY MANAGEMENT

- Maintain documentation of all reported damage to facilities and equipment
- Continue to provide support as required until response and recovery activities are concluded or until they can be managed and staffed by the primary incident agency or jurisdictions
- Initiate financial reimbursement processes for recovery activities when such support is available

Mitigation Actions

- Conduct internal After Action Reviews, document lessons learned and recommend improvements to the Emergency Operations Plans, procedures and guidelines
- Identify potential hazards and their impacts that are new or have potentially changed in scope, and include them in Hazard Mitigation Plans
- Provide personnel with the appropriate expertise to participate in activities designed to reduce or minimize the impact of future disasters

Responsibilities

All Agencies Associated With ESF-5:

- Develop applicable standard operating procedures, guidelines and / or checklists which clearly define their role in ESF-5, 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.
- Participate in honest appraisals of the ESF-5 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 ESF-5 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 services and activities as needed.
- Provide on-going status reports as requested by the ESF-5 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.



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 5 – EMERGENCY MANAGEMENT

- Maintain up-to-date rosters for notifying personnel and 24-hour EOC staffing capabilities, and provide this information to Kenton County HSEM.
- Perform other emergency responsibilities as assigned.

Primary Agencies:

- Provide leadership in directing, coordinating and integrating overall Kenton County efforts to provide emergency management assistance to affected areas and populations as part of ESF-5. This includes coordinating and directing support agencies' personnel, supplies and equipment, in addition to providing direct resources.
- Provide EOC support, conduct briefings, direct needs assessments, distribute key information and serve as liaison to the State EOC for resource requests
- Evaluate the impact and extent of the emergency, make strategic decisions, identify resource needs and secure resources required for field operations.
- Monitor incident response and recovery efforts.
- Coordinate all mutual aid, State and Federal resources into the affected areas utilizing designated Staging Areas.
- Manage planned and / or emergency incidents in accordance with each agency's Standard Operating Guidelines and under the direction of ESF-5 representatives.
- Make requests for assistance to the State EOC as needed (State will activate resources through the State Emergency Response Plan).
- Continually assess priorities and strategies throughout the emergency so that the most critical needs are addressed the quickest.
- Maintain a current inventory of resources, services and assets from participating agencies, including their location and condition.
- Demobilize resources and deactivate ESF-5 and EOC functions once the incident or emergency is over and those functions are no longer needed.

Support Agencies:

- Provide information and resources as requested by the ESF-5 Coordinator, to include resource status and capability reports.
- Provide qualified and capable services, staff, equipment, and supplies that complement the entire emergency response effort.



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 5 – EMERGENCY MANAGEMENT

Administration and Support

The ESF-5 / Emergency Management Emergency Support Function Plan plus accompanying Appendices, Annexes and Standard Operating Guidelines are maintained by Kenton County HSEM. They are reviewed and updated by Kenton County HSEM 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 Kenton County Emergency Operations Plan (EOP).

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 all applicable laws and procedures.

Kenton County HSEM will maintain up-to-date information of emergency management services in Kenton County, including:

- Names of responsible officials (reviewed / updated quarterly).
- ESF-5 / Emergency Management staffing directory (reviewed / updated quarterly).
- ESF-5 / Emergency Management notification lists (reviewed / updated quarterly).
- Major facilities and equipment identified in Resource Typing and readiness status (reviewed / updated annually).

Each organization or agency which enters into a mutual aid agreement will furnish a copy of the agreement to Kenton County HSEM.

ESF-5 support organizations are responsible for training and continuing education of their own personnel.

Expenditures and Recordkeeping

Each ESF-5 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 an emergency, imminent disaster, or recovery from a catastrophic incident is to be from funds associated with each local agency.

ESF-5 is responsible for managing financial matters specific to ESF-5 / Emergency Management 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



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 5 – **EMERGENCY MANAGEMENT**

provided post-event as to application procedures for reimbursement. Requests for funding or re-imbursements that were not directly designated by ESF-5 or an appropriate EOC representative may be denied.

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-5 / Emergency Management 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, Kenton County HSEM will facilitate a critique of the group activities during the emergency / incident / exercise with involved agencies, identifying the successes and identifying areas that can be strengthened and enhanced for efficiency in a continuous quality improvement process.



Kenton County, Kentucky

Emergency Support Function

6-Mass Care/Human Services

Kenton County Homeland Security Emergency Management

Authority

Kenton County Fiscal Court

Judge Executive Kris Knochermann

Kenton County Homeland Security Emergency Management

Director Steve Hensley

(Version: ESF6 059-01-2024)



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 6 – MASS CARE, HOUSING AND HUMAN SERVICES

***KENTON COUNTY, KENTUCKY EMERGENCY OPERATIONS PLAN
(Version 059-01-2024)***

EMERGENCY SUPPORT FUNCTION 6 - MASS CARE, HOUSING AND HUMAN SERVICES

Mission: To coordinate and organize mass care, housing and human services resources in preparing for, responding to and recovering from emergency / disaster incidents which impact the citizens of Kenton County.

ESF-6 COORDINATORS:

ESF-6	Mass Care / Sheltering		
Primary	KCHSEM Deputy Director	David	Jansing
Alternate 1	KCHSEM Deputy Director	Todd	Schulkers
Alternate 2	KCHSEM Deputy Director	Ron	Becker

Primary Agencies:

- Kenton County Homeland Security Emergency Management

Secondary Agencies:

- Northern Kentucky Independent District Health Department
- Saint Elizabeth Healthcare
- Kenton County Schools – Transportation
- American Red Cross
- Salvation Army

Local Support / Resource Agencies:

- All Fire / EMS / Rescue Agencies In Kenton County
- All Law Enforcement Agencies In Kenton County
- Kenton County Emergency Communications Center
- Fire / EMS and Rescue agencies from adjacent counties
- Northern Kentucky Regional Technical Rescue Team (NKTRT)
- Region 6 Kenton County Task Force WMD / HAZMAT Regional Response Team
- Kenton County Administration and All Cities in Kenton County
- All Public Works Agencies In Kenton County
- Kenton County Coroner’s Office



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 6 – MASS CARE, HOUSING AND HUMAN SERVICES

- Kenton County Animal Services
- Kenton County Parks and Recreation Department
- Kenton County Jailer / Detention Center
- Altafiber
- Multi-Purpose Community Action Agency
- Boone and Campbell County Dispatch Centers
- Northern Kentucky Convention Center
- Boys and Girls Club Covington
- City of Independence – Independence Senior Center
- City of Edgewood – Edgewood Senior Center

State Support / Resource Agencies:

- Kentucky Division of Emergency Management
- Kentucky Department for Community Based Services
- Kentucky Department for Public Health

(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.)



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 6 – MASS CARE, HOUSING AND HUMAN SERVICES

Purpose

The Mass Care, Housing and Human Services Emergency Support Function (ESF-6) identifies and organizes the resources (human, technical, equipment, facility, materials and / or supplies) available to Kenton County and its cities to address and support needs in the areas of mass care, housing and human services in the event of either a natural or man-made disaster or emergency situation.

The ESF-6 / Mass Care, Housing and Human Services plan:

- Describes the organization and staffing for the provision of mass care, housing and human services support to Kenton County and its cities before, during and after an incident / event.
- Identifies the responsibilities of organizations charged with providing mass care, housing and human services and support in the case of a disaster or emergency situation.
- Provides direction for personnel involved in preparedness, response, recovery and mitigation in support of the primary emergency management objectives of mass care, housing and human services in emergency and disaster situations.

Scope

The scope of ESF-6 / Mass Care, Housing and Human Services includes:

- Provision of mass care, housing and human services during an emergency incident or event in a coordinated and prioritized manner for all responding agencies and affected jurisdictions in Kenton County.
- Assessment of the mass care, housing and human services systems damage / disruption, and resources required to restore them to pre-emergency conditions.
- Provision of temporary shelters, emergency mass feeding, and bulk distribution of coordinated relief supplies for victims of a disaster and disaster workers.
- Coordination of information between local, state, and federal officials and suppliers about available mass care, housing and human services recovery assistance.
- Provision of technical assistance concerning mass care, housing and human services before, during and after an incident or event.

This Emergency Support Function applies to all agencies with assigned mass care, housing and human services responsibilities as described in the Kenton County EOP.

NOTE: To the extent possible, information contained in other sections of the EOP will not be repeated in this ESF plan. Many of the agencies involved in ESF-6 / Mass Care, Housing and Human Services activities have existing emergency plans and procedures which this plan is designed to complement and support.



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 6 – MASS CARE, HOUSING AND HUMAN SERVICES

Situations and Assumptions

Situations and assumptions involved in ESF-6 / Mass Care, Housing and Human Services planning include:

- Disaster incidents often result in evacuations either before, during, or immediately after the incident, which will cause a demand for congregate / mass care facilities.
- Mass care facilities must, at a minimum, have capability of providing adequate space for sleeping and feeding.
- Mass care facilities provide protection only from normal weather conditions, but do not necessarily provide protection from severe weather, hazardous materials, or other life threats. However, some facilities do provide limited extra protection.
- Mass care facilities will receive priority consideration for structural inspections to ensure safety of occupants.
- Some individuals will be prepared and self-sufficient for the first 72 hours after an incident, but it is likely that a significant portion of citizens and guests will not be.
- Local government agencies in Kenton County, in conjunction with support agencies and local voluntary organizations, will need to be able to coordinate the following for at least the first 72 hours of the emergency:
 - Evacuation and registration of victims
 - Administration of emergency first aid treatment and mental health counseling
 - Provision of other initial mass care needs
- In many instances it may be best to pursue regional sheltering in cooperation with neighboring Counties to provide the maximum effectiveness of limited resources.
- During an incident there will be functional needs populations requiring special attention including the elderly; handicapped; and homeless individuals.
- Individuals will be anxious to identify the location and health / condition of friends, family, and loved ones.
- The makeup of the dislocated population will likely be friends, family, and loved ones, and will likely be diverse and require attention to cultural, ethnic, language, and other related needs.
- The restoration of basic infrastructure (e.g., communications, roads, transportation services, and electricity) may take days, weeks, even months.
- Ongoing ESF-6 assistance will likely be required as the response stage transitions to the recovery stage, and some of the sheltered population will require shelter for an extended period of time.
- For significant incidents, it is anticipated that federal assistance to support mass care operations will be forthcoming under the auspices of the National Response Framework and the Stafford Act (including the Red Cross).



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 6 – MASS CARE, HOUSING AND HUMAN SERVICES

Direction and Control

Kenton County HSEM functions as the official organization for disaster preparedness, mitigation, response and recovery within Kenton County and serves as the focal point for ESF-6 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-6 expectations.

Kenton County Emergency Communications Center (KCECC) is the primary Public Safety Answering Point (PSAP) providing emergency and non-emergency dispatch services for all Fire & EMS agencies, Law Enforcement agencies, Kenton County HSEM, and some other county government agencies. In a large-scale emergency situation, Kenton County may have to rely on other supporting resources for communications, such as secondary PSAP's, amateur radio operators and equipment, other municipal agencies, and even private sector resources.

All management decisions regarding County and / or regional mass care, housing and human services resource allocations are made at the EOC by the ESF-6 Coordinator. Kenton County Homeland Security Emergency Management is the lead agency for ESF-6 and will manage the emergency activities of ESF-6 / Mass Care, Housing and Human Services.

In accordance with a mission assignment from ESF-6 and further mission tasking by a local primary agency, each support organization assisting in an ESF-6 assignment will retain administrative control over its own resources and personnel but will be under the operational control of ESF-6.

The ESF-6 / Mass Care, Housing and Human Services system operates at two levels – the Emergency Operations Center and field operations. The ESF-6 Coordinator shall establish communications with appropriate field personnel to ensure readiness and a timely response.

The ESF-6 Coordinator will:

- Collect, analyze and disseminate information on the nature and scope of current and predicted impacts of an incident or major disaster related to mass care, housing and human services.
- Evaluate, analyze and prioritize requests for assistance from ESF-6.
- Develop and update assessments of current and anticipated future mass care, housing and human services needs and resource requirements.
- Incorporate analyses and assessments into Incident Action Plans that establish operational objectives and identify resources needed to accomplish them.
- Establish priorities, assign tasks to agencies and track progress in meeting objectives.



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- Use information and intelligence to support Logistics, Planning, Operations and other ESF's in their primary missions.
- Identify and organize the resources (human, technical, equipment, facility, materials and / or supplies) available to Kenton County and it's cities to provide mass care, housing and human services support before, during and after an incident / event.
- Provide personnel and resources to support prevention, preparedness, protection, response, recovery and mitigation in support of the primary emergency management objectives of mass care, housing and human services in emergency and disaster situations.
- Maintain a record of mass care, housing and human services resources (location & type) and a running inventory at each facility.
- Coordinate with other ESF's to provide resources and avoid duplication of efforts for mass care, housing, and human services.
- Coordinate damage assessments and inspections for mass care, housing and human services infrastructure.
- Coordinate restoration or replenishment of mass care, housing and human services facilities and resources.

Mass care, housing and human services requests not fulfilled by the ESF-6 Coordinator will remain the responsibility of the requesting agencies owner / operator / director.

Specific duties of ESF 6 are:

- Shelter - Ensure by use of registration that the distribution of evacuees is within the capability of the hosting area and / or facility. Shelter facilities are identified in a support plan entitled "Kenton County Mass Care and Shelter Plan". Shelters must be inspected by the Northern Kentucky Health Department prior to opening.
- Feeding - Institute a mass feeding program in cooperation with support organizations, as well as coordinating with ESF 8 / Public Health and Medical for NKY Health Department inspections as necessary.
- Clothing – If clothing is needed, refer those in need to existing disaster relief organizations such as the American Red Cross or Salvation Army. Never initiate a clothing collection or donations collection of any kind without coordinating with Kenton County HSEM to avoid the potential for significant donations management problems.
- Registration - Ensure all people who need shelter are registered and assigned to a shelter, and that this information is kept available to assist in the location of missing family members.
- Medical - In cooperation with ESF 8, the medical delivery organizations and the Northern Kentucky Independent District Health Department, develop procedures



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for the reception of those with medical or functional needs in general population shelters. Consistent with the Kenton County Mass Care and Shelter Plan, establish a “triage” of those arriving at the shelters in order to identify persons with functional needs or needing special medical attention. Promulgate measures to be taken to prevent the spread of disease in shelters and the distribution of medications to shelters.

- Mental Health - Undertake a program by which service can be provided to persons unable to adjust to strain imposed by the incident or event. Also provide assistance to emergency workers who have been impacted by the incident or event.
- Fiscal Responsibility - Develop a record keeping procedure to allow for the potential of reimbursement for all materials and services used.
- Reuniting of Families - ESF 6, in cooperation with American Red Cross, will undertake to reunite families that have been separated by checking registration in all of the shelters; news media releases through the PIO; and referrals to their relatives and friends.

ESF 6, in coordination with FEMA, may provide for money / vendor payments to qualified individuals under the provision of the emergency assistance program for families with children, as necessary, to avoid destitution resulting from unforeseen crisis situations, including natural disasters. Assistance may include food, clothing, shelter, utilities and / or heating fuel, home repairs, furnishings, transportation, or childcare. Assistance is limited to that required to meet the emergency and may be furnished during any one thirty-day period within any twelve consecutive months.



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Concept of Operations

General Information

The ESF-6 / Mass Care, Housing and Human Services Primary Agencies work with the EOC Management Team to ensure necessary mass care, housing and human services tasks are accomplished. The Resource and Support Agencies provide resources and personnel to assist in accomplishing ESF-6 activities as required by the size and demands of the event. The ESF-6 Coordinator may need to work in conjunction with other ESF Coordinator's to provide resource support for emergency operations, and to prevent duplication of efforts.

The ESF-6 Coordinator has the responsibility for directing, controlling and coordinating all mass care, housing and human services systems, facilities and resources, and establishing procedures for meeting the incident needs. The Coordinator determines mass care, housing and human services requirements by establishing priorities and coordinating with adjoining counties in the joint use of mass care, housing and human services resources.

All requests for mass care, housing and human services resources will be routed to the ESF-6 / Mass Care, Housing and Human Services desk to determine appropriate action.

The priorities for allocation of resources by ESF-6 are:

1. Lifesaving – Missions that are essential to survival, health and safety of the human population.
2. Essential Industry / Commerce / Transportation – Organizations that are required or needed to maintain operations and economic stability.
3. Others as determined based on incident specific plans.

Procedures, protocols and plans for mass care, housing and human services during disaster response activities provide guidelines for operations at the EOC and in the field. Periodic training and exercises are conducted to enhance the effectiveness of planning and operations.

ESF-6 will utilize five fundamental, interrelated functions as illustrated in Figure 6-1: *ESF-6 / Mass Care, Housing and Human Services Concept of Operations*:

1. ASSESS IMPACTS – Use technology and human intelligence to collect, analyze and disseminate information on direct and indirect disaster impacts.
2. ASSESS CAPABILITIES – Assess the capabilities of local agencies, the business community and other volunteer agencies to effectively provide mass care, housing and human services during the disaster.
3. PRIORITIZE NEEDS – Using the assessments above, prioritize the immediate needs of impacted communities, neighborhoods and areas of the County.

EMERGENCY SUPPORT FUNCTION 6 – MASS CARE, HOUSING AND HUMAN SERVICES

4. PREPARE AND IMPLEMENT AN IAP – Incorporate results of the analyses and prioritization into Incident Action Plans that establish Operational Objectives and identify resource requirements to accomplish those objectives.
5. PREPARE AND IMPLEMENT AN INCIDENT ACTION MATRIX – Create and utilize an Incident Action Matrix to establish priorities, assign tasks to agencies and track progress in meeting objectives.

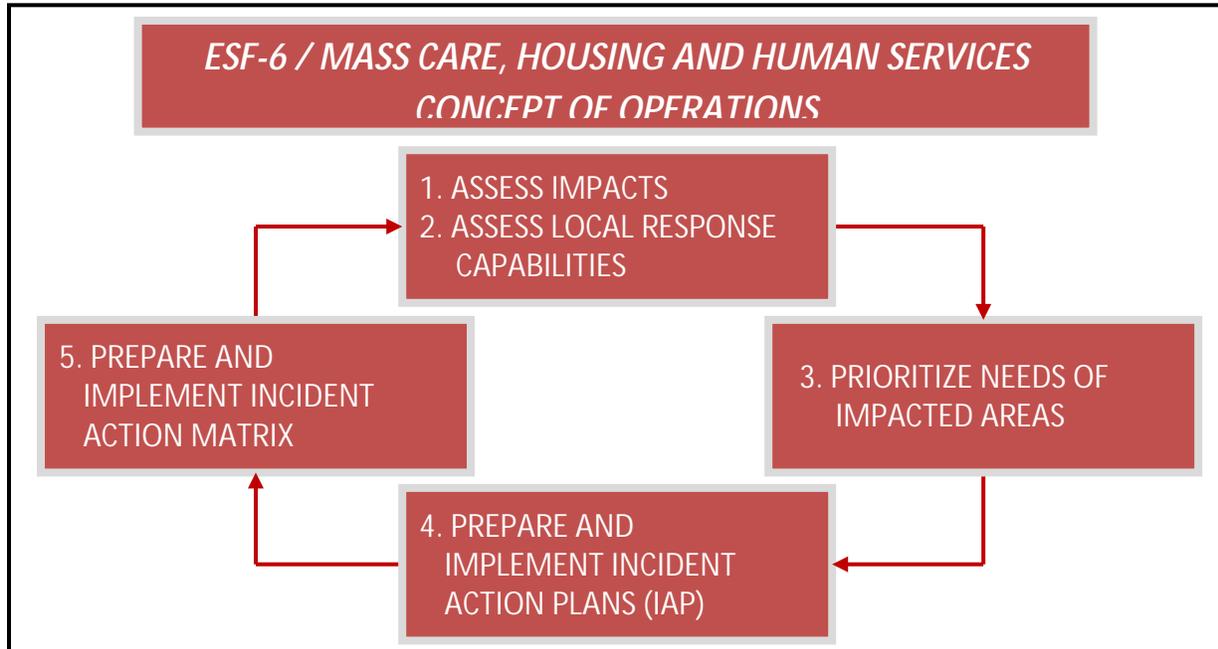


Figure 6-1: ESF-6 / Mass Care, Housing and Human Services Concept of Operations

Notifications

Kenton County Emergency Communications Center (KCECC) is the county’s 24 hour Warning Point. When all or part of the County has been threatened or impacted by an emergency or disaster event, KCECC will notify the Kenton County HSEM Director who will notify the State Emergency Operations Center Duty Officer, who in turn notifies applicable state agencies including the Regional Response Manager of KYEM Region 6.

ESF-6 / Mass Care, Housing and Human Services will be activated or placed on standby by Kenton County HSEM. Upon instructions to activate this Emergency Support Function, the ESF-6 Coordinator and Primary / Support Agencies will implement their procedures to notify and mobilize all personnel, facilities and physical resources potentially needed, based on the emergency circumstance.

Organization

ESF-6 / Mass Care, Housing and Human Services is organized consistent with the requirements of the National Response Plan, the National Incident Management System



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and uses the Incident Command System (ICS) to manage its emergency / disaster responsibilities. The ICS system supports incident assessment, planning, procurement, deployment and coordination of mass care, housing and human services for Kenton County and its cities.

The Kenton County Emergency Operations Plan plus accompanying Appendices, Incident Specific Plans, Support Plans and Standard Operating Guidelines that describe ESF-6 / Mass Care, Housing and Human Services capabilities are based on National Planning Scenarios, Universal Task List and Target Capabilities and are the basis of these guidelines. Mass care, housing and human services planning is continuous, beginning well before impact of approaching natural disasters and immediately upon the occurrence of those that are not forecasted.

In the ICS structure, ESF-6 / Mass Care, Housing and Human Services is located in the Citizen Support Branch of the Operations Section as shown in Figure 6-2.

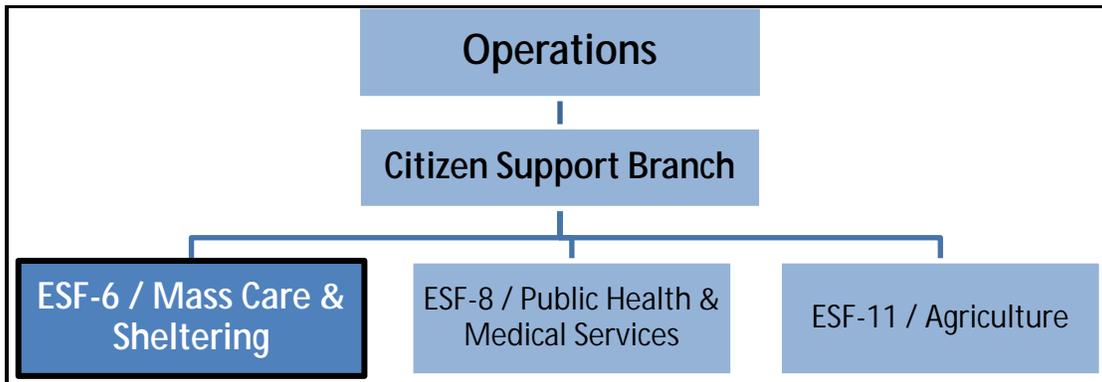


Figure 6-2: Incident Command System Structure For ESF-6 / Mass Care, Housing and Human Services

ESF-6 will coordinate with support agency counterparts to seek, procure, plan, coordinate and direct the use of any required mass care, housing and human services assets. If the Coordinator is unable to meet the requests for services, then he / she will work with Kenton County HSEM to request assistance from the State EOC.

Technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with knowledge and / or skills relevant to the situation. The individual will advise and / or direct operations within the context of the Incident Command System structure.

The Kenton County EOC 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.



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Initial Response And Escalation

The initial response needs for an emergency / disaster situation is met by the use of the mass care, housing and human services resources available at the local level. Requests for mass care, housing and human services assistance will be resolved at the lowest level direction and control facility with appropriate resources and capabilities.

When the need for mass care, housing and human services resources exceed the capability of what is available within Kenton County, established mutual aid agreements with surrounding counties to provide mass care, housing and human services resources are utilized.

When needed mass care, housing and human services resources cannot be located through mutual aid agreements, the Kenton County EOC 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.

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 mass care, housing and human services coordination / support at the state level. That agency can designate a liaison to the Kenton County EOC to assist ESF-6 and, to the extent they are capable, provide coordinators, assessors and operational personnel in support of the EOC or field activities.

Upon activation of EOC's in more than one county, the lead agency for mass care, housing and human services coordination / support at the state level may support the coordination of the event response with regional resources or request additional resources through the State EOC.

During an emergency or disaster event, ESF-6 primary and support agencies at the State EOC report to and function under the overall direction of the Kentucky Division of Emergency Management Director. During the response phase, the State ESF-6 evaluates and analyzes information regarding mass care, housing and human services requests on a regional or statewide level. 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.

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 if necessary, to other states or the federal government for assistance support as shown in Figure 6-3: *Progressive Requests for Emergency / Disaster Resources*.



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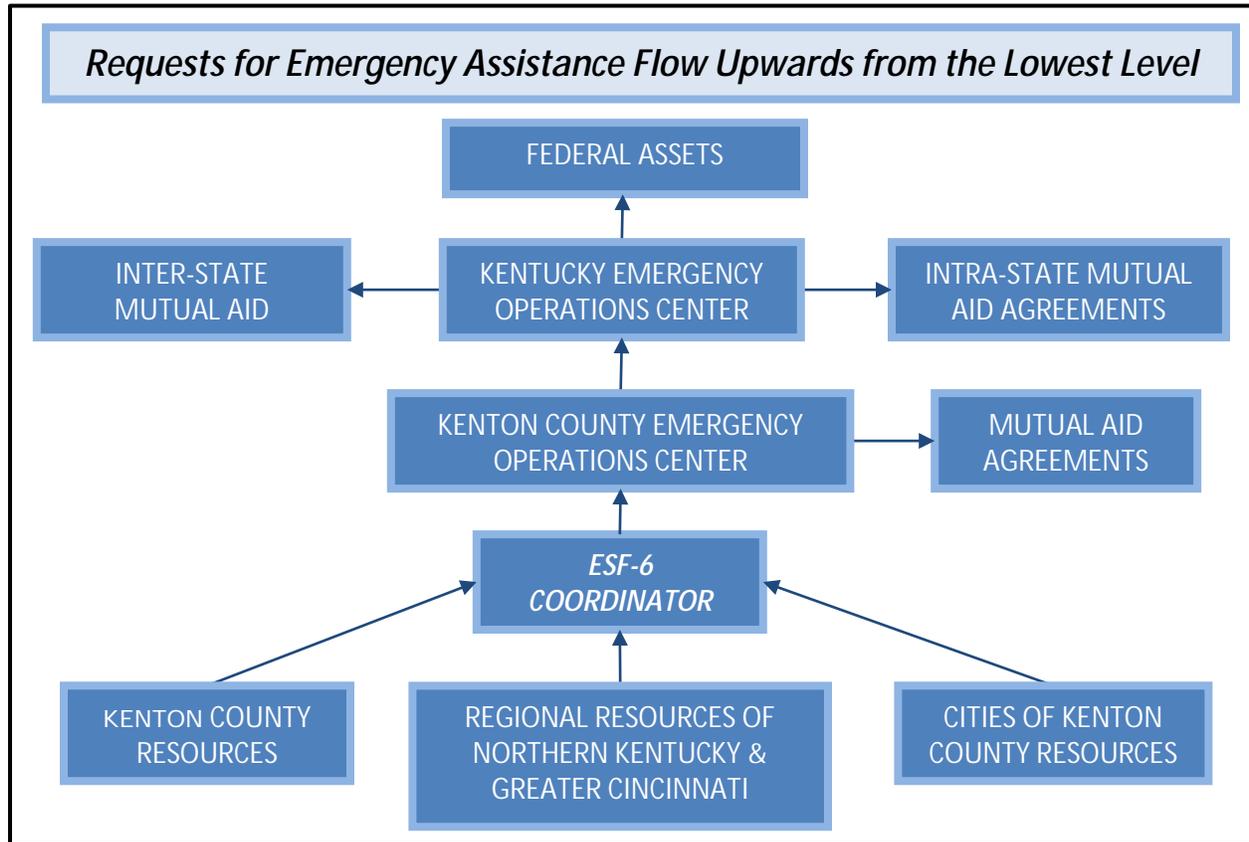


Figure 6-3: Progressive Requests for Emergency / Disaster Resources



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Phases Of Management

Actions initiated by ESF-6 / Mass Care, Housing and Human Services are grouped into the typical phases of emergency management: Preparedness, Response, Recovery and Mitigation. Each phase requires specific skills and knowledge to accomplish, and also requires significant cooperation and collaboration between all supporting agencies and the intended recipients of service. ESF-6 encompasses a full range of activities, from training to the provision of field services. It coordinates and may assume direct operational control of:

- Mass care, housing and human services systems for all Kenton County emergency response agencies.
- Mass care, housing and human services systems-related personnel, facilities, equipment and supplies.

Preparedness Actions

- Plan with ESF-6 support agencies and other Emergency Support Functions to refine mass care, housing and human services systems operations, including:
 - Assess the vulnerability of mass care, housing and human services systems to the effects of severe weather, flooding and other natural, technological and man-made hazards
 - Assess worst-case scenario damage to mass care, housing and human services systems with emphasis on scenarios that will cause the loss of system functionality
 - Identify mission essential functions involving mass care, housing and human services systems
 - Identify alternative systems and services that can serve as backup for mass care, housing and human services systems if a major event disrupts or disables the ability of primary agencies to perform mission essential functions
- Prepare and maintain the following items which are necessary for implementation of ESF-6 operations and procedures:
 - Emergency operating procedures, including procedures for pre-staging resources and assets for rapid deployment
 - Resource inventories, personnel rosters, and mobilization information including a current list of all public and private agencies that can provide mass feeding in times of disaster, to include:
 - Number of persons each agency can feed (two meals a day)
 - Sustainment period for mass feeding
 - Number of staff or volunteers available for cooking and /or serving



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- Major equipment lists (field ranges, mobile feeding units, refrigeration, vehicles, etc.)

Information on critical facilities, including an annually updated shelter list

Administrative and financial procedures to properly document activities of ESF-6 during activations

Contracts and Mutual Aid Agreements that are needed to meet the mass care, housing and human services needs during disasters, and to restore critical facilities that have been damaged

- Develop and refine procedures for rapid impact assessment per field surveys
- Coordinate with the EOC to assess public need for the opening or closing of shelters before and after an emergency or disaster event
- Coordinate with ESF 5 / Emergency Management to develop and refine procedures for establishing and operating mass feeding sites
- Develop and present training courses for EOC and ESF-6 / Mass Care, Housing and Human Services response team members in accordance with the National Incident Management System (NIMS) to ensure personnel are trained in their responsibilities and duties.
- Train ESF-6 / Mass Care, Housing and Human Services staff in the utilization of disaster intelligence to identify the size and scale of the potential ESF-6 mission, including mass care and mass feeding
- Assign, train and schedule sufficient personnel to conduct ESF-6 tasks for an extended period of time
- Maintain liaison with support agencies
- Conduct All Hazards exercises involving ESF-6, coordinating with ESF-5 / Emergency Management to incorporate disaster intelligence into ESF-6 training

Response Actions

- Respond to the Kenton County EOC and / or other locations as required when requested by Kenton County HSEM and coordinate operations at the ESF-6 position
- Monitor and direct mass care, housing and human services systems resources and response activities, including pre-positioning for a forecasted emergency situation or scheduled event
- Assess damages and disruptions of mass care, housing and human services systems to identify usability and reliability levels
- Establish and maintain mass care, housing and human services systems to support on-scene direction / control and coordination in conjunction with the Kenton County EOC, State EOC, or other coordination entities as appropriate



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- Coordinate with support agencies to develop, prioritize and implement strategies for the initial response to ESF-6 requests
- Provide updates on the damage to mass care, housing and human services systems, resource shortfalls, and potential impacts on accomplishing the ESF-6 mission
- Participate in development of Incident Action Plans and Situation Reports concerning mass care, housing and human services systems needs
- Participate in EOC briefings and attend other necessary meetings to report on mass care, housing and human services systems items
- Obtain additional resources as needed through the Statewide Emergency Management Mutual Aid and Assistance Agreements
- Coordinate with ESF-6's (or like functions) in other jurisdictions to obtain resources and facilitate an effective emergency response among all participating agencies

Recovery Actions

- Implement Disaster Assessment Teams to determine post-event effect on mass care, housing and human services systems and resources, and the ability to perform continuity of operations for essential functions
- Provide mass care, housing and human services systems coordination and support during recovery operations through the EOC
- Coordinate assistance to local governments and response agencies in the restoration of mass care, housing and human services systems
- Maintain documentation of all reported damage to mass care, housing and human services systems facilities and equipment
- Continue to provide mass care, housing and human services support as required until response and recovery activities are concluded or until they can be managed and staffed by the primary incident agency or jurisdictions
- Initiate financial reimbursement processes for recovery activities when such support is available

Mitigation Actions

- Conduct internal After Action Reviews, document lessons learned and recommend improvements to the Emergency Operations Plans, procedures and guidelines
- Identify potential hazards and their impacts that are new or have potentially changed in scope, and include them in Hazard Mitigation Plans
- Provide personnel with the appropriate expertise to participate in activities designed to reduce or minimize the impact of future disasters



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Specific Information For Shelters

ESF-6 will coordinate with the American Red Cross for overall shelter operations, as well as collaboration with other ESF-6 agencies to provide food, water and other needed resources to persons being sheltered. Northern Kentucky Independent District Health Department, through ESF-8 / Public Health and Medical Services, will conduct the planning and operation of Special Needs Shelters.

American Red Cross shelter personnel are responsible for registration of shelter residents, recruiting evacuees to assist shelter volunteer personnel, assisting in family reunification and / or providing family information or health and welfare priority messages through amateur radio operators and shelter volunteers. Shelter managers are also trained and briefed on safe areas and off-limits areas in the shelters. The American Red Cross will coordinate with ESF-6 to request the assistance of additional support agencies as needs develop to provide mass care services.

- **During Response Phase:**

Shelters will be opened and closed in accordance with public need as assessed by the American Red Cross and Kenton County HSEM. ESF-6 will maintain a daily listing of "open" and "closed" shelters, including current census, and ensure that this information is captured on the Shelter Board in WebEOC.

ESF-6 will monitor evacuation activity, occupancy levels and ongoing victims' needs and coordinate the need for additional sheltering outside the county with appropriate EOC personnel

ESF-6 will work with ESF 2 / Communications to ensure that each shelter has a working communications system (may include radio, telephone, and / or cellular telephone) and has contact with Kenton County EOC and the American Red Cross.

ESF-6 will coordinate with ESF-8 / Public Health and Medical Services for the provision of medical services and mental health services in shelters. A sheltered person who is not medically appropriate for a general public shelter will be referred to either the Special Needs Shelter or a medical facility depending upon current medical condition and prognosis. (The Special Needs Program in Kenton County is administered by the Northern Kentucky District Health Department and managed under ESF-8.)

ESF-6 will coordinate with ESF-3 / ESF-12 for the acquisition of supplemental power sources, generators / fuel and power service restoration for shelter sites

ESF-6 will coordinate with ESF-13 / Law Enforcement to provide security at shelter sites

- **During Recovery Phase:**

ESF-6 will continue to maintain a daily listing of "open" and "closed" shelters, including current census, and ensure that this information is captured on the



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Shelter Board in WebEOC. This information will be provided to appropriate support agencies, ESF-5 / Emergency Management and ESF-15 / Public Information through regular updates.

ESF-6 will coordinate with ESF-15 / Public Information to provide shelter residents information about how to access disaster assistance programs and services (American Red Cross Service Centers, Individual Assistance Programs, Disaster Application Centers, etc.).

ESF-6 will coordinate the consolidation of shelters, staff, resources and supplies as sheltering needs diminish.

- During Mitigation Phase:

Participate in shelter deficit reduction strategies / activities and shelter demand studies.

Coordinate with Kenton County HSEM on public education programs to reduce shelter demand.

Coordinate with appropriate agencies (as feasible) to incorporate shelter features into construction and / or renovation of public buildings.

Specific Information For Mass Feeding:

- During Response Phase:

ESF-6 will coordinate with ESF-5 / Emergency Management regarding mass feeding sites established by the American Red Cross, Salvation Army, and other volunteer agencies. This includes coordination of mass feeding locations to ensure optimal logistics for public service based on emergency needs.

The first priority of mass feeding activities will be disaster victims

ESF-6 will coordinate with ESF-8 / Public Health and Medical Services to ensure mass feeding sites maintain sanitary conditions, including garbage removal

ESF-6 will coordinate the procurement of food and water for mass feeding sites from the USDA, donations and private vendors, and the storage of food in identified warehouse sites

ESF-6 will coordinate with ESF-1 / Transportation for the transportation of food and water from identified warehouses to mass care feeding sites

- During Recovery Phase:

ESF-6 will continue to assess the need for mass and mobile feeding sites at least daily, and if the current locations are appropriate. Sites may be closed when no longer needed.

Mass feeding sites may be supplemented or replaced by mobile units operating on designated feeding routes.



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Specific Information For Volunteers / Donations:

ESF-6 will coordinate the activities of volunteers actively engaged in providing mass care assistance to include:

- Preventing duplication of goods and services as they relate to mass care
- Assisting volunteers with logistics
- Coordinating the delivery of goods and services as they relate to mass care
- Maintaining of list of all volunteer organizations active in mass care in the disaster area with the following information:

Type of service(s) being provided by each volunteer agency

Number of volunteers in the area

Resources each agency has available

Names and contact means of key persons in each organization

Logistical abilities of each organization (i.e. self-contained, need transportation, self-equipped, etc.)



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Responsibilities

All Agencies Associated With ESF-6:

- Develop applicable standard operating procedures, guidelines and / or checklists which clearly define their role in ESF-6, 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.
- Participate in honest appraisals of the ESF-6 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 ESF-6 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 ESF-6 activities as needed.
- Provide on-going status reports as requested by the ESF-6 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 Kenton County HSEM.
- Perform other emergency responsibilities as assigned.

Primary Agencies:

- Provide leadership in directing, coordinating and integrating overall Kenton County efforts to provide mass care, housing and human services assistance to affected areas and populations as part of ESF-6. This includes coordinating and directing support agencies' personnel, supplies and equipment, in addition to providing direct resources.
- Evaluate the impact and extent of the emergency, make strategic decisions, identify resource needs and secure resources required for field operations.
- Monitor mass care, housing and human services response and recovery efforts.
- Coordinate all mutual aid, State and Federal mass care, housing and human services resources into the affected areas utilizing designated Staging Areas.



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- Manage planned and / or emergency incidents in accordance with each agency's Standard Operating Guidelines and under the direction of ESF-6 representatives.
- Make requests for mass care, housing and human services assistance to the State ESF-6 as needed (State will activate resources through the State Emergency Response Plan).
- Continually assess priorities and strategies throughout the emergency so that the most critical mass care, housing and human services needs are addressed the quickest.
- Maintain a current inventory of mass care, housing and human services assets from participating agencies, including their location and condition.
- Demobilize resources and deactivate the ESF-6 function upon direction from the EOC Manager.

Support Agencies:

- Provide information and resources as requested by the ESF-6 Coordinator, to include resource status and capability reports.
- Provide qualified and capable services, staff, equipment, and supplies that complement the entire emergency response effort.



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Administration and Support

The ESF-6 / Mass Care, Housing and Human Services Emergency Support Function Plan plus accompanying Appendices, Annexes and Standard Operating Guidelines are maintained by Kenton County HSEM. They are reviewed and updated by the ESF-6 planning committee and Kenton County HSEM 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 Kenton County Emergency Operations Plan (EOP).

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 all applicable laws and procedures.

Kenton County HSEM will maintain up-to-date information of mass care, housing and human services in Kenton County, including:

- Names of responsible officials (reviewed / updated quarterly).
- ESF-6 / Mass Care, Housing and Human Services staffing directory (reviewed / updated quarterly).
- ESF-6 / Mass Care, Housing and Human Services notification lists (reviewed / updated quarterly).
- Major mass care, housing and human services facilities and equipment identified in Resource Typing and readiness status (reviewed / updated annually).

Each mass care, housing and human services organization which enters into a mutual aid agreement will furnish a copy of the agreement to Kenton County HSEM.

Mass care, housing and human services organizations are responsible for training and continuing education of their own personnel.

Expenditures and Recordkeeping

Each ESF-6 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 an emergency, imminent disaster, or recovery from a catastrophic incident, is to be from funds associated with each local agency.

ESF-6 is responsible for managing financial matters specific to ESF-6 / Mass Care, Housing and Human Services activity and related to resources procured / used during an event, and forwarding that information to the Finance / Administration Section. However,



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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. Requests for funding or re-imburements that were not directly designated by ESF-6 may be denied.

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-6 / Mass Care, Housing and Human Services 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-6 agencies, identifying the successes and identifying areas that can be strengthened and enhanced for efficiency in a continuous quality improvement process.

Shelter Locations

Location	ADDRESS
Independence Senior Center	2001 Jack Wood’s Pkwy, Independence, KY 41051
Edgewood Senior Center	550 Freedom Park Dr, Edgewood, KY 41017
Boys and Girls Club Covington	30 W 26th St, Covington, KY 41014
Northern Kentucky Convention Center	1 W Rivercenter Blvd, Covington, KY 41011



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Statement of Concurrence ESF-6 / MASS CARE, HOUSING, AND HUMAN SERVICES

The signature(s) appearing below indicates the individual(s) have the authority to commit resources of the agency represented and agrees to the functions and tasks prescribed for this Emergency Support Function.

ESF-6 PRIMARY AGENCY: Kenton County Homeland Security Emergency Management

_____	_____	_____
(Signature)	(Printed Name)	(Date)
Kenton County HSEM Director		

ESF-6 SECONDARY AGENCIES: Northern Kentucky Independent District Health Department; Saint Elizabeth Healthcare; Kenton County Schools – Transportation; American Red Cross; Salvation Army

_____	_____	_____
(Signature)	(Printed Name)	(Date)
Northern Kentucky Independent District Health Department Director		

_____	_____	_____
(Signature)	(Printed Name)	(Date)
Saint Elizabeth Healthcare Director		

_____	_____	_____
(Signature)	(Printed Name)	(Date)
Kenton County Schools – Transportation Director		

_____	_____	_____
(Signature)	(Printed Name)	(Date)
American Red Cross Director		

_____	_____	_____
(Signature)	(Printed Name)	(Date)
Salvation Army Director		



Kenton County, Kentucky

Emergency Support Function

7-Resource Support

Kenton County Homeland Security

Emergency Management

Authority

Kenton County Fiscal Court

Judge Executive Kris Knochelmann

Kenton County Homeland Security
Emergency Management

Director Steve Hensley

(Version: ESF7 059-01-2024)



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 7 – RESOURCE SUPPORT

***KENTON COUNTY, KENTUCKY EMERGENCY OPERATIONS PLAN
(Version 059-01-2024)***

EMERGENCY SUPPORT FUNCTION 7 – RESOURCE SUPPORT

Mission: *To coordinate and organize resource support in preparing for, responding to and recovering from emergency / disaster incidents which impact the citizens of Kenton County.*

ESF-7 COORDINATORS:

ESF-7	Resource Support		
Co-Primary	Kenton County Fiscal Court Clerk	Sue	Kaiser
Primary	Kenton County Public Works Supervisor	Rick	Buster
Alternate 1	KC Fiscal Court Human Resources Assistant	Kelly	Baker

Primary Agencies:

- Kenton County Fiscal Court, Judge Executive and Commissioners
- Mayor and Commission / Council Members For All Cities In Kenton County
- Kenton County Homeland Security Emergency Management

Local Support / Resource Agencies:

- Kenton County Coroner’s Office
- Fire & EMS Agencies In Kenton County
- Kenton County Police Department
- Kenton County Sheriff’s Office
- Law Enforcement Agencies For All Cities In Kenton County
- Kenton County Public Works
- Public Works Agencies For All Cities In Kenton County
- Kenton County Emergency Communications Center

Regional Support / Resource Agencies:

- Fire / EMS, Rescue, Law Enforcement and Public Works agencies from neighboring counties
- Northern Kentucky Regional Technical Rescue Team (TRT)
- Boone County Water Rescue
- Region 6 Kenton County Task Force WMD / HAZMAT Regional Response Team



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 7 – RESOURCE SUPPORT

- Northern Kentucky Water District
- Duke Energy
- Owen Electric
- Sanitation District #1 Of Northern Kentucky
- Altafiber
- Northern Kentucky Health Department
- American Red Cross
- Salvation Army

State Support / Resource Agencies:

- Kentucky Division of Emergency Management
- Kentucky Department Of Transportation
- Kentucky Division Of Forestry
- Kentucky Department For Environmental Protection

Federal Support / Resource Agencies:

- National Weather Service Office – Wilmington, Ohio
- US Coast Guard
- US Forest Service

(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.)



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 7 – RESOURCE SUPPORT

Purpose

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 and it's cities to address and support response and recovery needs in the event of either a natural or man-made disaster or emergency situation.

The ESF-7 / Resource Support plan:

- Describes the organization and staffing for the provision of resource support services to Kenton County and it's cities before, during and after an incident / event.
- Identifies the responsibilities of organizations charged with resource support services in the case of a disaster or emergency situation.
- Provides direction for personnel involved in preparedness, response, recovery and mitigation in support of the primary emergency management objective of resource support for emergency and disaster situations.

Scope

The scope of ESF-7 / Resource Support includes:

- Provision of resource support services during an emergency incident or event in a coordinated and prioritized manner for all responding agencies and affected jurisdictions in Kenton County.
- Assessment of the damage / disruption to response and recovery resources, and analysis of resource needs to restore them to pre-emergency conditions.
- Coordination of information between local, state, and federal officials and suppliers about available recovery assistance.
- Provision of technical assistance concerning resource needs before, during and after an incident or event.

This Emergency Support Function applies to all agencies with assigned emergency response and recovery responsibilities as described in the Kenton County EOP.

NOTE: To the extent possible, information contained in other sections of the EOP will not be repeated in this ESF plan. Many of the agencies involved in ESF-7 / Resource Support activities have existing emergency plans and procedures which this plan is designed to complement and support.



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 7 – RESOURCE SUPPORT

Situations and Assumptions

Situations and assumptions involved in ESF-7 / Resource Support planning include:

- Local Government agencies are responsible for identifying, procuring, distributing, sustaining, coordinating, and tracking resources, to include capabilities and skills necessary to cope with hazards posing a threat to Kenton County and / or its cities.
- 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 ability of Local Governments to respond to an incident may be severely impacted (i.e. loss of transportation, loss of communications, loss of resources, etc.), but Local Governments will make every reasonable effort to respond based on the situation, information, and resources available at the time of the incident. Needed resources may be available, but due to damaged facilities or damaged / disrupted transportation and highway infrastructure, may not be accessible.
- Any disaster may necessitate mobilization of resources for the preservation and protection of life and property from many kinds of threats.
- There may be response delays in normal services (police, fire, EMS, public works, transportation, utilities, etc.) due to damaged facilities / equipment and shortages of personnel.
- A large scale incident may result in the loss or rapid exhaustion of local resources, requiring assistance from surrounding local, State or Federal governments.
- Events that do not require state assistance but require resources above and beyond standard agency to agency mutual aid agreements will be supported in accordance with the guidance 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 and its cities may determine that it is necessary to control the production, distribution, allocation, conservation and use of the basic resources (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 of the Commonwealth of Kentucky 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 / 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.
- Resource support includes personnel, facilities, equipment and supplies.



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 7 – RESOURCE SUPPORT

Direction and Control

Kenton County HSEM functions as the official organization for disaster 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.

All management decisions regarding local resource allocations are made at the EOC by the ESF-7 Coordinator. Kenton County Homeland Security Emergency Management is the lead agency and will manage the activities of ESF-7 / Resource Support.

In accordance with a mission assignment from ESF-7 and further mission tasking by a local primary agency, each support organization that is not being managed by another ESF will retain administrative control over its own resources and personnel but will be under the operational control of ESF-7.

The ESF-7 / Resource Support system operates at two levels – the Emergency Operations Center and field operations. The ESF-7 Coordinator shall establish communications with appropriate field personnel to ensure readiness and a timely response.

The ESF-7 Coordinator will:

- Coordinate with other ESF's and the EOC staff to collect, analyze and disseminate information on the nature and scope of current and predicted impacts of an incident or event on local resources and capabilities.
- Gather, evaluate and analyze information regarding resource requests so they can be prioritized for fulfillment.
- Provide resource / logistics support to affected areas and operational support needed to establish a response capability, and incorporate them into Incident Action Plans.
- Initiate requests for resource support needs, and work with Kenton County HSEM to request state and federal support as needed.
- Develop and update assessments of current and anticipated future resource requirements. Use this intelligence to support Logistics, Operations and other ESF's in their impact assessment and response missions.
- Identify and organize the resources (human, technical, equipment, facility, materials and / or supplies) available to Kenton County and it's cities to provide response and recovery services and support before, during and after an incident / event.
- Provide personnel and resources to support prevention, preparedness, protection, response, recovery and mitigation in support of the primary emergency management objective of resource support in emergency and disaster situations.



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 7 – RESOURCE SUPPORT

Concept of Operations

General Information

The ESF-7 / Resource Support Primary Agencies work with the EOC Management Team to ensure necessary resource support tasks are accomplished. The Resource and Support Agencies provide resources and personnel to assist in accomplishing ESF-7 activities as required by the size and demands of the event. The ESF-7 Coordinator will work in conjunction with other ESF Coordinator's to provide resource support for emergency operations, and to prevent duplication of efforts.

The provision of resource support services is divided into two distinct areas, Government and Industry.

The ESF-7 Coordinator has the responsibility for directing, controlling and coordinating all resource support services, and establishing procedures for meeting the incident needs. The ESF-7 Coordinator determines resource allocations by establishing priorities and then making requests to fulfill those needs based on the priorities and available resources.

All requests for resource support will be routed to the ESF-7 / Resource Support desk to determine appropriate action.

The priorities for allocation of resources by ESF-7 are:

1. Lifesaving – Missions that are essential to survival, health and safety of the human population.
2. Essential Industry / Commerce / Transportation – Organizations that are required or needed to maintain operations and economic stability.
3. Others as determined based on incident specific plans.

Procedures, protocols and plans for resource support services during disaster response activities provide guidelines for operations at the EOC and in the field. Periodic training and exercises are conducted to enhance the effectiveness of planning and operations.

ESF-7 will utilize five fundamental, interrelated functions as illustrated in Figure 7-1: *ESF-7 / Resource Support Concept of Operations*:

1. ASSESS IMPACTS – Use technology and human intelligence to collect, analyze and disseminate information on direct and indirect disaster impacts.
2. ASSESS CAPABILITIES – Assess the capabilities of local agencies, the business community and other volunteer agencies to effectively provide needed services during the disaster.
3. PRIORITIZE NEEDS – Using the assessments above, prioritize the immediate needs of impacted communities, neighborhoods and areas of the County.



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 7 – RESOURCE SUPPORT

- 4. PREPARE AND IMPLEMENT AN IAP – Incorporate results of the analyses and prioritization into Incident Action Plans that establish Operational Objectives and identify resource requirements to accomplish those objectives.
- 5. PREPARE AND IMPLEMENT AN INCIDENT ACTION MATRIX – Create and utilize an Incident Action Matrix to establish priorities, assign tasks to agencies and track progress in meeting objectives.

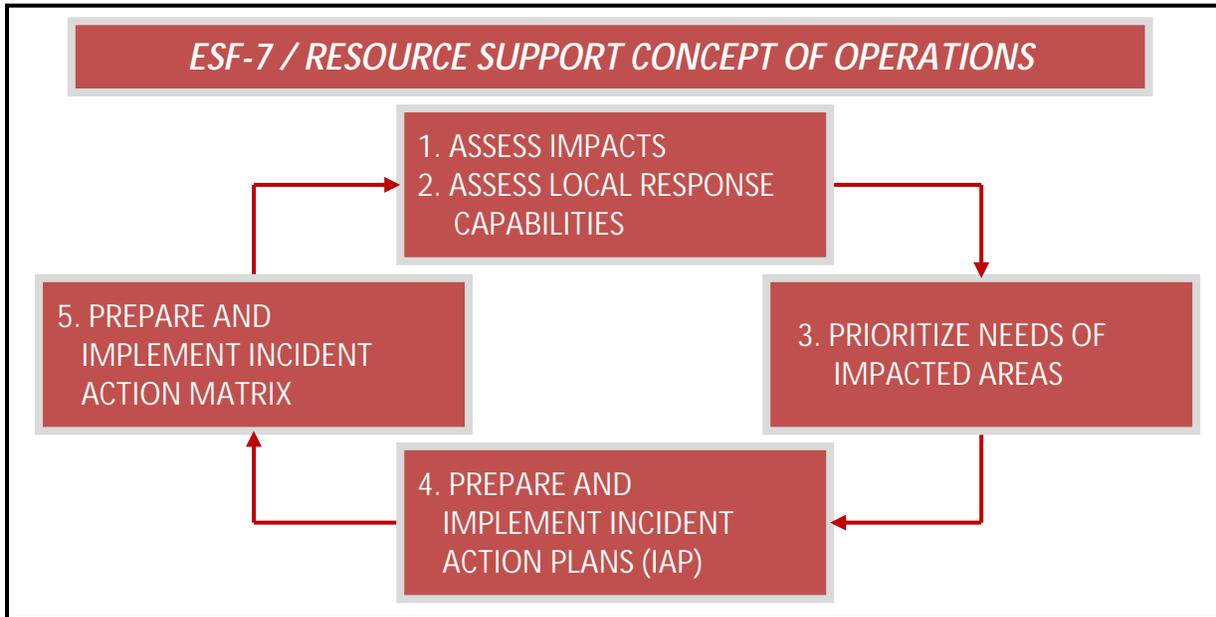


Figure 7-1: ESF-7 / Resource Support Concept of Operations

Notifications

Kenton County Emergency Communications Center (KCECC) is the county’s 24 hour Warning Point. When all or part of the County has been threatened or impacted by an emergency or disaster event, KCECC will notify the Kenton County HSEM Director who will notify the State Emergency Operations Center Duty Officer, who in turn notifies applicable state agencies including the Regional Response Manager of KYEM Region 6.

ESF-7 / Resource Support will be activated or placed on standby by Kenton County HSEM. 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.

Organization

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 (ICS) to manage its emergency / disaster responsibilities. The ICS



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 7 – RESOURCE SUPPORT

system supports incident assessment, planning, procurement, deployment and coordination of resource support operations for Kenton County and its cities.

The Kenton County Emergency Operations Plan plus accompanying Appendices, Incident Specific Plans, Support Plans 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. Resource support planning is continuous, beginning well before impact of approaching natural disasters and immediately upon the occurrence of those that are not forecasted.

In the ICS structure, ESF-7 / Resource Support is located in the Logistics Section as shown in Figure 7-2.

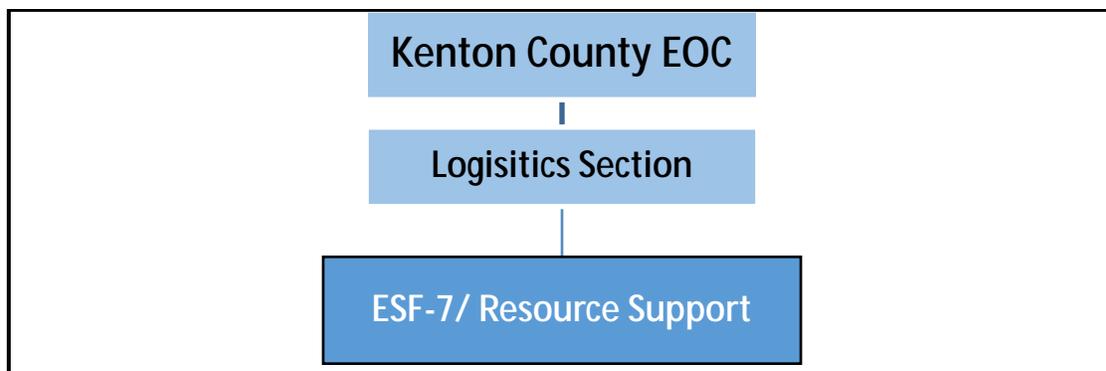


Figure 7-2: Incident Command System Structure For ESF-7 / Resource Support

ESF-7 will coordinate with support agency counterparts to seek, procure, plan, coordinate and direct the use of any required resources or assets. If the Coordinator is unable to meet the requests for services using local or regional resources, then he / she will work with Kenton County HSEM to request assistance from the State EOC.

Technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with knowledge and / or skills relevant to the situation. The individual will advise and / or direct operations within the context of the EOC structure.

The Kenton County EOC 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.

Initial Response And Escalation

The initial response needs for an emergency / disaster situation are met by the use of the resources available at the local level. Requests for assistance will be resolved at the lowest level direction and control facility with appropriate resources and capabilities.



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 7 – RESOURCE SUPPORT

When the need for resources exceeds the capability of what is available within Kenton County, established mutual aid agreements with surrounding counties to provide resources are utilized.

When needed resources cannot be located through mutual aid agreements, the Kenton County EOC 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.

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 ESF-7 and, to the extent they are capable, provide coordinators, assessors and operational personnel in support of the EOC or field activities.

Upon activation of EOC's in more than one county, the lead agency for resource support at the state level may support the coordination of the event response with regional resources or request additional resources through the State EOC.

During an emergency or disaster event, ESF-7 primary and support agencies at the State EOC report to and function under the overall direction of the Kentucky Division of Emergency Management Director. During the response phase, the State ESF-7 evaluates and analyzes information resource support requests on a regional or statewide level. 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.

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 if necessary, to other states or the federal government for assistance support as shown in Figure 7-3: *Progressive Requests for Emergency / Disaster Resources*.



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 7 – RESOURCE SUPPORT

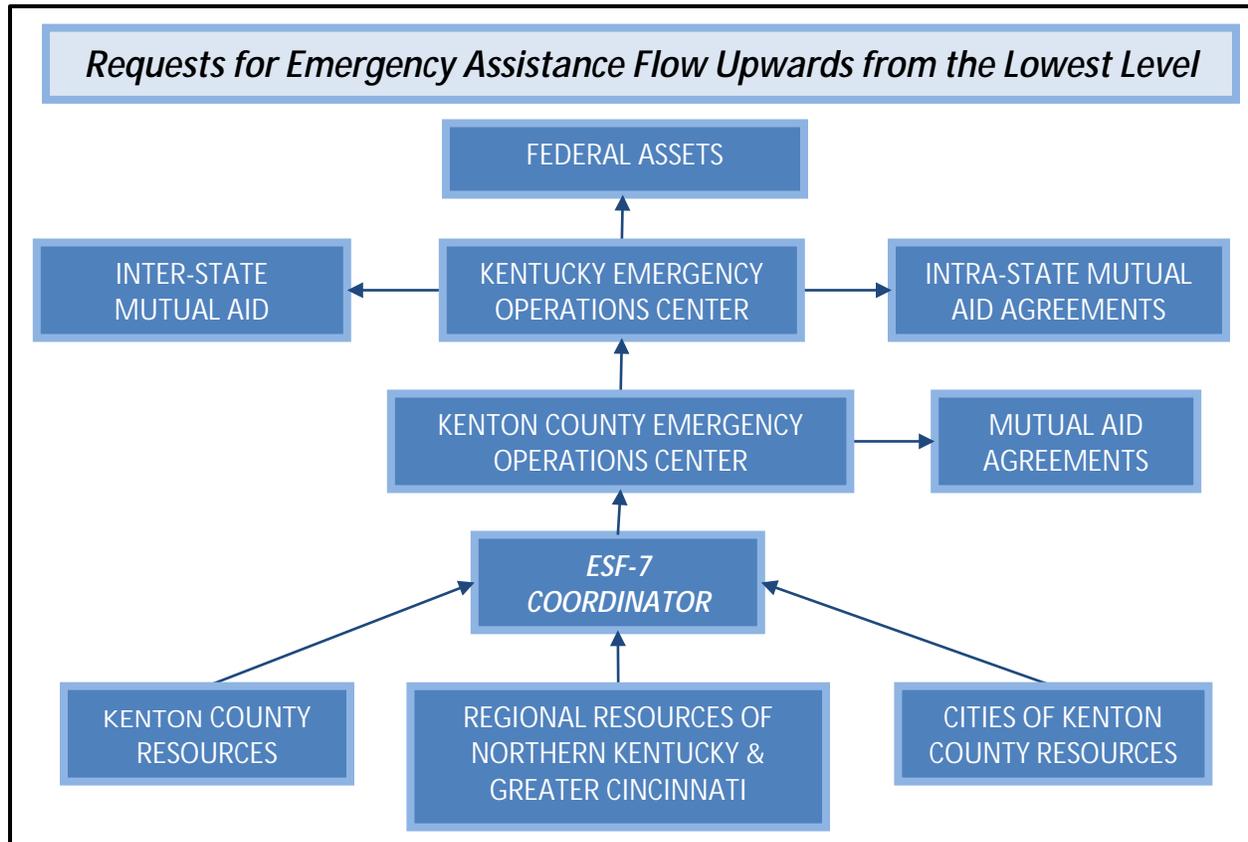


Figure 7-3: Progressive Requests for Emergency / Disaster Resources



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 7 – RESOURCE SUPPORT

Phases Of Management

Actions initiated by ESF-7 / Resource Support are grouped into the typical phases of emergency management: Preparedness, Response, Recovery and Mitigation. Each phase requires specific skills and knowledge to accomplish, and also requires significant cooperation and collaboration 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 coordinates and may assume or delegate direct operational control of resources.

Preparedness Actions

- Plan with ESF-7 support agencies and other emergency support functions to refine resource support operations, including:
 - Assess the vulnerability of resources and associated support services to the effects of severe weather, flooding and other natural, technological and man-made hazards
 - Assess worst-case scenario damage to resources and associated support services with emphasis on scenarios that will cause the loss of system functionality
 - Identify mission essential functions
 - Identify alternative systems and services that can serve as backup for resource support services if a major event disrupts or disables the ability of primary agencies to perform mission essential functions
- Prepare and maintain the following items which are necessary for implementation of ESF-7 operations and procedures:
 - Emergency operating procedures, including procedures for pre-staging resources and assets for rapid deployment
 - Resource inventories, personnel rosters, and mobilization information
 - Information on critical services and facilities
 - Administrative and financial procedures to properly document activities of ESF-7 during activations
 - Contracts and Mutual Aid Agreements that are needed to meet resource support needs during disasters
- Develop and refine procedures for rapid impact assessment per field surveys
- Develop and present training courses for EOC and ESF-7 / Resource Support response team members in accordance with the National Incident Management System (NIMS) to ensure personnel are trained in their responsibilities and duties
- Assign, train and schedule sufficient personnel to conduct ESF-7 tasks for an extended period of time
- Maintain liaison with support agencies



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 7 – RESOURCE SUPPORT

- Conduct All Hazards exercises involving ESF-7, coordinating with ESF-5 / Emergency Management to incorporate disaster intelligence into ESF-7 training

Response Actions

- Respond to the Kenton County EOC and / or other locations as required when requested by Kenton County HSEM and coordinate operations at the ESF-7 position
- Monitor and direct resources and response activities to include pre-positioning for response / relocation due to potential impact(s) of a forecasted emergency situation
- Assess damages and disruptions of local government response capabilities to identify usability and reliability levels
- Establish and maintain resource support systems to support on-scene direction / control and coordination in conjunction with the Kenton County EOC, State EOC, or other coordination entities as appropriate
- Coordinate with support agencies to develop, prioritize and implement strategies for the initial response to ESF-7 requests
- Provide updates on the damage to resource support services, resource shortfalls, and potential impacts on accomplishing the ESF-7 mission
- Participate in development of Incident Action Plans and Situation Reports concerning resource support services and needs
- Participate in EOC briefings and attend other necessary meetings to report on resource support items
- Obtain additional resources as needed through the Statewide Emergency Management Mutual Aid and Assistance Agreements
- Coordinate with ESF-7's (or like functions) in other jurisdictions to obtain resources and facilitate an effective emergency response among all participating agencies

Recovery Actions

- Implement Disaster Assessment Teams to determine post-event effect on local government services and resources, and the ability to perform continuity of operations for essential functions
- Provide resource coordination and support during recovery operations through the EOC
- Coordinate assistance to local governments and response agencies in the restoration of resource support capabilities and services
- Maintain documentation of all reported damage to resource support systems



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 7 – RESOURCE SUPPORT

- Continue to provide resource support as required until response and recovery activities are concluded or until they can be managed and staffed by the primary incident agency or jurisdictions
- Initiate financial reimbursement processes for recovery activities when such support is available

Mitigation Actions

- Conduct internal After Action Reviews, document lessons learned and recommend improvements to the Emergency Operations Plans, procedures and guidelines
- Identify potential hazards and their impacts that are new or have potentially changed in scope, and include them in Hazard Mitigation Plans
- Provide personnel with the appropriate expertise to participate in activities designed to reduce or minimize the impact of future disasters



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 7 – RESOURCE SUPPORT

Responsibilities

All Agencies Associated With ESF-7:

- Develop applicable standard operating procedures, guidelines and / or checklists which clearly define their role in ESF-7, 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.
- Participate in honest appraisals of the ESF-7 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 ESF-7 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 ESF-7 activities as needed.
- Provide on-going status reports as requested by the ESF-7 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 Kenton County HSEM.
- Perform other emergency responsibilities as assigned.

Primary Agencies:

- Provide leadership in directing, coordinating and integrating overall Kenton County efforts to provide resource support and assistance to affected areas and populations as part of ESF-7. This includes coordinating and directing support agencies' personnel, supplies and equipment, in addition to providing direct resources.
- Evaluate the impact and extent of the emergency, make strategic decisions, identify resource needs and secure resources required for field operations.
- Monitor response and recovery efforts to anticipate resource support needs.
- Coordinate all mutual aid, State and Federal resources into the affected areas utilizing designated Staging Areas.
- Manage planned and / or emergency incidents in accordance with each agency's Standard Operating Guidelines and under the direction of ESF-7 representatives.



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 7 – RESOURCE SUPPORT

- Make requests for resource support assistance to the State ESF-7 as needed (State will activate resources through the State Emergency Response Plan).
- Continually assess priorities and strategies throughout the emergency so that the most critical resource needs are addressed the quickest.
- Maintain a current inventory of resources and assets from participating agencies, including their location and condition.
- Demobilize resources and deactivate the ESF-7 function upon direction from the EOC Manager.

Support Agencies:

- Provide information and resources as requested by the ESF-7 Coordinator, to include resource status and capability reports.
- Provide qualified and capable services, staff, equipment, and supplies that complement the entire emergency response effort.



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 7 – RESOURCE SUPPORT

Administration and Support

The ESF-7 / Resource Support Emergency Support Function plan, plus accompanying Appendices, Annexes and Standard Operating Guidelines, are maintained by Kenton County HSEM. They are reviewed and updated by the ESF-7 planning committee and Kenton County HSEM 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 Kenton County Emergency Operations Plan (EOP).

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 all applicable laws and procedures.

Kenton County HSEM will maintain up-to-date information of resource support and associated 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 facilities and equipment identified in Resource Typing and readiness status (reviewed / updated annually).

Each resource support organization which enters into a mutual aid agreement will furnish a copy of the agreement to Kenton County HSEM.

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

Expenditures and Recordkeeping

Each ESF-7 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 an emergency, imminent disaster, or recovery from a catastrophic incident, is to be from funds associated with each local agency.

ESF-7 is responsible for managing financial matters specific to ESF-7 / Resource Support 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-



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 7 – RESOURCE SUPPORT

event as to application procedures for reimbursement. Requests for funding or reimbursements that were not directly designated by ESF-7 may be denied.

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-7 / Resource Support 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-7 agencies, identifying the successes and identifying areas that can be strengthened and enhanced for efficiency in a continuous quality improvement process.



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 7 – RESOURCE SUPPORT

Statement of Concurrence ESF-7 / RESOURCE SUPPORT

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

ESF 7 PRIMARY AGENCIES: Kenton County Homeland Security Emergency Management, Kenton County Fiscal Court Administration

(Signature) (Printed Name) (Date)
Kenton County Homeland Security Emergency Management Director

(Signature) (Printed Name) (Date)
Kenton County Fiscal Court Administrator



LEADING FROM THE FRONTIER TO THE FUTURE

**KENTON
COUNTY**
HOMELAND SECURITY
EMERGENCY MANAGEMENT

Kenton County, Kentucky

Emergency Support Function 8- Public Health/Medical Services



Kenton County Homeland Security Emergency Management

Authority

Kenton County Fiscal Court

Judge Executive Kris Knochermann

Kenton County Homeland Security
Emergency Management

Director Steve Hensley

(Version: ESF8 059-01-2024)



KENTON COUNTY EMERGENCY OPERATIONS PLAN
EMERGENCY SUPPORT FUNCTION 8 – PUBLIC
HEALTH AND MEDICAL SERVICES

*KENTON COUNTY, KENTUCKY EMERGENCY OPERATIONS PLAN
 (Version 059-01-2024)*

**EMERGENCY SUPPORT FUNCTION 8 – PUBLIC
 HEALTH AND MEDICAL SERVICES**

***Mission:** To coordinate and organize public health and medical services resources in preparing for, responding to and recovering from emergency / disaster incidents which impact the citizens of Kenton County. This includes provision of emergency care and treatment for casualties resulting from an incident, continuation of routine emergency and medical care for the general population, provision of emergency public health services that will prevent and / or mitigate the spread of infectious diseases, and provision of mental health services for both victims and emergency responders.*

ESF-8 COORDINATORS:

ESF-8	Emergency Support Function 8 Coordinator		
Co-Primary	Independence FD Fire Chief	Scott	Breeze
Co-Primary	Disaster Preparedness Coordinator	Jessica	McElroy
Alternate 1	Independence FD Assistant Fire Chief	Phil	Dietz
Alternate 2			

ESF-8	Pre-Hospital Emergency Medical		
Primary	Covington FD Assistant Fire Chief	Gary	Rucker
Alternate 1	County Medical Director Doctor	Hien	Le
Alternate 2	Ft. Mitchell FD Chief	Dave	Slusser

ESF-8	Public Health		
Primary	NKHD Director – Environ. Health & Safety	Steve	Divine
Alternate 1	Hospital Preparedness Coordinator	Jessica	McElroy
Alternate 2	NKHD Disaster Preparedness Coordinator	Stella	Barber

ESF-8	Hospitals		
Primary	SEMC Asst. Director - Safety & Security	David	McHugh
Alternate 1	SEMC Manager - Safety & Security	Dana	Malone
Alternate 2	SEMC Assistant Vice President	Missy	Miles



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 8 – PUBLIC HEALTH AND MEDICAL SERVICES

ESF-8	Coroner		
Primary	Kenton County Coroner	Amber	Constantino
Alternate 1	Kenton County Chief Deputy Coroner	James	Reed
Alternate 2	Kenton County Deputy Coroner	Joe	Rieskamp

Yellow highlight indicates overall ESF 8 Coordinator

Primary Agency:

- Northern Kentucky Independent District Board of Health

Secondary Agencies:

- St. Elizabeth Medical Center – Covington & Edgewood Locations
- Fire & EMS Agencies In Kenton County

Local Support / Resource Agencies:

- Kenton County Coroner’s Office
- Kenton County Homeland Security Emergency Management
- Kenton County Police Department
- Kenton County Sheriff’s Office
- Law Enforcement Agencies For All Cities In Kenton County
- Kenton County Detention Center
- Kenton County Public Works
- Public Works Agencies For All Cities In Kenton County
- Kenton County Emergency Communications Center
- Kenton County Fire Chiefs Association

Regional Support / Resource Agencies:

- Fire / EMS, Rescue and Law Enforcement Agencies from neighboring counties
- Hospitals and Medical Facilities throughout Kenton County and neighboring areas
- Northern Kentucky Regional Technical Rescue Team (TRT)
- Boone County Water Rescue
- Region 6 Kenton County Task Force WMD / HAZMAT Regional Response Team
- Northern Kentucky Water District
- Duke Energy
- Owen Electric
- Sanitation District #1 Of Northern Kentucky



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- American Red Cross
- Salvation Army

State Support / Resource Agencies:

- Kentucky Department Of Public Health
- Kentucky Division of Emergency Management
- Kentucky Board Of Emergency Medical Services
- Kentucky State Medical Examiner's Office
- Kentucky Department Of Transportation
- Kentucky Department Of Agriculture
- Kentucky Department For Environmental Protection
- Kentucky Community Crisis Response Board (KCCRB)
- Kentucky National Guard
- Kentucky Department for Community Based Services

Federal Support / Resource Agencies:

- US Dept. Of Health & Human Services (Centers For Disease Control, National Institute of Health)

(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.)



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EMERGENCY SUPPORT FUNCTION 8 – PUBLIC HEALTH AND MEDICAL SERVICES

Purpose

The Public Health And Medical Services Emergency Support Function (ESF-8) identifies and organizes the resources (human, technical, equipment, facility, materials and / or supplies) available to Kenton County and it's cities to address and support public health and medical services needs in the event of either a natural or man-made disaster or emergency situation.

The ESF-8 / Public Health And Medical Services plan:

- Describes the organization and staffing for the provision of public health and medical services support to Kenton County and it's cities before, during and after an incident / event.
- Identifies the responsibilities of organizations charged with providing public health and medical services and support in the case of a disaster or emergency situation.
- Provides direction for personnel involved in preparedness, response, recovery and mitigation in support of the primary emergency management objectives of public health and medical services for emergency and disaster situations.

Scope

The scope of this ESF includes:

- Provision of public health and medical services during an emergency incident or event in a coordinated and prioritized manner for all responding agencies and affected jurisdictions in Kenton County. These services include, but are not limited to, the following:
 - Emergency care and treatment of casualties resulting from any type of incident
 - Emergency public health services
 - Preventative and remedial measures to offset biological, chemical and radiological incidents or warfare
 - Mortuary services and disposal of the dead
 - Maintenance of sanitation services
 - Mental health services
 - Prevention and mitigation of the spread of infectious disease
 - Special Needs Shelters
- Assessment of damage to public health and medical services systems, and determining the resources necessary to restore them to pre-emergency conditions.
- Coordination of information between local, state, and federal officials and suppliers about available public health and medical services recovery assistance.



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- Provision of technical assistance concerning public health and medical services systems before, during and after an incident or event.

This Emergency Support Function applies to all agencies with assigned public health and medical services emergency responsibilities as described in the Kenton County EOP.

The following ESF-8 agencies are responsible for the following functional areas:

Public Health (Northern Kentucky Health Department)

- assessment of health / medical needs
- preparation and maintenance of health and medical personnel rosters
- activation and deployment of health / medical response teams
- establishment of liaison with Kentucky Department of Public Health
- preparation and maintenance of a list of facilities that could serve as temporary health facilities and the patient capacity of each
- disease control / epidemiology and inoculation of the population during a disaster
- coordination for obtaining, assembling and delivering health / medical care personnel, equipment and supplies
- provision of medical services for workers remaining in evacuated areas
- food / drug safety
- radiological / chemical / biological hazards
- implementation and enforcement of Altered Standards of Care
- public health information release(s)
- provisions for staffing and medical services during a disaster
- vector control / monitoring
- assistance to hospital community in implementation of discharge of patients
- organization and operation of the Special Needs Shelter, with rules for its operation made available to each attendee and Kenton County EMA
- provision of shelter supplies transported to the designated shelter
- inspection of each shelter before its opening by its environmental health specialist and shelter nurse
- organization and coordination of mass prophylaxis

EMS (Kenton County Fire Chief's Association)

- patient evacuation assistance
- emergency medical care personnel, equipment and supplies



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- implementation and enforcement of Altered Standards of Care
- emergency responder health and safety
- establishment of plans for requesting additional support during a disaster or emergency
- assistance in staffing and coordinating first aid stations

Hospitals And Other Medical Facilities (Saint Elizabeth Medical Center)

- coordination and notification, information update and evacuation assistance to medical facilities within the county both pre and post-impact
- coordination of in-hospital care
- laboratory services
- mass medical care operations
- updated census information and bed availability
- coordination with the Citizen Support Branch in the Kenton County EOC of inventory and facility needs
- implementation and enforcement of Altered Standards of Care

Coroner's Office (Kenton County Coroner)

- provision of victim identification and mortuary services during the disaster period
- inventorying and planning for the personnel, supply and equipment requirements for the disaster period and the means of fulfilling those requirements
- organization / utilization of mortuary personnel from other counties
- plan for the selection and operation of emergency morgues during a disaster

NOTE: To the extent possible, information contained in other sections of the EOP will not be repeated in this ESF plan. Many of the agencies involved in ESF-8 / Public Health And Medical Services activities have existing emergency plans and procedures which this plan is designed to complement and support.



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 8 – PUBLIC HEALTH AND MEDICAL SERVICES

Situations and Assumptions

Situations and assumptions involved in ESF-8 / Public Health And Medical Services planning include:

- A large-scale incident or event will likely create a significant increase in demand for public health, behavioral health, medical, and mortuary services in Kenton County and its cities.
- Depending on the nature of the incident or event, complications may include medical and mental health problems, traumatic injuries, communicable diseases, food poisoning, and contaminated water ailments.
- Provision of Emergency Medical Services are challenges faced daily by local EMS agencies and hospitals.

These activities become even more intense during emergency / multi-hazard situations of many kinds. Natural or man-made disasters, terrorist events and communicable disease outbreaks are the most likely to generate increased needs.

Such occurrences may require specialized training and equipment for emergency medical care, hazardous materials response, and rescue activities, extended mass care / triage operations and extensive decontamination operations.

- Residents or patients at health care facilities may need to be evacuated due to damage or the threat of damage from an incident or event.
- A disaster incident can give rise to secondary sources of infection and disease if proper precautionary steps are not taken in time.
- The potential for health and medical crises during a potential major incident may result in the same level of mobilization as an actual crisis.
- The number of beds in the Commonwealth for burned or radiological-contaminated casualties is not sufficient under normal conditions, and therefore will not suffice if there is a major disaster.
- The number of casualties and fatalities resulting from a major epidemic or incident might overwhelm medical and mortuary services. The facilities for caring for the dead and injured might also sustain physical damage, and emergency responders, medical and mortuary personnel might be among the casualties.
- Many injuries, ranging from minor to relatively severe, will be self-treated by the public.
- Disruption of the County's communication systems will severely impede the timely delivery of emergency medical response services.
- A well-planned health support network is essential during emergency situations.



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- Difficulties in identifying the deceased might necessitate the services of forensic specialists.
- Casualties and fatalities contaminated by a Chemical / Biological / Radiological / Nuclear / Explosive (CBRNE) incident might pose a health hazard to those trying to render medical aid or mortuary service to the victims.
- A major disaster may require activation of the National Disaster Medical System (NDMS) if state resources are overwhelmed.
- An emergency situation involving large areas of Kenton County may adversely affect local resource response capabilities and damage the existing medical services infrastructure.
- Under certain circumstances, it may be necessary to relocate hospital facilities and patients, including the seriously ill.
- When local resources do not exist or are depleted, outside assistance may be made available through other local, state, and federal governments, but may not arrive on scene for many hours.



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EMERGENCY SUPPORT FUNCTION 8 – PUBLIC HEALTH AND MEDICAL SERVICES

Direction and Control

Kenton County HSEM functions as the official organization for disaster preparedness, mitigation, response and recovery within Kenton County and serves as the focal point for ESF-8 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-8 expectations.

Kenton County Emergency Communications Center (KCECC) is the primary Public Safety Answering Point (PSAP) providing emergency and non-emergency dispatch services for all Fire & EMS agencies, Law Enforcement agencies, Kenton County HSEM, and some other county government agencies. In a large-scale emergency situation, Kenton County may have to rely on other supporting resources for communications, such as secondary PSAP's, amateur radio operators and equipment, other municipal agencies, and even private sector resources.

All management decisions regarding County and / or regional public health and medical services resource allocations are made at the EOC by the ESF-8 Coordinator. The Northern Kentucky Health Department and Saint Elizabeth Medical Centers (Covington and Edgewood) are the lead agencies for ESF-8 and will manage the emergency activities of ESF-8 / Public Health And Medical Services. EMS agencies, Kenton County Coroner's Office and other support agencies will work directly within ESF-8 to coordinate, direct and control all facets of ESF-8 operations.

In accordance with a mission assignment from ESF-8 and further mission tasking by a local primary agency, each support organization assisting in an ESF-8 assignment will retain administrative control over its own resources and personnel but will be under the operational control of ESF-8.

The ESF-8 / Public Health And Medical Services system operates at two levels – the Emergency Operations Center and field operations. The ESF-8 Coordinator shall establish communications with appropriate field personnel to ensure readiness and a timely response.

The ESF-8 Coordinator will:

- Collect, analyze and disseminate information on the nature and scope of current and predicted impacts of an incident or major disaster related to public health and medical services.
- Evaluate, analyze and prioritize requests for assistance from ESF-8.
- Develop and update assessments of current and anticipated future public health and medical services needs and resource requirements.
- Incorporate analyses and assessments into Incident Action Plans that establish operational objectives and identify resources needed to accomplish them.



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- Establish priorities, assign tasks to agencies and track progress in meeting objectives.
- Use information and intelligence to support Logistics, Planning, Operations and other ESF's in their primary missions.
- Identify and organize the resources (human, technical, equipment, facility, materials and / or supplies) available to Kenton County and it's cities to provide public health and medical services and support before, during and after an incident / event.
- Provide personnel and resources to support prevention, preparedness, protection, response, recovery and mitigation in support of the primary emergency management objectives of public health and medical services in emergency and disaster situations.
- Coordinate with other ESF's to provide resources and avoid duplication of efforts for public health and medical services.
- Develop policy guidelines for sheltering people with special needs in Kenton County; including developing strategies to ensure adequate staffing for a special needs shelter and the registration of people with special needs.
- Coordinate damage assessments and inspections for public health and medical services facilities.
- Coordinate restoration or replenishment of critical public health and medical services and resources.

Public health and medical services requests not fulfilled by the ESF-8 Coordinator will remain the responsibility of the requesting agencies owner / operator / director.



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 8 – PUBLIC HEALTH AND MEDICAL SERVICES

Concept of Operations

General Information

The ESF-8 / Public Health And Medical Services Primary Agencies work with the EOC Management Team to ensure necessary public health and medical services tasks are accomplished. The Resource and Support Agencies provide resources and personnel to assist in accomplishing ESF-8 activities as required by the size and demands of the event. The ESF-8 Coordinator may need to work in conjunction with other ESF Coordinator's to provide resource support for emergency operations, and to prevent duplication of efforts.

The provision of public health and medical services is divided into two distinct areas, Government and Industry.

The ESF-8 Coordinator has the responsibility for directing, controlling and coordinating all public health and medical services, systems, facilities and resources, and establishing procedures for meeting the incident needs. The ESF-8 Coordinator determines public health and medical services requirements by establishing priorities and coordinating with adjoining counties in the joint use of public health and medical services resources.

All requests for public health and medical related services and resources will be routed to the ESF-8 / Public Health And Medical Services desk to determine appropriate action.

The priorities for allocation of resources by ESF-8 are:

1. Lifesaving – Missions that are essential to survival, health and safety of the human population.
2. Essential Industry / Commerce / Transportation – Organizations that are required or needed to maintain operations and economic stability.
3. Others as determined based on incident specific plans.

Procedures, protocols and plans for public health and medical services during disaster response activities provide guidelines for operations at the EOC and in the field. Periodic training and exercises are conducted to enhance the effectiveness of planning and operations.

ESF-8 will obtain non-specific information on casualties and patients, and provide that information to the following agencies:

- American Red Cross – for inclusion in the Disaster Welfare Information System
- ESF 15 / Public Information – for informational releases
- ESF 5 / Emergency Management – for development of Situation Report(s) for dissemination to the State EOC

ESF-8 will ensure patient confidentiality protection in accordance with the Health Insurance Portability and Accountability Act (HIPAA) by not releasing medical information on individual patients to the general public.



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ESF-8 will utilize five fundamental, interrelated functions as illustrated in Figure 8-1: *ESF-8 / Public Health And Medical Services Concept of Operations*:

1. ASSESS IMPACTS – Use technology and human intelligence to collect, analyze and disseminate information on direct and indirect disaster impacts.
2. ASSESS CAPABILITIES – Assess the capabilities of local agencies, the business community and other volunteer agencies to effectively provide public health and medical services during the disaster.
3. PRIORITIZE NEEDS – Using the assessments above, prioritize the immediate needs of impacted communities, neighborhoods and areas of the County.
4. PREPARE AND IMPLEMENT AN IAP – Incorporate results of the analyses and prioritization into Incident Action Plans that establish Operational Objectives and identify resource requirements to accomplish those objectives.
5. PREPARE AND IMPLEMENT AN INCIDENT ACTION MATRIX – Create and utilize an Incident Action Matrix to establish priorities, assign tasks to agencies and track progress in meeting objectives.

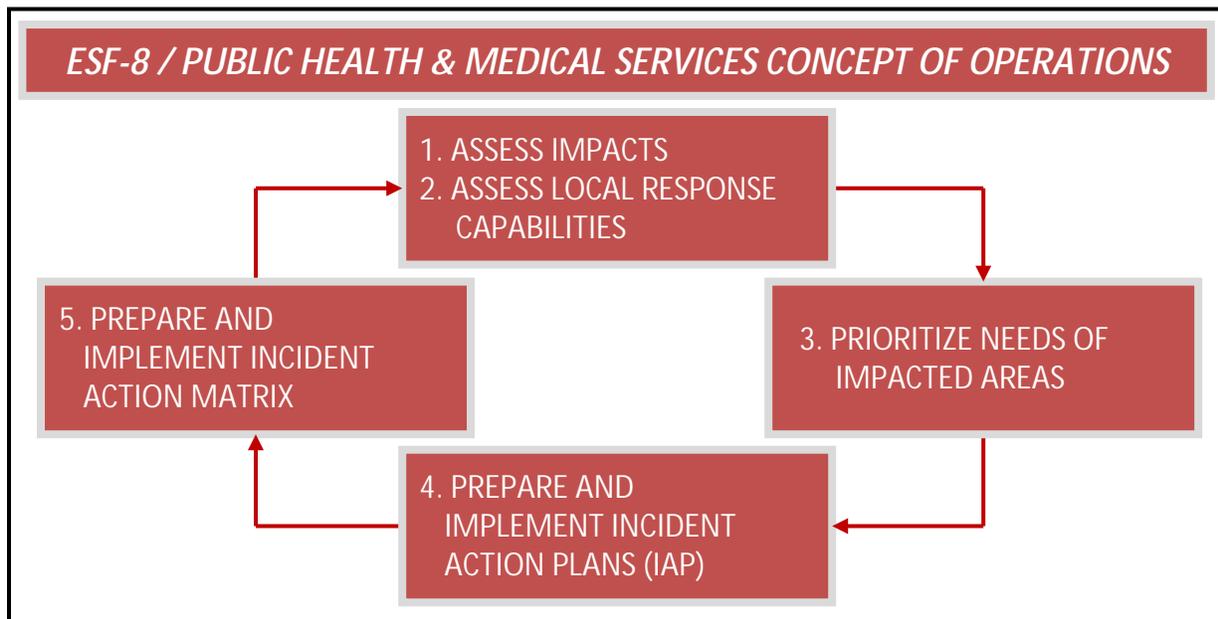


Figure 8-1: ESF-8 / Public Health & Medical Services Concept of Operations

Notifications

Kenton County Emergency Communications Center (KCECC) is the county's 24 hour Warning Point. When all or part of the County has been threatened or impacted by an emergency or disaster event, KCECC will notify the Kenton County HSEM Director who will notify the State Emergency Operations Center Duty Officer, who in turn notifies applicable state agencies including the Regional Response Manager of KYEM Region 6.



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ESF-8 / Public Health And Medical Services will be activated or placed on standby upon notification by Kenton County HSEM. Upon instructions to activate this Emergency Support Function, the ESF-8 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.

Organization

ESF-8 / Public Health And Medical Services is organized consistent with the requirements of the National Response Plan, the National Incident Management System and uses the Incident Command System (ICS) to manage its emergency / disaster responsibilities. The ICS system supports incident assessment, planning, procurement, deployment and coordination of public health and medical services operations for Kenton County and it's cities.

The Emergency Operations Plan and corresponding Appendices, Incident Specific Plans, Support Plans and Standard Operating Guidelines that describe ESF-8 / Public Health And Medical Services capabilities are based on National Planning Scenarios, Universal Task List and Target Capabilities and are the basis of these guidelines. Public health and medical services planning is continuous, beginning well before impact of approaching natural disasters and immediately upon the occurrence of those that are not forecasted.

In the ICS structure, ESF-8 / Public Health And Medical Services is located in the Citizen Support Branch of the Operations Section as shown in Figure 8-2.

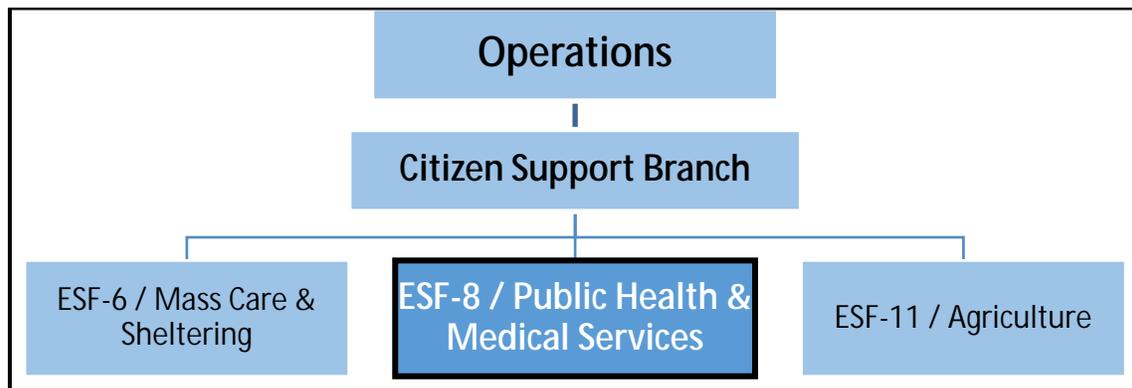


Figure 8-2: Incident Command System Structure For ESF-8 / Public Health And Medical Services

The ESF-8 Coordinator will work with support agency counterparts to seek, procure, plan, coordinate and direct the use of any required public health and medical services assets. If the Coordinator is unable to meet the requests for services, then he / she will work with Kenton County HSEM to request assistance from the State EOC.

Technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with knowledge and / or skills relevant to the situation. The individual will advise and / or direct operations within the context of the EOC structure.



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The Kenton County EOC 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.

Special Needs Population / Assisted Care Shelter

Special Needs Shelters are a refuge for people with specific needs that cannot be met in other shelters but should not be considered a mini-hospital or nursing home. Only persons with Special Needs will be admitted and will be accompanied by a caregiver. Clients will be referred to an alternate site if their needs are too complex for the Special Needs Shelter or do not meet the minimum requirements. ESF-8 responsibilities regarding Special Needs Shelters include:

- Assigning responsibilities and establishing procedures for government, volunteer agencies and individuals in preparing for and executing evacuation of the special needs population segment of Kenton County as required.
- Coordinating registration, notification, transportation and sheltering of special needs population.

Initial Response And Escalation

The initial response to an emergency / disaster situation is met by the use of the public health and medical services resources available at the local level. Requests for public health and medical services assistance will be resolved at the lowest level direction and control facility with appropriate resources and capabilities.

When the need for public health and medical services resources exceed the capability of what is available within Kenton County, established mutual aid agreements with surrounding counties to provide public health and medical services resources are utilized.

When needed public health and medical services resources cannot be located through mutual aid agreements, the Kenton County EOC 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.

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 public health and medical services coordination / support at the state level. That agency can designate a liaison to the Kenton County EOC to assist ESF-8 and, to the extent they are capable, provide coordinators, assessors and operational personnel in support of the EOC or field activities.

Upon activation of EOC’s in more than one county, the lead agency for public health and medical services coordination / support at the state level may support the coordination of



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the event response with regional resources or request additional resources through the State EOC.

During an emergency or disaster event, ESF-8 primary and support agencies at the State EOC report to and function under the overall direction of the Kentucky Division of Emergency Management Director. During the response phase, the State ESF-8 evaluates and analyzes information regarding public health and medical services requests on a regional or statewide level. 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.

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 if necessary, to other states or the federal government for assistance support as shown in Figure 8-3: *Progressive Requests for Emergency / Disaster Resources*.

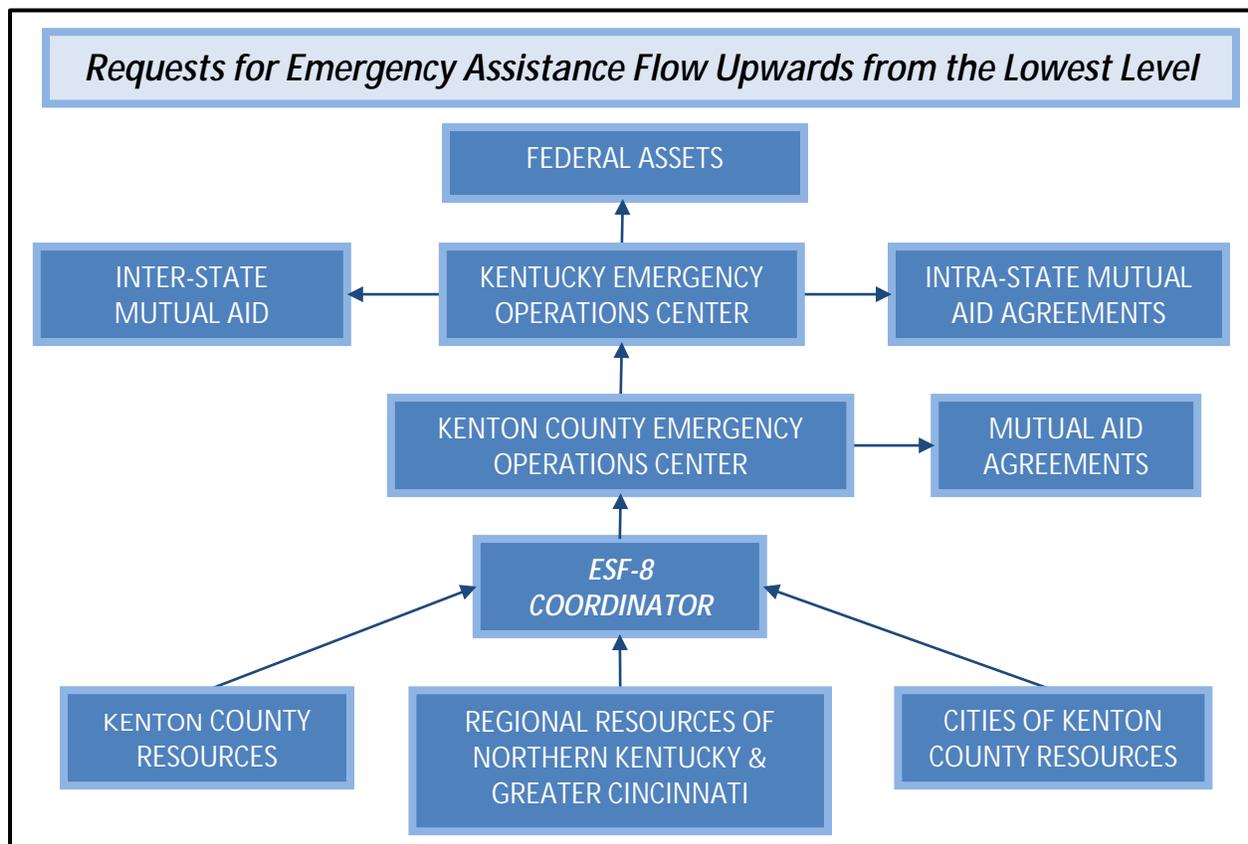


Figure 8-3: Progressive Requests for Emergency / Disaster Resources



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EMERGENCY SUPPORT FUNCTION 8 – PUBLIC HEALTH AND MEDICAL SERVICES

Phases Of Management

Actions initiated by ESF-8 / Public Health And Medical Services are grouped into the typical phases of emergency management: Preparedness, Response, Recovery and Mitigation. Each phase requires specific skills and knowledge to accomplish, and also requires significant cooperation and collaboration between all supporting agencies and the intended recipients of service. ESF-8 encompasses a full range of activities, from training to the provision of field services. It coordinates and may assume direct operational control of:

- Public health and medical services for all Kenton County agencies.
- Public health and medical services-related personnel, facilities, equipment and supplies. These include, but are not limited to:
 - medical equipment and supplies
 - medical personnel
 - health administrators
 - pharmacy services
 - environmental health specialists
 - laboratories and laboratory personnel
 - nutritional services personnel
 - behavioral health services personnel

Preparedness Actions

- Plan with ESF-8 support agencies and other emergency support functions to refine public health and medical services operations, including:
 - Assessment of the vulnerability of public health and medical services to the effects of severe weather, flooding and other natural, technological and man-made hazards
 - Assessment of worst-case scenario damage to public health and medical services with emphasis on scenarios that will cause the loss of system functionality
 - Identify mission essential functions involving public health and medical services
 - Identify alternative systems and services that can serve as backup for public health and medical services if a major event disrupts or disables the ability of primary agencies to perform mission essential functions
 - Identify response zones, potential staging areas, potential medical facilities and the maintenance and future development of specialized teams



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- Prepare and maintain the following items which are necessary for implementation of ESF-8 operations and procedures:
 - Emergency operating procedures, including procedures for pre-staging resources and assets for rapid deployment
 - Resource inventories, personnel rosters, and mobilization information
 - Information on critical facilities
 - Administrative and financial procedures to properly document activities of ESF-8 during activations
 - Contracts and Mutual Aid Agreements that are needed to meet the public health and medical services needs during disasters, and to restore critical systems that have been damaged
- Develop and refine procedures for rapid impact assessment per field surveys
- Develop and present training courses for EOC and ESF-8 / Public Health And Medical Services response team members in accordance with the National Incident Management System (NIMS) to ensure personnel are trained in their responsibilities and duties
- Assign, train and schedule sufficient personnel to conduct ESF-8 tasks for an extended period of time
- Maintain liaison with support agencies
- Conduct All Hazards exercises involving ESF-8, coordinating with ESF-5 / Emergency Management to incorporate disaster intelligence into ESF-8 training
- Assess the special needs of persons who would need assistance during evacuations, sheltering and other event responses
- Develop plans, information and guidance for persons with special needs during evacuations, sheltering and other event responses

Response Actions

- Respond to the Kenton County EOC and / or other locations as required when requested by Kenton County HSEM and coordinate operations at the ESF-8 position
- Monitor and direct public health and medical services resources and response activities to include pre-positioning for response / relocation due to potential impact(s) of a forecasted emergency situation
- Assess damages and disruptions of public health and medical services to identify usability and reliability levels
- Establish and maintain communications and support systems to support on-scene direction / control and coordination in conjunction with the Kenton County EOC, State EOC, or other coordination entities as appropriate



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- Coordinate with support agencies to develop, prioritize and implement strategies for the initial response to ESF-8 requests
- Provide updates on the damage to public health and medical services, resource shortfalls, and potential impacts on accomplishing the ESF-8 mission
- Participate in development of Incident Action Plans and Situation Reports concerning public health and medical services needs
- Participate in EOC briefings and attend other necessary meetings to report on public health and medical services items
- Obtain additional resources as needed through the Statewide Emergency Management Mutual Aid and Assistance Agreements
- Coordinate with ESF-8's (or like functions) in other jurisdictions to obtain resources and facilitate an effective emergency response among all participating agencies
- Establish Mutual Aid procedures for resources such as Disaster Medical Assistance Teams (DMAT) and Disaster Mortuary Operational Response Team (DMORT)

Recovery Actions

- Implement Disaster Assessment Teams to determine post-event effect on public health and medical services and resources, and the ability to perform continuity of operations for essential functions
- Provide public health and medical services coordination and support during recovery operations through the EOC
- Coordinate assistance to local governments and response agencies in the restoration of public health and medical services
- Maintain documentation of all reported damage to public health and medical services facilities and equipment
- Continue to provide public health and medical services support as required until response and recovery activities are concluded or until they can be managed and staffed by the primary incident agency or jurisdictions
- Initiate financial reimbursement processes for recovery activities when such support is available

Mitigation Actions

- Conduct internal After Action Reviews, document lessons learned and recommend improvements to the Emergency Operations Plans, procedures and guidelines
- Identify potential hazards and their impacts that are new or have potentially changed in scope, and include them in Hazard Mitigation Plans
- Provide personnel with the appropriate expertise to participate in activities designed to reduce or minimize the impact of future disasters



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EMERGENCY SUPPORT FUNCTION 8 – PUBLIC HEALTH AND MEDICAL SERVICES

Responsibilities

All Agencies Associated With ESF-8:

- Develop applicable standard operating procedures, guidelines and / or checklists which clearly define their role in ESF-8, 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.
- Participate in honest appraisals of the performance of the ESF-8 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 ESF-8 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 ESF-8 activities as needed.
- Provide on-going status reports as requested by the ESF-8 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 Kenton County HSEM.
- Perform other emergency responsibilities as assigned.

Primary Agencies:

- Provide leadership in directing, coordinating and integrating overall Kenton County efforts to provide public health and medical services assistance to affected areas and populations as part of ESF-8. This includes coordinating and directing support agencies' personnel, supplies and equipment, in addition to providing direct resources.
- Evaluate the impact and extent of the emergency, make strategic decisions, identify resource needs and secure resources required for field operations.
- Monitor public health and medical services response and recovery efforts.
- Coordinate all mutual aid, State and Federal public health and medical services resources into the affected areas utilizing designated Staging Areas.



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- Manage planned and / or emergency incidents in accordance with each agency's Standard Operating Guidelines and under the direction of ESF-8 representatives.
- Make requests for public health and medical services assistance to the State ESF-8 as needed (State will activate resources through the State Emergency Response Plan).
- Continually assess priorities and strategies throughout the emergency so that the most critical public health and medical services needs are addressed the quickest.
- Maintain a current inventory of public health and medical services assets from participating agencies, including their location and condition.
- Demobilize resources and deactivate the ESF-8 function upon direction from the EOC Manager.

Support Agencies:

- Provide information and resources as requested by the ESF-8 Coordinator, to include resource status and capability reports.
- Provide qualified and capable services, staff, equipment, and supplies that complement the entire emergency response effort.



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EMERGENCY SUPPORT FUNCTION 8 – PUBLIC HEALTH AND MEDICAL SERVICES

Administration and Support

The ESF-8 / Public Health And Medical Services Emergency Support Function Plan plus accompanying Appendices, Annexes and Standard Operating Guidelines are maintained by Kenton County HSEM. They are reviewed and updated by the ESF-8 planning committee and Kenton County HSEM 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 Kenton County Emergency Operations Plan (EOP).

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 all applicable laws and procedures.

Kenton County HSEM will maintain up-to-date information of public health and medical services in Kenton County, including:

- Names of responsible officials (reviewed / updated quarterly).
- ESF-8 / Public Health And Medical Services staffing directory (reviewed / updated quarterly).
- ESF-8 / Public Health And Medical Services notification lists (reviewed / updated quarterly).
- Major public health and medical services equipment identified in Resource Typing and readiness status (reviewed / updated annually).

Each public health and medical services organization which enters into a mutual aid agreement will furnish a copy of the agreement to Kenton County HSEM.

Public health and medical services organizations are responsible for training and continuing education of their own personnel.

Expenditures and Recordkeeping

Each ESF-8 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 an emergency, imminent disaster, or recovery from a catastrophic incident, is to be from funds associated with each local agency.

ESF-8 is responsible for managing financial matters specific to ESF-8 / Public Health And Medical Services activity and related to resources procured / used during an event, and forwarding that information to the Finance / Administration Section. However, each local



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 8 – PUBLIC HEALTH AND MEDICAL SERVICES

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. Requests for funding or re-imbursments that were not directly designated by ESF-8 may be denied.

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-8 / Public Health And Medical Services 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-8 agencies, identifying the successes and identifying areas that can be strengthened and enhanced for efficiency in a continuous quality improvement process.



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 8 – PUBLIC HEALTH AND MEDICAL SERVICES

Statement of Concurrence ESF-8 / PUBLIC HEALTH AND MEDICAL SERVICES

The signature(s) appearing below indicates the individual(s) have the authority to commit resources of the agency represented and agrees to the functions and tasks prescribed for this Emergency Support Function.

ESF 8 PRIMARY AGENCIES: Northern Kentucky Health District, Saint Elizabeth Medical Center (Covington and Edgewood locations)

_____	_____	_____
(Signature)	(Printed Name)	(Date)
ESF 8 Primary Coordinator	Michael Bloemer	

_____	_____	_____
(Signature)	(Printed Name)	(Date)
Saint Elizabeth Medical Center Representative		



LEADING FROM THE FRONTIER TO THE FUTURE

KENTON
COUNTY
HOMELAND SECURITY
EMERGENCY MANAGEMENT

Kenton County, Kentucky

Emergency Support Function

9 - Search And Rescue

Kenton County Homeland Security
Emergency Management

Authority

Kenton County Fiscal Court

Judge Executive Kris Knochermann

Kenton County Homeland Security
Emergency Management

Director Steve Hensley

(Version: ESF9 059-01-2024)



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 9 – SEARCH AND RESCUE

***KENTON COUNTY, KENTUCKY EMERGENCY OPERATIONS PLAN
(Version 059-01-2024)***

EMERGENCY SUPPORT FUNCTION 9 – SEARCH AND RESCUE

Mission: 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.

ESF-9 COORDINATORS:

ESF-9	Search And Rescue		
Primary	KCHSEM Deputy Director	Todd	Schulkers
Alternate 1	Covington FD Battalion Chief	Chris	Alsip
Alternate 2	NK Technical Rescue Team Chief	Craig	Smith

Primary Agency:

- Kenton County Homeland Security Emergency Management
- Kenton County ESF – 9 SAR Coordinator – Search And Rescue (SAR) Specialist
- Northern Kentucky Regional Technical Rescue Team (NKTRT) – Primary SAR Team

Secondary Agencies:

- Campbell County Land Search And Rescue (CCLSAR) –Alternate SAR TEAM
- United States Coast Guard
- Boone County Water Rescue (boat FLIR equipped) – Alternate SAR TEAM
- Civil Air Patrol (ground searchers and fixed winged aircraft)
- All Fire / Rescue / EMS Agencies In Kenton County
- All Law Enforcement Organizations In Kenton County
- Kentucky Search Dog Association (KSDA)

Local Support / Resource Agencies:

- Kenton County Fiscal Court, Judge Executive and Commissioners
- All City & County Governments In Kenton County
- All City & County Public Works / City Services in Kenton County
- Kenton County Emergency Communications Center (KCECC)
- Kenton County Fire Chiefs Association
- Kenton County Police Chiefs Association



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 9 – SEARCH AND RESCUE

Regional Support / Resources:

- Boone County Public Safety Communications Center And Emergency Management
- Campbell County Consolidated Dispatch Center and Emergency Management
- Grant County Emergency Management
- Pendleton County Emergency Management
- Campbell County LANDSAR
- Pendleton County Search And Rescue
- Grant County Search And Rescue
- St. Elizabeth Healthcare
- Hamilton County Urban Search And Rescue
- Hamilton County Emergency Management and Homeland Security
- Cincinnati / Hamilton County Regional Emergency Operations Center (ROC)
- Cincinnati & Hamilton County Dispatch Agencies
- Cincinnati Fire Department And Emergency Management
- Cincinnati Police Department
- American Red Cross
- Northern Kentucky Health Department
- Salvation Army
- Hamilton County Fire Chief's Association
- Hamilton County Sherriff's Office (Call sign 9-H(Henry)-10) (Helicopter FLIR equipped)
- Other SAR Mutual Aid Assets in neighboring jurisdictions
- Other Law Enforcement Mutual Aid Agencies in neighboring jurisdictions
- Other Fire/EMS Mutual Aid Agencies in neighboring jurisdictions

State Support / Resource Agencies:

- Kentucky Division of Emergency Management
- Kentucky State Police Post 6
- Kentucky National Guard (KNG)
- Kentucky Office Of Mine Safety and Licensing
- Kentucky State Fire Marshal
- Commonwealth & County Attorney Office
- Kentucky Fire Commission
- Kentucky Board of Emergency Medical Services (KBEMS)
- Kentucky Fish & Wildlife
- Ohio Department of Natural Resources (ODNR)
- Kentucky Volunteer Organizations Active in Disasters (VOAD's)



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 9 – SEARCH AND RESCUE

Federal Support / Resource Agencies:

- Federal Bureau of Investigations (FBI)
- Alcohol Tobacco Fire Arms & Explosives (ATF)
- Department of Homeland Security (DHS)
- National Oceanic and Atmospheric Administration (NOAA)
- United States Department of Justice (DOJ)
- United States Marshals Service
- National Weather Service – Wilmington Ohio (NWS)
- National Center for Missing & Exploited Children

(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.)



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 9 – SEARCH AND RESCUE

Purpose

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 and it's cities to address and support Search And Rescue needs in the event of either a natural or man-made disaster or emergency situation.

The ESF-9 / Search And Rescue plan:

- Describes the organization and staffing for the provision of search and rescue services support to Kenton County and it's cities before, during and after an incident / event.
- Identifies the responsibilities of organizations charged with providing Search And Rescue services and support in the case of a disaster or emergency situation.
- Provides direction for personnel involved in preparedness, response, recovery and mitigation in support of the primary emergency management objective of search and rescue in emergency and disaster situations.
- Provides operational guidance for Search and Rescue by means of ground, marine, or air activity, for any person(s) who become lost, injured, stranded, trapped or have died. The procedures include searches for lost or missing persons, downed or missing aircraft, structural collapse, transportation accidents, and other natural or man-made incidents, where search and rescue is an integral part of the overall operations.

Scope

The scope of ESF-9 / Search And Rescue includes:

- Provision of search and rescue services during an emergency incident in a coordinated and prioritized manner for all affected agencies and jurisdictions in Kenton County.
- Assessment of damage to search and rescue services systems, and determining the resources necessary to restore them to pre-emergency conditions.
- Providing technical assistance concerning Search And Rescue systems;
- Coordination of information between local, state, and federal officials and suppliers about available search and rescue services recovery assistance.
- Provision of technical assistance concerning search and rescue services before, during and after an incident or event.

This Emergency Support Function applies to all agencies with assigned Search And Rescue emergency responsibilities as described in the Kenton County EOP.



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 9 – SEARCH AND RESCUE

NOTE: 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.

Situations and Assumptions

Situations and assumptions involved in ESF-9 / Search And Rescue 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 resources (private, municipal, corporate, county, state and Federal) 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 in every part of the County, on or under the ground, on or under the water, and in man-made structures. If the person is deceased, it then becomes a recovery effort.
- The Northern Kentucky Technical Rescue Team shall serve as the Primary Search And Rescue Team. The Boone County Water Rescue and Campbell County Land Search And Rescue Team shall serve as the alternates.
- Search And Rescue incidents may become crime scenes and at that time all precautions to protect evidence must be taken. When this occurs, regular communications between searchers and law enforcement is necessary for an effective search.
- Search And Rescue operations in an incident will require the use of existing trained SAR 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, and tornadoes may result in Search And Rescue emergencies.



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 9 – SEARCH AND RESCUE

- 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.

Direction and Control

Kenton County HSEM functions as the official organization for disaster 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.

Kenton County Emergency Communications Center (KCECC) is the primary Public Safety Answering Point (PSAP) providing emergency and non-emergency dispatch services for all Fire & EMS agencies, Law Enforcement agencies, Kenton County HSEM, and some other county government agencies. In a large-scale emergency situation, Kenton County may have to rely on other supporting resources for communications, such as secondary PSAP's, amateur radio operators and equipment, other municipal agencies, and even private sector resources.

All management decisions regarding county and / or regional Search And Rescue resource allocation are made at the EOC by the ESF-9 Coordinator. Kenton County Homeland Security Emergency Management is the lead agency for ESF-9 and will manage the emergency activities of ESF-9 / Search And Rescue.

In accordance with a mission assignment from ESF-9 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.

The ESF-9 system operates at two levels – the Emergency Operations Center and field operations. The ESF-9 Coordinator shall establish communications with appropriate field personnel to ensure readiness and a timely response.

The ESF-9 Coordinator will:

- Please refer to the "Kenton County Search and Rescue Plan".
- Collect, analyze, and disseminate tactical information on the nature, scope and potential impacts of an incident or major disaster related to search and rescue.
- Evaluate, analyze and prioritize requests for assistance from ESF-9.



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 9 – **SEARCH AND RESCUE**

- Develop and update assessments of current and anticipated future Search And Rescue needs and resource requirements.
- Incorporate analyses and assessments into Incident Action Plans that establish operational objectives and identify resources needed to accomplish them.
- Establish priorities, assign tasks to agencies and track progress in meeting objectives.
- Use information and intelligence to support Logistics, Planning, Operations and other ESF's in their primary missions.
- Identify and organize the resources (human, technical, equipment, facility, materials and / or supplies) available to Kenton County and it's cities to provide Search And Rescue services before, during and after an incident / event.
- Provide personnel and resources to support prevention, preparedness, protection, response, recovery and mitigation in support of the primary emergency management objective of Search And Rescue in emergency and disaster situations.
- Coordinate damage assessments and inspections for Search And Rescue services, facilities, and equipment.
- Coordinate with other ESF's to provide resources and avoid duplication of efforts for Search And Rescue services.
- Coordinate restoration or replenishment of critical Search And Rescue services and resources.

Search And Rescue requests not fulfilled by the ESF-9 Coordinator will remain the responsibility of the requesting agencies owner / operator / director.



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 9 – SEARCH AND RESCUE

Concept of Operations

General Information

The ESF-9 / Search And Rescue Primary Agencies work with the EOC management team to ensure necessary Search And Rescue tasks are accomplished. The Resource and Support Agencies provide resources and personnel to assist in accomplishing ESF-9 activities as required by the size and demands of the event. The ESF-9 Coordinator may need to work in conjunction with other ESF Coordinator's to provide resource support for emergency operations, and to prevent duplication of efforts.

The ESF-9 Coordinator has the responsibility for directing, controlling and coordinating all Search And Rescue services, systems, facilities and resources, and establishing procedures for meeting the incident needs. The ESF-9 Coordinator determines Search And Rescue requirements by establishing priorities and , when necessary, coordinating with adjoining counties in the joint use of Search And Rescue resources.

All requests for Search And Rescue services and resources will be routed to the ESF-9 / Search And Rescue desk to determine appropriate action.

The priorities for allocation of resources by ESF-9 are:

1. Lifesaving – Missions that are essential to survival, health and safety of the human population.
2. Essential Industry / Commerce / Transportation – Organizations that are required or needed to maintain operations and economic stability.
3. Others as determined based on incident specific plans.

Procedures, protocols and plans for Search And Rescue disaster response activities provide guidelines for operations at the EOC and in the field. Periodic training and exercises are conducted to enhance the effectiveness of planning and operations.

ESF-9 will utilize five fundamental, interrelated functions as illustrated in Figure 9-1: *ESF-9 / Search And Rescue Concept of Operations*:

1. ASSESS IMPACTS – Use technology and human intelligence to collect, analyze and disseminate information on direct and indirect disaster impacts.
2. ASSESS CAPABILITIES – Assess the capabilities of local government, the business community and volunteer agencies to effectively respond to the Search And Rescue needs of the disaster.
3. PRIORITIZE NEEDS – Using the assessments above, prioritize the immediate needs of impacted communities, neighborhoods and areas of the County.
4. PREPARE AND IMPLEMENT AN IAP – Incorporate results of the analyses and prioritization into Incident Action Plans that establish Operational Objectives and identify resource requirements to accomplish these objectives.

**EMERGENCY SUPPORT FUNCTION 9 –
SEARCH AND RESCUE**

5. PREPARE AND IMPLEMENT AN INCIDENT ACTION MATRIX – Create and utilize an Incident Action Matrix to establish priorities, assign tasks to agencies and track progress in meeting objectives.

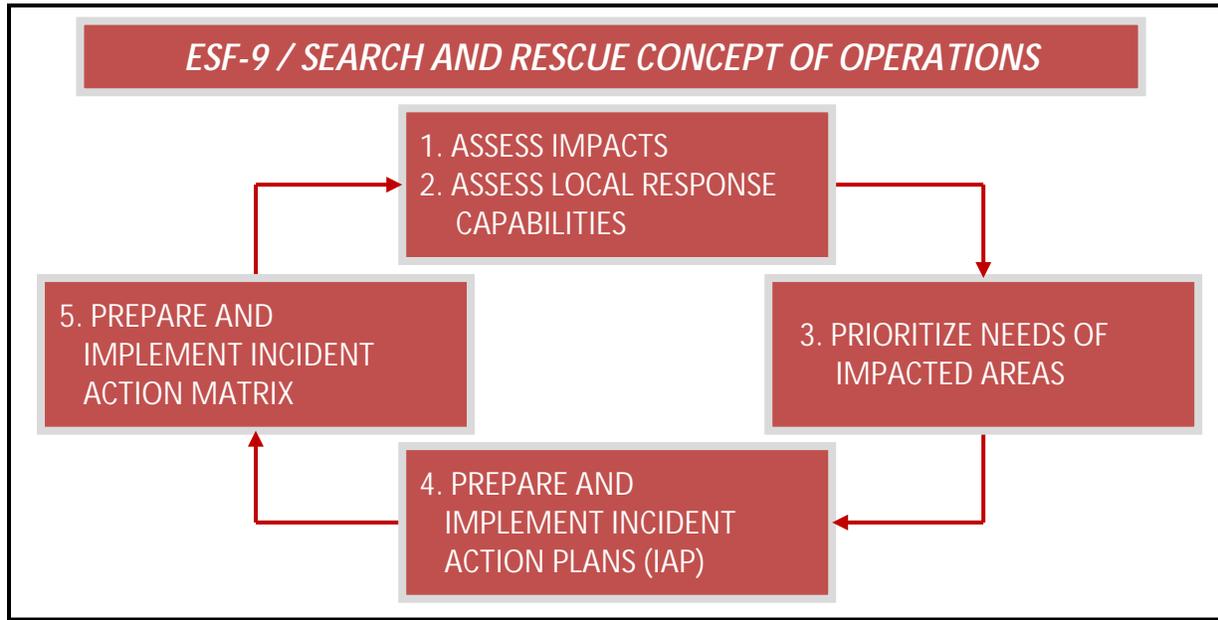


Figure 9-1: ESF-9 / Search And Rescue Concept Of Operations

Notifications

Kenton County Emergency Communications Center (KCECC) is the county’s 24 hour Warning Point. When all or part of the county has been threatened or impacted by an emergency or disaster event, KCECC will notify the Kenton County HSEM Director, who will notify the State Emergency Operations Center Duty Officer, who in turn 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 Kenton County HSEM. Upon instructions to activate this Emergency Support Function, the ESF-9 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.

Organization

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 (ICS) to manage its emergency / disaster responsibilities. The ICS system supports incident assessment, planning, procurement, deployment and coordination of Search And Rescue operations for Kenton County and it’s cities.

The Emergency Operations Plan and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines that describe ESF-9 / Search And



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 9 – SEARCH AND RESCUE

Rescue capabilities are based on National Planning Scenarios, Universal Task List and Target Capabilities and are the basis of these guidelines. Search And Rescue planning is continuous, beginning well before impact of approaching natural disasters and immediately upon those not forecasted.

In the ICS structure, ESF-9 / Search And Rescue is located in the Response Branch of Operations as shown in Figure 9-2.

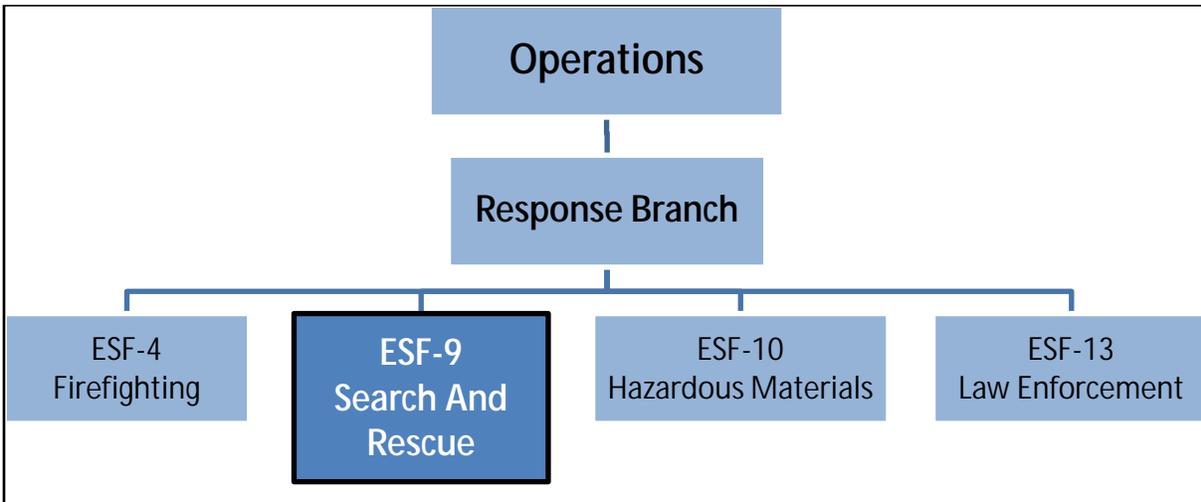


Figure 9-2: Incident Command System Structure For ESF-9 / Search And Rescue

The ESF-9 Coordinator will work with support agency counterparts to seek, procure, plan, coordinate and direct the use of any required Search And Rescue assets. If the Coordinator is unable to meet the requests for services, then he / she will work with Kenton County HSEM to request assistance from the State EOC.

Technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with knowledge and / or skills relevant to the situation. The individual will advise and / or direct operations within the context of the Incident Command System structure.

The Kenton County EOC 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.

Initial Response And Escalation

The initial response needs for an emergency/disaster situation are met by the use of the Search And Rescue resources available at the local level. Requests for SAR assistance will be resolved at the lowest level direction and control facility with appropriate response resources and capabilities.



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 9 – **SEARCH AND RESCUE**

When the need for Search And Rescue resources and / or services exceed the capability of what is available within Kenton County, established mutual aid agreements with surrounding counties to provide SAR resources are utilized.

When needed SAR resources cannot be located through mutual aid agreements, the Kenton County EOC 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.

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 ESF-9 and, to the extent they are capable, provide coordinators, assessors and operational personnel in support of the EOC or field activities.

Upon activation of EOC's 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 EOC.

During an emergency or disaster event, the state ESF-9 primary and support agencies at the State EOC report and function under the overall direction of the Kentucky Division of Emergency Management Director. During the response phase, the State ESF-9 evaluates and analyzes information regarding Search And Rescue requests on a regional or statewide level. 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.

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 if necessary, to other states or the federal government for assistance support as shown in Figure 9-3: *Progressive Requests for Emergency / Disaster Resources*.



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 9 – SEARCH AND RESCUE

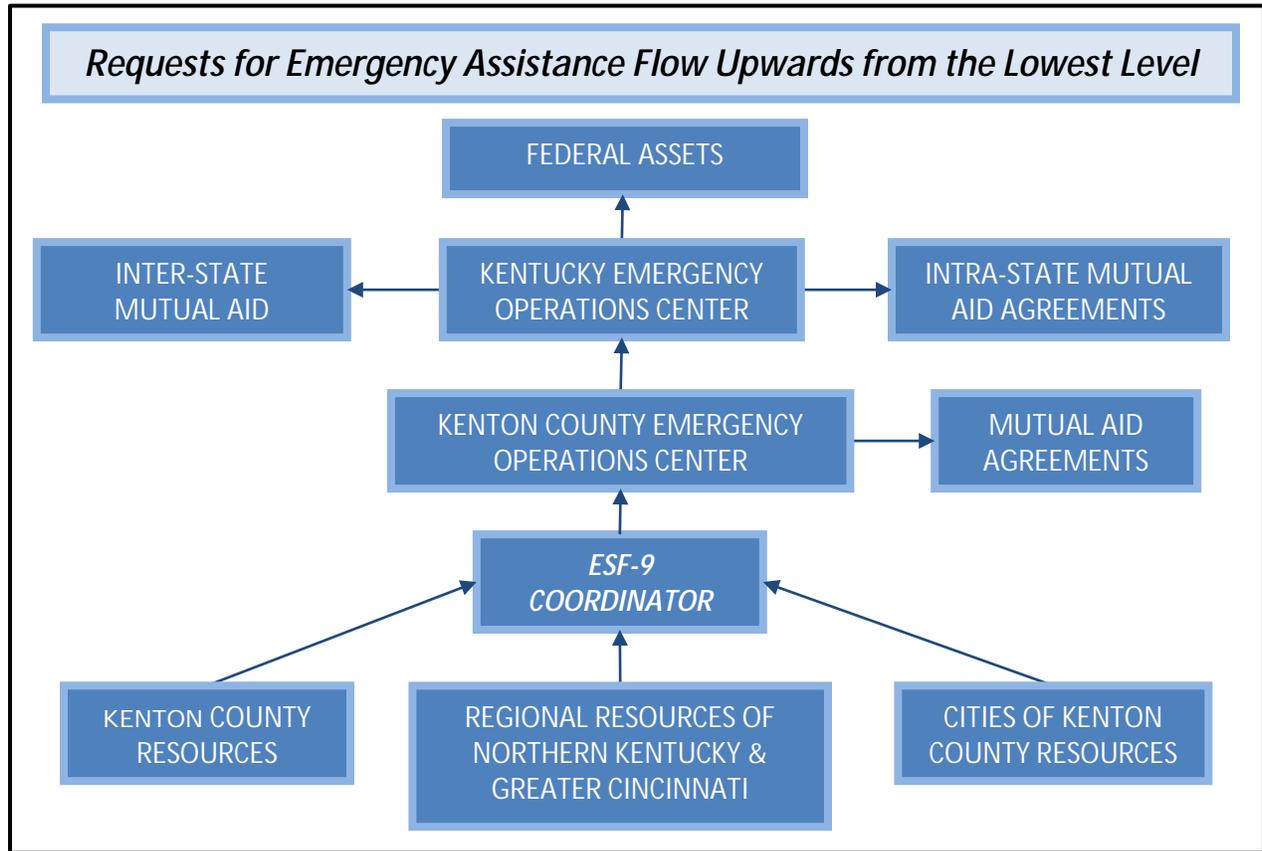


Figure 9-3: Progressive Requests for Emergency / Disaster Resources



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 9 – SEARCH AND RESCUE

Phases Of Management

Actions initiated by ESF-9 / Search And rescue are grouped into the typical phases of emergency management: Preparedness, Response, Recovery and Mitigation. Each phase requires specific skills and knowledge to accomplish, and also 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. It coordinates and may assume direct operational control of:

- Assessment of Search And Rescue (SAR) needs and potential impacts
- SAR personnel, equipment and supplies
- SAR public information and risk communication
- SAR management, command and control of assets
- SAR activities related to terrorist threats and / or events
- Catastrophic incident and alternate SAR facility support
- Evacuation and re-entry support
- Emergency responder health and safety
- Radiological / chemical / biological hazards monitoring / mitigation
- Mental health and crisis counseling for responders
- Logistical Staging Areas and Points of Dispensing

Preparedness Actions

- Plan with ESF-9 support agencies and other emergency support functions to refine Search And Rescue operations, including:
 - Assess the vulnerability of SAR services to the effects of severe weather, flooding and other natural, technological and man-made hazards
 - Assess worst-case scenario damage to SAR services with emphasis on scenarios that will cause the loss of system functionality
 - Identify mission essential functions involving SAR services,
 - Identify alternative services and resources that can serve as backup for SAR services if a major event disrupts or disables the ability of primary agencies to perform mission essential functions
 - Develop and train specialized Search And Rescue teams
- Prepare and maintain the following items which are necessary for implementation of ESF-9 operations and procedures:
 - Emergency operating procedures, including procedures for pre-staging resources and assets for rapid deployment
 - Resource inventories, personnel rosters, and mobilization information



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 9 – SEARCH AND RESCUE

Administrative and financial procedures to properly document activities of ESF-9 during activations

Contracts and Mutual Aid Agreements that are needed to meet the Search And Rescue needs during disasters, and to restore critical Search And Rescue systems that have been damaged

- Develop and refine procedures for rapid impact assessment per field surveys
- Develop and present training courses for EOC and ESF-9 / Search And Rescue response team members in accordance with the National Incident Management System (NIMS) to ensure personnel are trained in their responsibilities and duties
- Assign, train and schedule sufficient personnel to conduct ESF-9 tasks for an extended period of time
- Maintain liaison with support agencies
- Conduct All Hazards exercises involving ESF-9, coordinating with ESF-5 / Emergency Management to incorporate disaster intelligence into ESF-9 training

Response Actions

- Respond to the Kenton County EOC and / or other locations as required when requested by Kenton County HSEM and coordinate operations at the ESF-9 position
- Monitor and direct Search And Rescue resources and response activities, including pre-positioning for a forecasted emergency situation or scheduled event
- Assess damages and disruptions of Search And Rescue services to identify usability and reliability levels
- Establish and maintain Search And Rescue services and systems for on-scene direction / control that ensure coordination with Kenton County's EOC, State EOC, or other coordination entities as appropriate
- Coordinate with support agencies to develop, prioritize and implement strategies for the initial response to ESF-9 requests
- Coordinate with ESF-8 / Public Health and Medical Services for emergency medical care and / coroner services for rescued and recovered victims
- Provide updates on the damage to SAR services, resource shortfalls, and potential impacts on accomplishing the ESF-9 mission
- Participate in developing Incident Action Plans and Situation Reports concerning Search And Rescue needs
- Participate in EOC briefings and attend other necessary meetings to report on items related to Search And Rescue
- Obtain additional resources as needed through the Statewide Emergency Management Mutual Aid and Assistance Agreements



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 9 – **SEARCH AND RESCUE**

- Coordinate with ESF-9's (or like functions) in other jurisdictions to obtain resources and facilitate an effective emergency response among all participating agencies

Recovery Actions

- Implement Disaster Assessment Teams to determine post-event effect on Search And Rescue agencies and systems, including their ability to provide emergency services and perform continuity of operations for essential functions
- Provide SAR coordination and support during recovery operations through the EOC, including victim recovery operations
- Coordinate assistance to local governments and response agencies in the restoration of Search And Rescue services
- Maintain documentation of all reported damage by Search And Rescue agencies
- Continue to provide SAR support as required until response and recovery activities are concluded or until they can be managed and staffed by the primary incident agency or jurisdictions
- Initiate financial reimbursement processes for recovery activities when such support is available

Mitigation Actions

- Conduct internal After Action Reviews, document lessons learned and recommend improvements to the Emergency Operations Plans, procedures and guidelines
- Identify potential hazards and their impacts that are new or have potentially changed in scope, and include them in Hazard Mitigation Plans
- Provide personnel with the appropriate expertise to participate in activities designed to reduce or minimize the impact of future disasters



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 9 – SEARCH AND RESCUE

Responsibilities

All Agencies Associated With ESF-9:

- Develop applicable standard operating procedures, guidelines and / or checklists which clearly define their role in ESF-9 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.
- Participate in honest appraisals of the performance of the ESF-9 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 ESF-9 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 ESF-9 activities when requested.
- Provide on-going status reports as requested by the ESF-9 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 HSEM.
- Perform other emergency responsibilities as assigned.

Primary Agencies:

- Provide leadership in directing, coordinating and integrating overall Kenton County efforts to provide Search And Rescue assistance to affected areas and populations as part of ESF-9. This includes coordinating and directing support agencies' personnel, supplies and equipment, in addition to providing direct resources.
- Evaluate the impact and extent of the emergency, make strategic decisions, identify resource needs and secure resources required for field operations.
- Monitor Search And Rescue emergency response and recovery operations.
- Coordinate all mutual aid, State and Federal SAR resources into affected areas utilizing designated Staging Areas.
- Manage planned and / or emergency incidents in accordance with each agency's Standard Operating Guidelines and under the direction of ESF-9 representatives.



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 9 – SEARCH AND RESCUE

- Make requests for Search And Rescue assistance to the State ESF-9 as needed (State will activate resources through the State Emergency Response Plan).
- Maintain status of all outstanding assistance requests and unresolved ESF-9 related issues to be summarized into periodic status reports and submitted in accordance with applicable operating procedures.
- Continually assess priorities and strategies throughout the emergency so that the most critical Search And Rescue needs are addressed the quickest.
- Assist with emergency evacuations and re-entry of threatened areas.
- Maintain a current inventory of Search And Rescue assets from participating agencies, including their location and condition.
- Demobilize resources and deactivate the ESF-9 function upon direction from the EOC Manager.

Support / Resource Agencies:

- Provide information and resources as requested by the ESF-9 Coordinator, to include resource status and capability reports.
- Provide qualified and capable services, staff, equipment, and supplies that complement the entire emergency response effort.



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 9 – SEARCH AND RESCUE

Administration and Support

The ESF-9 / Search And Rescue Emergency Support Function Plan plus accompanying Appendices, Annexes and Standard Operating Guidelines are maintained by Kenton County HSEM. They are reviewed and updated by the ESF-9 planning committee and Kenton County HSEM 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 Kenton County Emergency Operations Plan (EOP).

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 all applicable laws and procedures.

Kenton County HSEM will maintain up-to-date information of Search And Rescue services in Kenton County including:

- 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).

Each Search And Rescue organization which enters into a mutual aid agreement will furnish a copy of the agreement to Kenton County HSEM.

Search And Rescue organizations are responsible for training and continuing education of their own personnel.

Expenditures and Recordkeeping

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



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 9 – **SEARCH AND RESCUE**

event as to application procedures for reimbursement. Requests for funding or reimbursements that were not directly designated by ESF-9 may be denied.

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 agencies, identifying the successes and identifying areas that can be strengthened and enhanced for efficiency in a continuous quality improvement process.



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 9 – SEARCH AND RESCUE

Statement of Concurrence ESF-9 / SEARCH AND RESCUE

The signatures appearing below indicate the individuals have the authority to commit resources of the agency represented and agree to the functions and tasks prescribed for this Emergency Support Function.

ESF-9 PRIMARY AGENCIES: Kenton County Homeland Security Emergency Management, Northern Kentucky Technical Rescue Team, Kentucky Search Dog Association

_____	_____	_____
(Signature)	(Printed Name)	(Date)
Kenton County Homeland Security Emergency Management		

ESF-9 SECONDARY AGENCIES: Northern Kentucky Technical Rescue Team (TRT), United States Coast Guard, Boone County Water Rescue, Civil Air Patrol, Kentucky Search Dog Association

_____	_____	_____
(Signature)	(Printed Name)	(Date)
Northern Kentucky Technical Rescue Team		

_____	_____	_____
(Signature)	(Printed Name)	(Date)
United States Coast Guard		

_____	_____	_____
(Signature)	(Printed Name)	(Date)
Boone County Water Rescue		

_____	_____	_____
(Signature)	(Printed Name)	(Date)
Kentucky Search Dog Association		



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 9 – SEARCH AND RESCUE



LEADING FROM THE FRONTIER TO THE FUTURE

**KENTON
COUNTY**
HOMELAND SECURITY
EMERGENCY MANAGEMENT

Kenton County, Kentucky

Emergency Support Function 10 – Hazardous Materials

**Kenton County Homeland Security
Emergency Management**

Authority

Kenton County Fiscal Court

Judge Executive Kris Knochermann

**Kenton County Homeland Security
Emergency Management**

Director Steve Hensley

(Version: ESF10 059-01-2024)



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 10 – HAZARDOUS MATERIALS

KENTON COUNTY, KENTUCKY EMERGENCY OPERATIONS PLAN
(Version 059-01-2024)

EMERGENCY SUPPORT FUNCTION 10 – HAZARDOUS MATERIALS

Mission: *To coordinate and organize hazardous materials resources in preparing for, responding to and recovering from emergency / disaster incidents which impact the citizens of Kenton County.*

ESF-10 COORDINATORS:

ESF-10	Hazardous Materials		
Primary	Northern Kentucky WMD/Haz-Mat Team	Brandon	Johnson
Alternate 1			
Alternate 2			

Primary Agency:

- Northern Kentucky Regional Haz-Mat / WMD Team

Secondary Agencies:

- Kenton County Homeland Security Emergency Management
- All Fire & EMS Agencies In Kenton County
- All Law Enforcement Agencies In Kenton County
- US Coast Guard

Local Support / Resource Agencies:

- Kenton County Fiscal Court, Judge Executive and Commissioners
- Administrative Offices For Kenton County And All Cities
- All Public Works Agencies In Kenton County
- Kenton County Fire Chiefs Association
- Kenton County Emergency Communications Center
- Northern Kentucky Health Department
- Northern Kentucky Emergency Planning Committee



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EMERGENCY SUPPORT FUNCTION 10 – HAZARDOUS MATERIALS

State Support / Resource Agencies:

- Kentucky Division of Emergency Management
- Kentucky Department for Environmental Protection
- Office of the Kentucky State Fire Marshal
- Kentucky Department of Military Affairs – National Guard
- Kentucky Transportation Cabinet, Department of Highways
- Cabinet for Health and Family Services, Department for Public Health
- Kentucky Emergency Planning Commission

Federal Support / Resource Agencies:

- Federal Bureau Of Investigations (FBI)
- Dept. Of Alcohol, Tobacco, Firearms and Explosives (ATF)

(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.)



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 10 – HAZARDOUS MATERIALS

Purpose

The Hazardous Materials Emergency Support Function (ESF-10) identifies and organizes the resources (human, technical, equipment, facility, materials and / or supplies) available to Kenton County and it's cities to address and support hazardous materials needs in the event of either a natural or man-made disaster or emergency situation.

The ESF-10 / Hazardous Materials plan:

- Describes the organization and staffing for the provision of hazardous materials services and support to Kenton County and it's cities before, during and after an incident / event.
- Identifies the responsibilities of organizations charged with providing hazardous materials services and support in the case of a disaster or emergency situation.
- Provides direction for personnel and resources involved in prevention, preparedness, protection, response, recovery and mitigation in support of the primary emergency management objective of Hazardous Materials response in emergency and disaster situations.

The necessity of ESF-10 / Hazardous Materials is based on the following:

- Potentially dangerous materials are manufactured, stored and transported throughout Kenton County.
- Interstate 75 / 71, 275 and other highways, railroad networks, airports and pipelines in and around Kenton County are major shipping routes with constant potential for an incident involving hazardous materials.
- Kenton County facilities have reported to the State Emergency Response Commission and the Northern Kentucky Emergency Planning Committee that they manufactured, stored, or used one or more of the substances covered in Section 302, Title III of Public Law 99-499, Emergency Planning and Community Right-To-Know Act of SARA.
- Local government is responsible for safety measures or precautions that may be required for public protection until a hazardous situation has been corrected.
- The responsibility for safeguards relating to hazardous materials belongs to the party having custody, such as the plant where it is stored and used or the carrier providing the transport. Companies or individuals doing business in Kenton County have responsibilities under one or more of the following regulatory directives:
 - Hazardous Materials Ordinances
 - Public Law 99-499, October 17, 1986
 - SARA Title III, Emergency Planning and Community Right-To-Know



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 10 – HAZARDOUS MATERIALS

- Comprehensive Environmental Response Compensation and Liability Act (CERCLA) of 1980
- Superfund Amendment and Reauthorization Act of 1986 (SARA)
- National Incident Management System (NIMS)

The Northern Kentucky Emergency Planning Committee uses personnel from Kenton County Homeland Security Emergency Management to inspect facilities that must submit Tier II Hazardous Chemical Inventory Reports and facilities that must also file the Tab Q-7 form that meets SARA Title III Extremely Hazardous Substances (EHS) reporting requirements.

Facilities subject to the Emergency Planning and Community Right-to-Know Act (EPCRA) with chemical inventory are required to submit a Tier II Report in accordance with 106 KAR 1:081. The Northern Kentucky Emergency Planning Committee (NKEPC) and/or its agent shall review the Tier II and develop or update Facility Response Plans annually based upon relevant Statutes, Administrative Regulations, as well as policies and procedures of the Kentucky Emergency Response Commission and the NKEPC. It is the policy of KCHSEM to fulfill all requirements with the state KERC and receive an “Annual Certification Letter” on file each year for inspection.

Scope

The scope of this ESF-10 / Hazardous Materials includes:

- Provision of hazardous materials services during an emergency incident in a coordinated and prioritized manner for all affected agencies and jurisdictions in Kenton County.
- Assessment of damage to hazardous materials systems and services, and determining the resources necessary to restore them to pre-emergency conditions.
- Coordination of information between local, state, and federal officials and suppliers about available hazardous materials systems and services recovery assistance.
- Provision of technical assistance concerning hazardous materials services before, during and after an incident or event.

This Emergency Support Function applies to all agencies with assigned hazardous materials responsibilities as described in the Kenton County EOP.

NOTE: To the extent possible, information contained in other sections of the EOP will not be repeated in this ESF plan. Many of the agencies involved in ESF-10 / Hazardous Materials activities have existing emergency plans and procedures which this plan is designed to complement and support.



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 10 – HAZARDOUS MATERIALS

Situations and Assumptions

Situations and assumptions involved in ESF-10 / Hazardous Materials planning include:

- Hazardous materials are produced, used, stored, and transported throughout the Commonwealth.
- Accidents or incidents involving hazardous materials are one of the most common emergencies in the Commonwealth of Kentucky.
- Hazardous material releases require swift and decisive emergency response action.
- All on-scene emergency response operations for hazardous material incidents are conducted in accordance with the Incident Command System (ICS) described in the National Incident Management System (NIMS).
- Response to hazardous materials incidents shall be executed in conformity with the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) of 1980, the Superfund Amendments and Reauthorization Act of 1986, Section 311 of the Clean Water Act of 1972 as amended by the Oil Pollution Act of 1990, Kentucky Occupational Safety and Health Program (KY-OSH) regulations and the Kentucky Revised Statutes (KRS) 224 and 227 as they pertain to hazardous substances.
- Response to hazardous substances discharges will be in accordance with the National Contingency Plan (40 CFR 300) and as authorized pursuant to KRS 224, delegating to the EPA the power and duty to control, prohibit, and respond to pollution of the air, water, and lands of the Commonwealth, and protect human health, safety, and the environment from the effects of hazardous substances.
- The majority of hazardous material incidents require coordination between state and local agencies.
 - In most incidents, state level involvement is limited until the scope of the disaster exceeds local government capabilities.
 - However, state level involvement may occur at any time since the state has certain jurisdictional responsibilities, complex federal and state statutes to enforce, and technical expertise that may not be available at the local level.
- ESF-10 / Hazardous Materials will facilitate the coordination between responding local and state agencies, and between these agencies and federal response agencies in the event that the involvement of the latter is required.
- All persons responding to hazardous materials incidents will respond only up to their highest level of OSHA 29 CFR 1910.120 (HAZWOPER) training.



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 10 – HAZARDOUS MATERIALS

Direction and Control

Kenton County HSEM functions as the official disaster organization for preparedness, mitigation, response and recovery within Kenton County and serves as the focal point for ESF-10 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-10 expectations.

Kenton County Emergency Communications Center (KCECC) is the primary Public Safety Answering Point (PSAP) providing emergency and non-emergency dispatch services for all Fire & EMS agencies, Law Enforcement agencies, Kenton County HSEM, and some other county government agencies. In a large-scale emergency situation, Kenton County may have to rely on other supporting resources for communications, such as secondary PSAP's, amateur radio operators and equipment, other municipal agencies, and even private sector resources.

All management decisions regarding County and / or regional hazardous materials resource allocation are made at the EOC by the ESF-10 Coordinator. The Northern Kentucky Haz-Mat / WMD Team is the lead agency for ESF-10 and will manage the emergency activities of ESF-10.

In accordance with a mission assignment from ESF-10 and further mission tasking by a local primary agency, each support organization assisting in an ESF-10 assignment will retain administrative control over its own resources and personnel but will be under the operational control of ESF-10.

The ESF-10 / Hazardous Materials system operates at two levels – the Emergency Operations Center and field operations. The ESF-10 Coordinator shall establish communications with appropriate field personnel to ensure readiness and a timely response.

The ESF-10 Coordinator will:

- Collect, analyze and disseminate information on the nature and scope of current and predicted impacts of an incident or major disaster related to hazardous materials systems and services.
- Evaluate, analyze and prioritize requests for assistance from ESF-10.
- Develop and update assessments of current and anticipated future hazardous materials needs and resource requirements.
- Incorporate analyses and assessments into Incident Action Plans that establish operational objectives and identify resources needed to accomplish them.
- Establish priorities, assign tasks to agencies and track progress in meeting objectives.
- Use information and intelligence to support Logistics, Planning, Operations and other ESF's in their primary missions.



KENTON COUNTY EMERGENCY OPERATIONS PLAN

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- Identify and organize the resources (human, technical, equipment, facility, materials and / or supplies) available to Kenton County and it's cities to provide hazardous materials services and support before, during and after an incident / event.
- Provide personnel and resources to support prevention, preparedness, protection, response, recovery and mitigation in support of the primary emergency management objective of hazardous materials in emergency and disaster situations.
- Coordinate damage assessments and inspections for hazardous materials facilities and sites.
- Coordinate with other ESF's to provide resources and avoid duplication of efforts for hazardous materials services.
- Coordinate restoration or replenishment of critical hazardous materials response capabilities and resources.

Hazardous materials response requests not able to be addressed by the ESF-10 Coordinator will remain the responsibility of the owner / operator.



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 10 – HAZARDOUS MATERIALS

Concept of Operations

General Information

The ESF-10 / Hazardous Materials Primary Agencies work with the EOC Management Team to ensure necessary hazardous materials response tasks are accomplished. The Resource and Support Agencies provide resources and personnel to assist in accomplishing ESF-10 activities as required by the size and demands of the event. The ESF-10 Coordinator may need to work in conjunction with other ESF Coordinator's to provide resource support for emergency operations, and to prevent duplication of efforts.

The ESF-10 Coordinator has the responsibility for directing, controlling and coordinating all hazardous materials services, facilities and resources, and establishing procedures for meeting the incident needs. The Coordinator determines hazardous materials requirements by establishing priorities and coordinating with adjoining counties in the joint use of hazardous materials resources.

All requests for hazardous materials related services and resources will be routed to the ESF-10 / Hazardous Materials desk to determine appropriate action.

The priorities for allocation of resources by ESF-10 are:

1. Lifesaving – Missions that are essential to survival, health and safety of the human population.
2. Essential Industry / Commerce / Transportation – Organizations that are required or needed to maintain operations and economic stability.
3. Others as determined based on incident specific plans.

Procedures, protocols and plans for hazardous materials disaster response activities provide guidelines for operations at the EOC and in the field. Periodic training and exercises are conducted to enhance the effectiveness of planning and operations.

ESF-10 will utilize five fundamental, interrelated functions as illustrated in Figure 10-1: *ESF-10 / Hazardous Materials Concept of Operations*:

1. ASSESS IMPACTS – Use technology and human intelligence to collect, analyze and disseminate information on direct and indirect disaster impacts.
2. ASSESS CAPABILITIES – Assess the capabilities of local agencies, the business community and other volunteer agencies to effectively provide hazardous materials services during the disaster.
3. PRIORITIZE NEEDS – Using the assessments above, prioritize the immediate needs of impacted communities, neighborhoods and areas of the County.
4. PREPARE AND IMPLEMENT AN IAP – Incorporate results of the analyses and prioritization into Incident Action Plans that establish Operational Objectives and identify resource requirements to accomplish those objectives.



KENTON COUNTY EMERGENCY OPERATIONS PLAN

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- 5. PREPARE AND IMPLEMENT AN INCIDENT ACTION MATRIX – Create and utilize an Incident Action Matrix to establish priorities, assign tasks to agencies and track progress in meeting objectives.

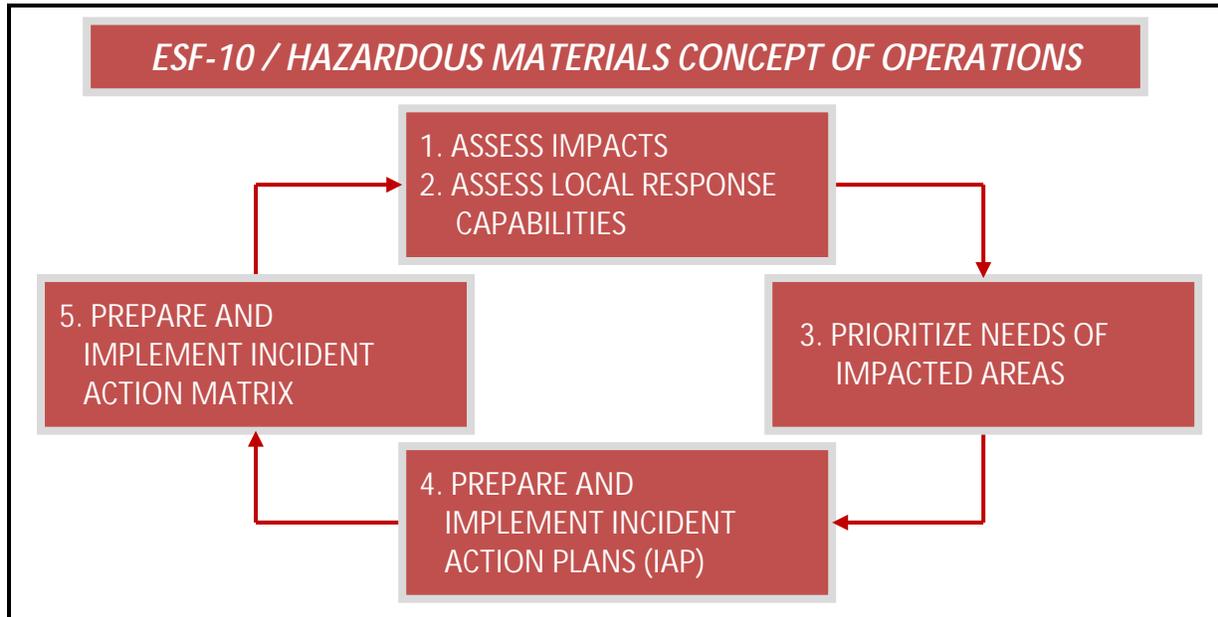


Figure 10-1: ESF-10 / Hazardous Materials Concept of Operations

Notifications

Kenton County Emergency Communications Center (KCECC) is the county’s 24 hour Warning Point. When all or part of the county has been threatened or impacted by an emergency or disaster event, KCECC will notify the Kenton County HSEM Director who in turn will notify the State Emergency Operations Center Duty Officer, who in turn notifies applicable state agencies including the Regional Response Manager of KYEM Region 6.

ESF-10 / Hazardous Materials will be activated or placed on standby upon notification by Kenton County HSEM. Upon instructions to activate this Emergency Support Function, the ESF-10 / 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.

Organization

ESF-10 / Hazardous Materials is organized consistent with the requirements of the National Response Plan, the National Incident Management System and uses the Incident Command System (ICS) to manage its emergency / disaster responsibilities. The ICS system supports incident assessment, planning, procurement, deployment and coordination of hazardous materials operations for Kenton County and its cities.

The Emergency Operations Plan plus accompanying Appendices, Incident Specific Plans, Support Plans and Standard Operating Guidelines that describe ESF-10 /

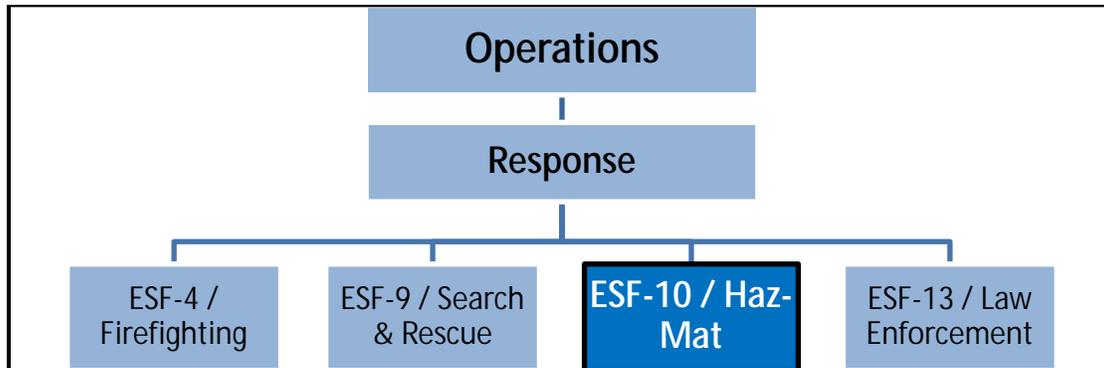


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EMERGENCY SUPPORT FUNCTION 10 – HAZARDOUS MATERIALS

Hazardous Materials capabilities are based on National Planning Scenarios, Universal Task List and Target Capabilities and are the basis of these guidelines. Hazardous Materials services planning is continuous, beginning well before impact of approaching natural disasters and immediately upon the occurrence of those that are not forecasted.

In the ICS structure, ESF-10 / Hazardous Materials is located in the Response Branch of the Operations Section as shown in Figure 10-2.



**Figure 10-2: Incident Command System Structure For
ESF-10 / Hazardous Materials**

The ESF-10 Coordinator will work with support agency counterparts to seek, procure, plan, coordinate and direct the use of any required hazardous materials assets. If the Coordinator is unable to meet the requests for services, then he / she will work with Kenton County HSEM to request assistance from the State EOC.

Technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with knowledge and / or skills relevant to the situation. The individual will advise and / or direct operations within the context of the Incident Command System structure.

The Kenton County EOC 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.

Initial Response And Escalation

The initial response needs for an emergency / disaster situation are met by the use of the hazardous materials resources available at the local level. Requests for hazardous materials assistance will be resolved at the lowest level direction and control facility with appropriate resources and capabilities.



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EMERGENCY SUPPORT FUNCTION 10 – **HAZARDOUS MATERIALS**

When the need for hazardous materials resources and / or services exceed the capability of what is available within Kenton County, established mutual aid agreements with surrounding counties to provide hazardous materials resources are utilized.

When needed resources cannot be located through mutual aid agreements, the Kenton County EOC 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.

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 hazardous materials services coordination / support at the state level. That agency can designate a liaison to the Kenton County EOC to assist ESF-10 and, to the extent they are capable, provide coordinators, assessors and operational personnel in support of the EOC or field activities.

Upon activation of EOC's in more than one county, the lead agency for hazardous materials services coordination / support at the state level may support the coordination of the event response with regional resources or request additional resources through the State EOC.

During an emergency or disaster event, ESF-10 primary and support agencies at the State EOC report to and function under the overall direction of the Kentucky Division of Emergency Management Director. During the response phase, the State ESF-10 evaluates and analyzes information regarding hazardous materials services requests on a regional or statewide level. 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.

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 if necessary, to other states or the federal government for assistance support as shown in Figure 10-3: *Progressive Requests for Emergency / Disaster Resources*.



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EMERGENCY SUPPORT FUNCTION 10 – HAZARDOUS MATERIALS

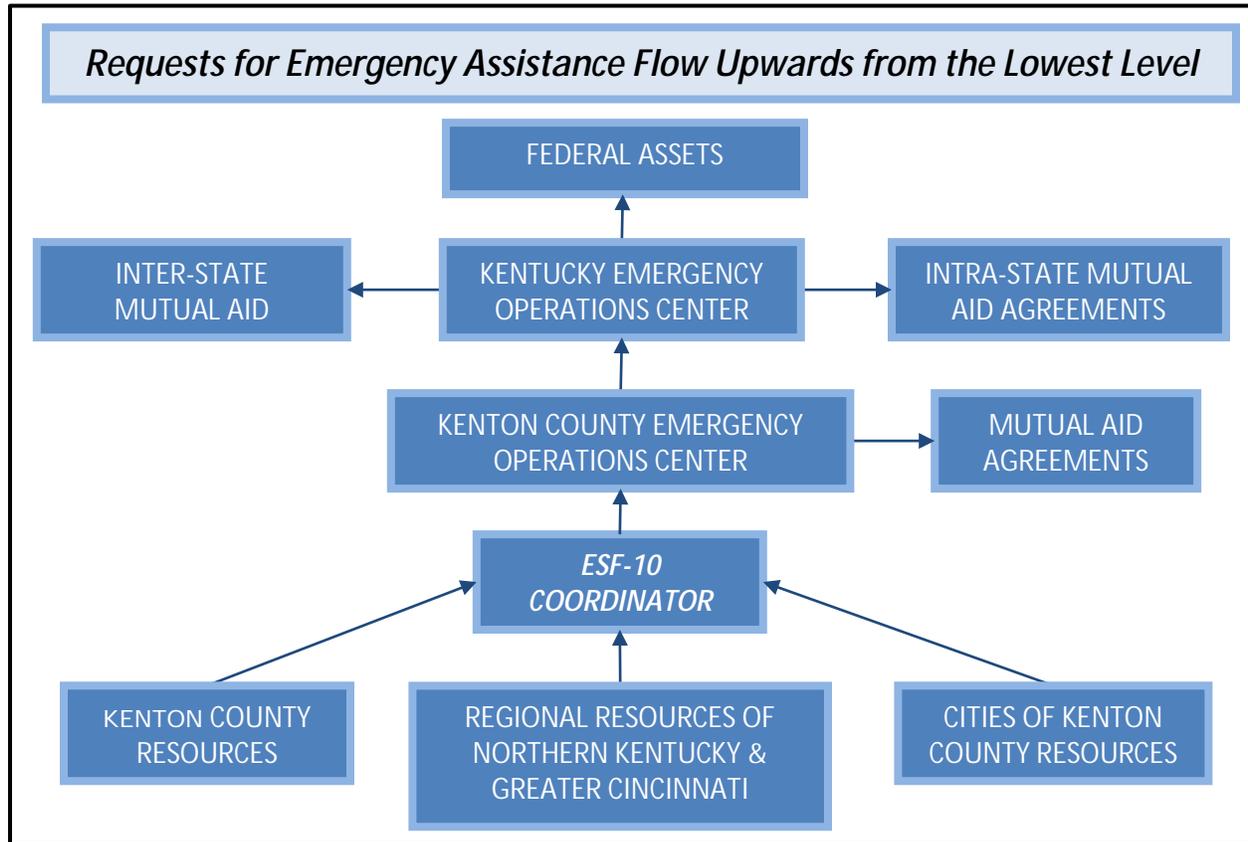


Figure 10-3: Progressive Requests for Emergency / Disaster Resources



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 10 – HAZARDOUS MATERIALS

Phases Of Management

Actions initiated by ESF-10 / Hazardous Materials are grouped into the typical phases of emergency management: Preparedness, Response, Recovery and Mitigation. Each phase requires specific skills and knowledge to accomplish, and also requires significant cooperation and collaboration between all supporting agencies and the intended recipients of service. ESF-10 encompasses a full range of activities, from training to the provision of field services. It coordinates and may assume direct operational control of:

- Assessment of hazardous materials needs and potential impacts
- Hazardous materials management, command and control of assets (including personnel, equipment and supplies)
- Hazardous materials activities related to terrorist threats and / or events
- Logistical Staging areas and Points of Dispensing
- Catastrophic incident and alternate hazardous materials facility support
- Evacuation and re-entry support
- Emergency responder health and safety (including mental health and crisis counseling for responders)
- Radiological / Chemical / Biological hazards monitoring / mitigation
- Hazardous materials public information and risk communication
- Information on SARA Title III fixed facilities

Preparedness Actions

- Plan with ESF-10 support agencies and other Emergency Support Functions to refine hazardous materials operations, including:
 - Assess the vulnerability of hazardous materials systems and services to the effects of severe weather, flooding and other natural, technological and man-made hazards
 - Assess worst-case scenario damage to hazardous materials systems and services, with emphasis on scenarios that will cause the loss of system functionality
 - Identify mission essential functions involving hazardous materials services
 - Identify alternative systems and services that can serve as backup for hazardous materials services if a major event disrupts or disables the ability of primary agencies to perform mission essential functions
 - Assist in the development and training of specialized Haz-Mat response teams
- Prepare and maintain the following items which are necessary for implementation of ESF-10 operations and procedures:



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Emergency operating procedures, including procedures for pre-staging resources and assets for rapid deployment

Resource inventories, personnel rosters, and mobilization information

Information on critical facilities

Administrative and financial procedures to properly document activities of ESF-10 during activations

Contracts and Mutual Aid Agreements that are needed to meet the hazardous materials needs during disasters, and to restore critical hazardous materials systems that have been damaged or disrupted

- Develop and refine procedures for rapid impact assessment per field surveys
- Develop and present training courses for EOC and ESF-10 / Hazardous Materials response team members in accordance with the National Incident Management System (NIMS) to ensure personnel are trained in their responsibilities and duties
- Assign, train and schedule sufficient personnel to conduct ESF-10 tasks for an extended period of time
- Maintain liaison with support agencies
- Conduct All Hazards exercises involving ESF-10, coordinating with ESF-5 / Emergency Management to incorporate disaster intelligence into ESF-10 training

Response Actions

- Respond to the Kenton County EOC and / or other locations as required when requested by Kenton County HSEM and coordinate operations at the ESF-10 position
- Monitor and direct hazardous materials resources and response activities to include pre-positioning for response / relocation due to potential impact(s) of a forecasted emergency situation
- Assess damages and disruptions to hazardous materials services to identify usability and reliability levels
- Establish and maintain hazardous materials services and systems to support on-scene direction / control and coordination in conjunction with the Kenton County EOC, State EOC, or other coordination entities as appropriate
- Coordinate with support agencies to develop, prioritize and implement strategies for the initial response to ESF-10 requests
- Provide updates on the damage to hazardous materials services, resource shortfalls, and potential impacts on accomplishing the ESF-10 mission
- Participate in development of Incident Action Plans and Situation Reports concerning hazardous materials services needs



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 10 – HAZARDOUS MATERIALS

- Participate in EOC briefings and attend other necessary meetings to report on hazardous materials items
- Obtain additional resources as needed through the Statewide Emergency Management Mutual Aid and Assistance Agreements
- Coordinate with ESF-10's (or like functions) in other jurisdictions to obtain resources and facilitate an effective emergency response among all participating agencies
- Monitor the environmental impact of hazardous materials incidents in regards to the safety of responders as well as the public
- Coordinate environmental impact assessments and data with ESF-5 / Emergency Management, ESF-8 / Public Health and Medical Services and others as appropriate

Recovery Actions

- Implement Disaster Assessment Teams to determine post-event effect on hazardous materials services and resources, and the ability to perform continuity of operations for essential functions
- Provide hazardous materials services coordination and support during recovery operations through the EOC
- Coordinate ongoing environmental assessments with Kentucky Environmental Protection Cabinet and maintain documentation related to environmental damage from hazardous material releases
- Coordinate assistance to local governments and response agencies in the restoration of hazardous materials services
- Maintain documentation of all reported damage to hazardous materials facilities and equipment
- Continue to provide hazardous materials support as required until response activities are concluded or until they can be managed and staffed by the primary incident agency or jurisdictions
- Initiate financial reimbursement processes for recovery activities when such support is available

Mitigation Actions

- Conduct internal After Action Reviews, document lessons learned and recommend improvements to the Emergency Operations Plans, procedures and guidelines
- Identify potential hazards and their impacts that are new or have potentially changed in scope, and include them in Hazard Mitigation Plans
- Provide personnel with the appropriate expertise to participate in activities designed to reduce or minimize the impact of future disasters



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 10 – HAZARDOUS MATERIALS

Responsibilities

All Agencies Associated With ESF-10:

- Develop applicable standard operating procedures, guidelines and / or checklists which clearly define their role in ESF-10, 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.
- Participate in honest appraisals of the performance of the ESF-10 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 ESF-10 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 ESF-10 activities as needed.
- Provide on-going status reports as requested by the ESF-10 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 Kenton County HSEM.
- Perform other emergency responsibilities as assigned.

Primary Agencies:

- Provide leadership in directing, coordinating and integrating overall Kenton County efforts to provide hazardous materials services and support to affected areas and populations as part of ESF-10. This includes coordinating and directing support agencies' personnel, supplies and equipment, in addition to providing direct resources.
- Evaluate the impact and extent of the emergency, make strategic decisions, identify resource needs and secure resources required for field operations.
- Monitor hazardous materials systems and services response and recovery efforts.
- Coordinate all mutual aid, State and Federal hazardous materials resources into the affected areas utilizing designated Staging Areas.



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- Manage planned and / or emergency incidents in accordance with each agency's Standard Operating Guidelines and under the direction of ESF-10 representatives.
- Make requests for assistance to the State ESF-10 as needed (State will activate resources through the State Emergency Response Plan).
- Continually assess priorities and strategies throughout the emergency so that the most critical hazardous materials needs are addressed the quickest.
- Maintain a current inventory of hazardous materials resources and assets from participating agencies, including their location and condition.
- Demobilize resources and deactivate the ESF-10 function upon direction from the EOC Manager.

Support Agencies:

- Provide information and resources as requested by the ESF-10 Coordinator, to include resource status and capability reports.
- Provide qualified and capable services, staff, equipment, and supplies that complement the entire emergency response effort.



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 10 – HAZARDOUS MATERIALS

Administration and Support

The ESF-10 / Hazardous Materials Emergency Support Function Plan plus accompanying Appendices, Annexes and Standard Operating Guidelines are maintained by Kenton County HSEM. They are reviewed and updated by the ESF-10 planning committee and Kenton County HSEM 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 Kenton County Emergency Operations Plan (EOP).

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 all applicable laws and procedures.

Kenton County HSEM will maintain up-to-date information of hazardous materials services in Kenton County, including:

- Names of responsible officials (reviewed / updated quarterly)
- ESF-10 / Hazardous Materials staffing directory (reviewed / updated quarterly)
- ESF-10 / Hazardous Materials notification lists (reviewed / updated quarterly)
- Major hazardous materials equipment identified in Resource Typing and readiness status (reviewed / updated annually)

Each hazardous materials organization which enters into a mutual aid agreement will furnish a copy of the agreement to the Kenton County HSEM.

Hazardous materials organizations are responsible for training and continuing education of their personnel.

Expenditures and Recordkeeping

Each ESF-10 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-10 is responsible for managing financial matters specific to ESF-10 / Hazardous Materials 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



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 10 – HAZARDOUS MATERIALS

provided post-event as to application procedures for reimbursement. Requests for funding or re-imbursements that were not directly designated by ESF-10 may be denied.

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-10 / Hazardous Materials 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-10 agencies, identifying the successes and identifying areas that can be strengthened and enhanced for efficiency in a continuous quality improvement process.



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 10 – HAZARDOUS MATERIALS

Statement of Concurrence ESF-10 / HAZARDOUS MATERIALS

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 Emergency Support Function.

ESF-10 PRIMARY AGENCY: Northern Kentucky Regional Haz-Mat / WMD Team

(Signature)	(Printed Name)	(Date)
Northern Kentucky Regional Haz-Mat / WMD Team Director		



LEADING FROM THE FRONTIER TO THE FUTURE

KENTON
COUNTY
HOMELAND SECURITY
EMERGENCY MANAGEMENT

Kenton County, Kentucky

Emergency Support Function

11 – Agriculture

Kenton County Homeland Security
Emergency Management

Authority

Kenton County Fiscal Court

Judge Executive Kris Knochermann

Kenton County Homeland Security
Emergency Management

Director Steve Hensley

(Version: ESF11 059-01-2024)



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 11 – AGRICULTURE

KENTON COUNTY, KENTUCKY EMERGENCY OPERATIONS PLAN
(Version 059-01-2024)

EMERGENCY SUPPORT FUNCTION 11 - **AGRICULTURE**

Mission: *To coordinate and organize agriculture and animal care resources in preparing for, responding to and recovering from emergency / disaster incidents which impact the citizens of Kenton County.*

ESF-11 COORDINATORS:

ESF-11	Agriculture & Natural Resources		
Primary		Rick	Messingschlager
Alternate 1		Daniel	Allen
Alternate 2		Tony	Schmiade
ESF-11	Animal Services		
Primary	KC Animal Services Director	Kelsey	Maccombs
Alternate 1	KC Animal Services Asst. Dir.	John	Davis
Alternate 2	KC Animal Services Sergeant	Taylor	Jackson
Alternate 3	KC Animal Serv. Shelter Mngr.	Abby	Richter

Primary Agency:

- Kenton County Coop Extension Office

Secondary Agencies:

NONE

Local Support / Resource Agencies:

- Administrative Offices For Kenton County And All Cities
- All Fire & EMS Agencies In Kenton County
- All Law Enforcement Agencies In Kenton County
- All Public Works Agencies In Kenton County
- Kenton County Animal Control
- Kenton County Homeland Security Emergency Management
- Northern Kentucky Health Department
- Kenton County Parks and Recreation Department



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 11 – **AGRICULTURE**

- Kenton County Road Department
- Tri-State County Animal Response Team (CART)
- Kenton County Sheriff's Office
- Kenton County Emergency Communications Center
- Northern Kentucky Technical Rescue Team
- Northern Kentucky Regional WMD / HAZMAT Team
- Northern Kentucky Water District
- Sanitation District #1 Of Northern Kentucky
- Saint Elizabeth Hospitals
- American Red Cross

State Support / Resource Agencies:

- Kentucky Department of Agriculture
- Kentucky State Agriculture Response Team (SART)
- Kentucky Department For Environmental Protection
- Kentucky Fish And Wildlife Department
- Kentucky Department of Transportation
- Kentucky Division of Emergency Management

Federal Support / Resource Agencies:

- United States Department of Agriculture

(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.)



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 11 – AGRICULTURE

Purpose

The Agriculture Emergency Support Function (ESF-11) identifies and organizes the resources (human, technical, equipment, facility, materials and / or supplies) available to Kenton County and it's cities to address and support agriculture and animal care needs in the event of either a natural or man-made disaster or emergency situation.

The ESF-11 / Agriculture plan:

- Describes the organization and staffing for the provision of agriculture and animal care services and support to Kenton County and it's cities before, during and after an incident / event.
- Identifies the responsibilities of organizations charged with providing agriculture and animal care services and support in the case of a disaster or emergency situation.
- Provides direction for personnel and resources involved in prevention, preparedness, protection, response, recovery and mitigation in support of the primary emergency management objective of agriculture and animal care services in emergency and disaster situations.

Scope

The scope of ESF-11 / Agriculture includes:

- Provision of agriculture services during an emergency incident in a coordinated and prioritized manner for all affected agencies and jurisdictions in Kenton County.
- Assessment of damage to agriculture and animal care systems, and determining the resources necessary to restore them to pre-emergency conditions.
- Coordination of information between local, state, and federal officials and suppliers about available agriculture and animal care systems and services recovery assistance.
- Provision of technical assistance concerning agriculture services before, during and after an incident or event.
- Ensuring the safety and security of the county's agricultural market (crop, livestock production, transportation and processing).
- Provision of guidance for dealing with animals impacted by disaster or disease and ensuring that animal and veterinary issues in natural disasters are supported.

This Emergency Support Function applies to all agencies with assigned agriculture emergency responsibilities as described in the Kenton County EOP.

NOTE: To the extent possible, information contained in other sections of the EOP will not be repeated in this ESF plan. Many of the agencies involved in ESF-11 / Agriculture



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 11 – AGRICULTURE

activities have existing emergency plans and procedures which this plan is designed to complement and support.

Situations and Assumptions

Situations and assumptions involved in ESF-11 / Agriculture planning include:

General

- The agricultural industry in Kentucky is a major contributor to the economy of the Commonwealth, the nation, and the world.
- The direct impact on productivity, exporting animal products, feeding of animals (pets, livestock and wildlife), sheltering of animals and medical care for domestic animals could be such that outside assistance will need to be requested.
- Veterinary resources, humane societies, wildlife experts, industry representatives, and / or animal care providers who can assist in the care of injured animals and the disposal of dead animals are located within Kenton County.
- Care of domestic animals shall be a joint governmental and non-governmental effort.
- Wildlife emergencies will be handled by Kentucky Fish and Wildlife.
- It is possible that response procedures will extend across county and / or state lines, requiring intrastate / interstate coordination.
- Response efforts could encompass the culling of livestock and wildlife.
- Many chemicals have the potential to cause harmful effects to both human and animal health.
- The Kentucky State Agriculture Response Team (SART) can provide assistance for agriculture / animal relief response and recovery efforts. (SART was developed to augment response and recovery efforts for incidents involving agriculture / animals in any part of the state).

Disaster

- Large-scale disasters, such as severe droughts, floods, ice, and snow storms will injure, kill, and displace animals. These animals may be pets, livestock, and wildlife.
- Crop productivity, harvesting, monitoring, and exporting could be directly impacted by large-scale disasters.
- Acts of terrorism may be directed at the nation's food supply, livestock herds, or poultry flocks, either as the target or as a vehicle for weapons of mass destruction.



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 11 – AGRICULTURE

- Animals that are displaced due to severe flooding, ice / snow storms, animal and plant diseases and cut off from food supplies could be of such number that euthanizing and disposal procedures may become necessary.
- Chemical accidents present features that differ from emergencies, such as drought, floods, etc.

Disease

- An outbreak of a disease that impacts the agricultural community could result in economic losses of unprecedented scale.
- Crops grown in Kentucky, including tobacco, are all vulnerable and potential targets of disease or contamination, either through natural or accidental introduction, or through terrorist attack.
- Kenton County must be ready to effectively respond to and control an outbreak of communicable disease or other conditions affecting agriculture, livestock, poultry, wildlife, exotic and companion animals, including but not limited to environmental emergencies or natural disasters.
- Because people, animals or materials can bring pathogens into contact with a susceptible host and spread the disease, prevention measures at all levels must be addressed and pathogens must be quickly and effectively controlled.
- Any animal disease emergency detected anywhere in the United States puts the country's entire agricultural community at risk.
- There is the potential for animal pathogens and the threat of disease to be used for terrorism.
- Effective eradication may require extraordinary resources and cooperation of all local agencies to minimize the impact on the agricultural industry and commerce, including proper sanitary and disposal procedures for carcasses.
- Vector control could include discarding organic and inorganic matter, in any form, that is located on the site of positive detection.
- Suspected infected facilities and transport vehicles will need to be cleaned and disinfected.
- Areas where suspected or confirmed cases originate will require special operational procedures and quarantine areas.



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 11 – AGRICULTURE

Direction and Control

Kenton County HSEM functions as the official disaster organization for preparedness, mitigation, response and recovery within Kenton County and serves as the focal point for ESF-11 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-11 expectations.

Kenton County Emergency Communications Center (KCECC) is the primary Public Safety Answering Point (PSAP) providing emergency and non-emergency dispatch services for all Fire & EMS agencies, Law Enforcement agencies, Kenton County HSEM, and some other county government agencies. In a large-scale emergency situation, Kenton County may have to rely on other supporting resources for communications, such as secondary PSAP's, amateur radio operators and equipment, other municipal agencies, and even private sector resources.

All management decisions regarding County and / or regional agriculture and animal care resource allocation are made at the Emergency Operations Center by the ESF-11 Coordinator. The Kenton County Coop Extension Office is the lead agency for ESF-11 and will manage the emergency activities of ESF-11.

In accordance with a mission assignment from ESF-11 and further mission tasking by a local primary agency, each support organization assisting in an ESF-11 assignment will retain administrative control over its own resources and personnel but will be under the operational control of ESF-11.

The ESF-11 / Agriculture system operates at two levels – the Emergency Operations Center and field operations. The ESF-11 Coordinator shall establish communications with appropriate field personnel to ensure readiness and a timely response.

The ESF-11 Coordinator will:

- Collect, analyze and disseminate information on the nature and scope of current and predicted impacts of an incident or major disaster related to agriculture and animal care systems and services.
- Evaluate, analyze and prioritize requests for assistance from ESF-11.
- Develop and update assessments of current and anticipated future agriculture and animal care needs and resource requirements.
- Incorporate analyses and assessments into Incident Action Plans that establish operational objectives and identify resources needed to accomplish them.
- Establish priorities, assign tasks to agencies and track progress in meeting objectives.
- Use information and intelligence to support Logistics, Planning, Operations and other ESF's in their primary missions.



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- Identify and organize the resources (human, technical, equipment, facility, materials and / or supplies) available to Kenton County and its cities to provide agriculture and animal care services and support before, during and after an incident / event.
- Provide personnel and resources to support prevention, preparedness, protection, response, recovery and mitigation in support of the primary emergency management objective of agriculture in emergency and disaster situations.
- Coordinate damage assessments and inspections for agricultural facilities and sites.
- Coordinate with other ESF's to provide resources and avoid duplication of efforts for agriculture and animal care services.
- Coordinate restoration or replenishment of agriculture and animal care capabilities and resources.

Agricultural requests not able to be addressed by the ESF-11 Coordinator will remain the responsibility of the owner / operator.



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 11 – AGRICULTURE

Concept of Operations

General Information

The ESF-11 / Agriculture Primary Agencies work with the EOC management team to ensure necessary agriculture and animal care tasks are accomplished. The Resource and Support Agencies provide resources and personnel to assist in accomplishing ESF-11 activities as required by the size and demands of the event. The ESF-11 Coordinator may need to work in conjunction with other ESF Coordinator's to provide resource support for emergency operations, and to prevent duplication of efforts.

The ESF-11 Coordinator has the responsibility for directing, controlling and coordinating all agriculture and animal care services, systems, facilities and resources, and establishing procedures for meeting the incident needs. The Coordinator determines agriculture and animal care requirements by establishing priorities and coordinating with adjoining counties in the joint use of resources.

All requests for agriculture and animal related services and resources will be routed to the ESF-11 / Agriculture desk to determine appropriate action.

The priorities for allocation of resources by ESF-11 are:

1. Lifesaving – Missions that are essential to survival, health and safety of the human population.
2. Essential Industry / Commerce / Transportation – Organizations that are required or needed to maintain operations and economic stability.
3. Others as determined based on incident specific plans.

Procedures, protocols and plans for agriculture and animal care disaster response activities provide guidelines for operations at the EOC and in the field. Periodic training and exercises are conducted to enhance the effectiveness of planning and operations.

ESF-11 will utilize five fundamental, interrelated functions as illustrated in Figure 11-1: *ESF-11 / Agriculture Concept of Operations*:

1. ASSESS IMPACTS – Use technology and human intelligence to collect, analyze and disseminate information on direct and indirect disaster impacts.
2. ASSESS CAPABILITIES – Assess the capabilities of local agencies, the business community and other volunteer agencies to effectively provide agriculture and animal care services during the disaster.
3. PRIORITIZE NEEDS – Using the assessments above, prioritize the immediate needs of impacted communities, neighborhoods and areas of the County.
4. PREPARE AND IMPLEMENT AN IAP – Incorporate results of the analyses and prioritization into Incident Action Plans that establish Operational Objectives and identify resource requirements to accomplish those objectives.

EMERGENCY SUPPORT FUNCTION 11 –
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5. PREPARE AND IMPLEMENT AN INCIDENT ACTION MATRIX – Create and utilize an Incident Action Matrix to establish priorities, assign tasks to agencies and track progress in meeting objectives.

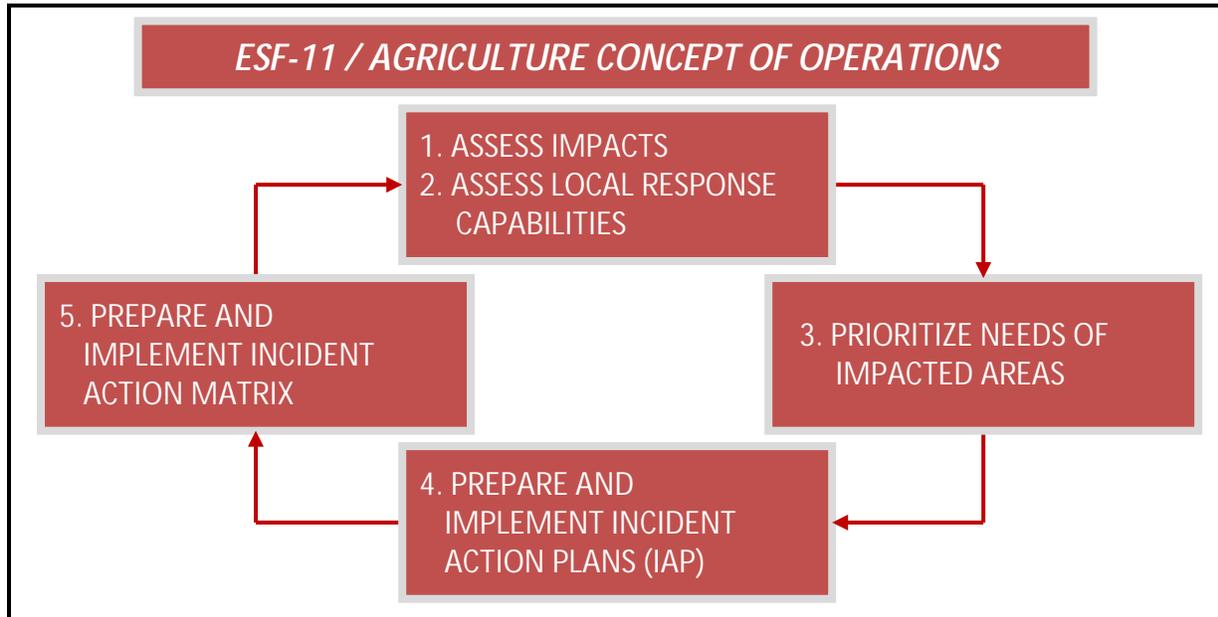


Figure 11-1: ESF-11 / Agriculture Concept of Operations

Notifications

Kenton County Emergency Communications Center (KCECC) is the county’s 24 hour Warning Point. When all or part of the county has been threatened or impacted by an emergency or disaster event, KCECC will notify the Kenton County HSEM Director who in turn will notify the State Emergency Operations Center Duty Officer, who in turn notifies applicable state agencies including the Regional Response Manager of KYEM Region 6.

ESF-11 / Agriculture will be activated or placed on standby upon notification by Kenton County HSEM. Upon instructions to activate this Emergency Support Function, the ESF-11 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.

Organization

ESF-11 / Agriculture is organized consistent with the requirements of the National Response Plan, the National Incident Management System and uses the Incident Command System (ICS) to manage its emergency / disaster responsibilities. The ICS system supports incident assessment, planning, procurement, deployment and coordination of agriculture operations for Kenton County and it’s cities.

The Emergency Operations Plan plus accompanying Appendices, Incident Specific Plans, Support Plans and Standard Operating Guidelines that describe ESF-11 /



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Agriculture capabilities are based on National Planning Scenarios, Universal Task List and Target Capabilities and are the basis of these guidelines. Agriculture and animal care services planning is continuous, beginning well before impact of approaching natural disasters and immediately upon the occurrence of those that are not forecasted.

In the ICS structure, ESF-11 / Agriculture is located in the Citizen Support Branch of the Operations Section as shown in Figure 11-2.

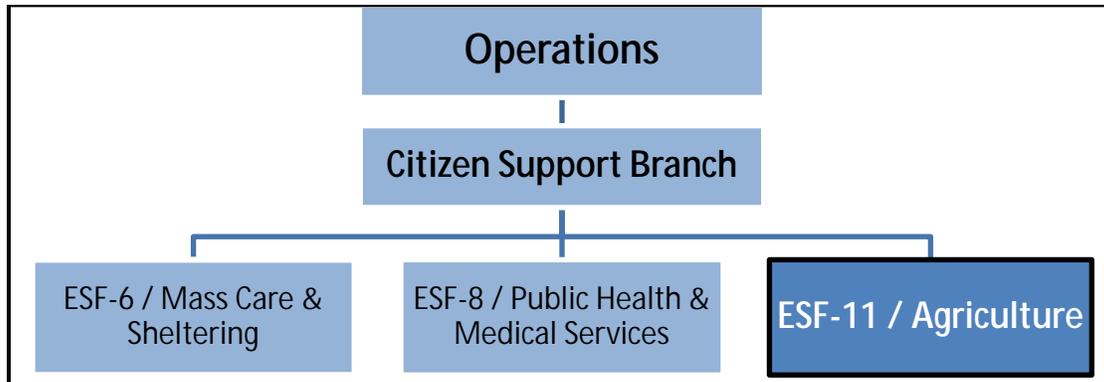


Figure 11-2: Incident Command System Structure For ESF-11 / Agriculture

The ESF-11 Coordinator will work with support agency counterparts to seek, procure, plan, coordinate and direct the use of any required agriculture and animal care assets. If the ESF-11 Coordinator is unable to meet the requests for services, then he / she will work with Kenton County HSEM to request assistance from the State EOC.

Technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with knowledge and / or skills relevant to the situation. The individual will advise and / or direct operations within the context of the Incident Command System structure.

The Kenton County EOC 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.

Initial Response And Escalation

The initial response needs for an emergency / disaster situation are met by the use of the agriculture and animal care resources available at the local level. Requests for agriculture and animal care assistance will be resolved at the lowest level direction and control facility with appropriate resources and capabilities.



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EMERGENCY SUPPORT FUNCTION 11 – **AGRICULTURE**

When the need for agriculture and animal care resources and / or services exceed the capability of what is available within Kenton County, established mutual aid agreements with surrounding counties to provide agriculture and animal care resources are utilized.

When needed agriculture and animal care resources cannot be located through mutual aid agreements, the Kenton County EOC 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.

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 agriculture and animal care coordination / support at the state level. That agency can designate a liaison to the Kenton County EOC to assist ESF-11 and, to the extent capable, provide coordinators, assessors and operational personnel in support of the EOC or field activities.

Upon activation of an EOC's in more than one county, the lead agency for agriculture coordination / support at the state level may support the coordination of the event response with regional resources or request additional resources through the State EOC.

During an emergency or disaster event, ESF-11 primary and support agencies at the State EOC report to and function under the overall direction of the Kentucky Division of Emergency Management Director. During the response phase, ESF-11 evaluates and analyzes information regarding agriculture requests on a regional or statewide level. 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.

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 if necessary, to other states or the federal government for assistance support as shown in Figure 11-3: *Progressive Requests for Emergency / Disaster Resources*.



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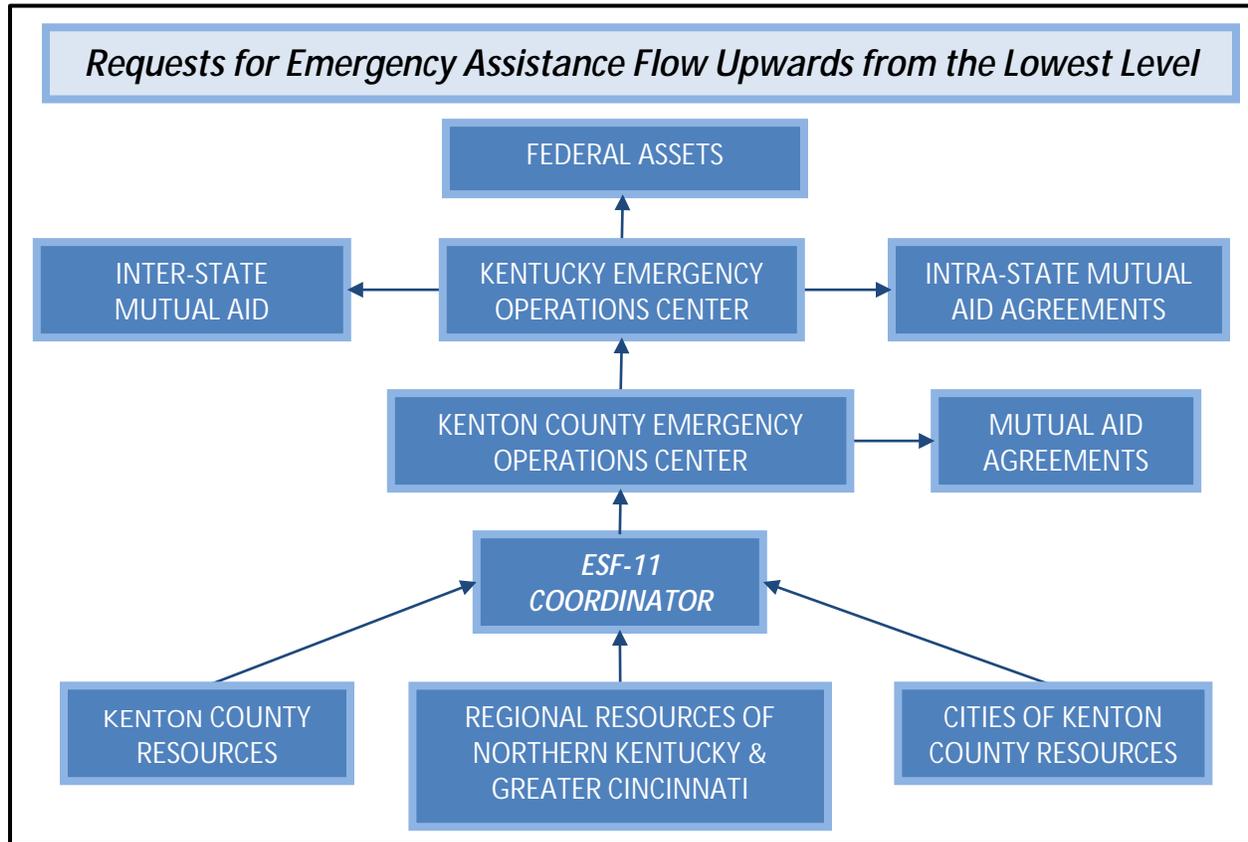


Figure 11-3: Progressive Requests for Emergency / Disaster Resources



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 11 – AGRICULTURE

Phases Of Management

Actions initiated by ESF-11 / Agriculture are grouped into the typical phases of emergency management: Preparedness, Response, Recovery and Mitigation. Each phase requires specific skills and knowledge to accomplish, and also requires significant cooperation and collaboration between all supporting agencies and the intended recipients of service. ESF-11 encompasses a full range of activities, from training to the provision of field services. It coordinates and may assume direct operational control of:

- Assessment of agricultural needs and potential impacts
- Agriculture services management, command and control of assets (including personnel, equipment and supplies)
- Agriculture activities related to terrorist threats and / or events
- Logistical Staging areas and Points of Dispensing
- Catastrophic incident and alternate agriculture facility support
- Assistance to emergency response teams with animal-related problems
- Coordination for animal services and / or support agencies to transport animals as needed before, during and after disasters
- Assistance in coordination of any sites of animal needs stations to be set up in the Kenton County area
- Coordination of appropriate equipment and resources for pre- and post-disaster sheltering and rescue of horses and farm animals
- Coordination of mutual aid from support agencies for emergency care to all injured animals
- Coordination of animal carcass disposal, to possibly include massive numbers
- Release of public information through ESF-15 / Public Information regarding such issues as quarantine areas, zoonotic issues, alerts and public service information announcements

Preparedness Actions

- Plan with ESF-11 support agencies and other Emergency Support Functions to refine agriculture and animal care operations, including:
 - Assessment of the vulnerability of agriculture and animal care systems and services to the effects of severe weather, flooding and other natural, technological and man-made hazards
 - Assessment of worst-case scenario damage to agriculture and animal care systems and services, with emphasis on scenarios that will cause catastrophic loss of functionality



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Identify mission essential functions involving agriculture and animal care services

Identify alternative agriculture and animal care systems and services that can serve as backup if a major event disrupts or disables the ability of primary agencies to perform mission essential functions

Refine and exercise preplanned protective measures relative to the county's crop, livestock, and poultry industry

- Prepare and maintain the following items which are necessary for implementation of ESF-11 operations and procedures:
 - Emergency operating procedures, including procedures for pre-staging resources and assets for rapid deployment
 - Resource inventories, personnel rosters, and mobilization information
 - Information on critical facilities
 - Administrative and financial procedures to properly document activities of ESF-11 during activations
 - Contracts and Mutual Aid Agreements that are needed to meet the agriculture and animal care needs during disasters, and to restore critical agriculture and animal care systems that have been damaged
- Develop and refine procedures for rapid impact assessment per field surveys
- Develop and present training courses for EOC and ESF-11 / Agriculture response team members in accordance with the National Incident Management System (NIMS) to ensure personnel are trained in their responsibilities and duties
- Assign, train and schedule sufficient personnel to conduct ESF-11 tasks for an extended period of time
- Maintain liaison with support agencies
- Conduct All Hazards exercises involving ESF-11, coordinating with ESF-5 / Emergency Management to incorporate disaster intelligence into ESF-11 training
- Develop and present preparedness programs that address small pet issues. (The Kenton County Extension Service will coordinate preparedness and response programs that address livestock or other large animals.)
- Promote awareness of animal protection through a United States Department of Homeland Security public education brochure entitled "Preparing your Pets for Emergencies Makes Sense - Get Ready Now" and other mediums as appropriate
- Develop mutual aid agreements with government agencies, professional associations, and private agencies and organizations
- Coordinate with local agencies to establish a system to register identification data in an effort to reunite animals with their owners when separated during an incident / disaster



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EMERGENCY SUPPORT FUNCTION 11 – AGRICULTURE

- Coordinate the storage of emergency relief supplies and their distribution to animal caretakers / shelters
- Coordinate location(s) to be confinement areas or areas to be quarantined due to infectious animal or plant diseases to help prevent the spread to other areas
- Coordinate a system for tracking of activities based on information provided by personnel located by confinement areas or quarantine locations

Response Actions

- Respond to the Kenton County EOC and / or other locations as required when requested by Kenton County HSEM and coordinate operations at the ESF-11 position
- Monitor and direct agriculture and animal care resources and response activities to include pre-positioning for response / relocation due to potential impact(s) of a forecasted emergency situation
- Assess damages and disruptions to agriculture and animal care services to identify usability and reliability levels
- Establish and maintain agriculture and animal care systems to support on-scene direction / control and coordination in conjunction with the Kenton County EOC, State EOC, or other coordination entities as appropriate
- Coordinate with support agencies to develop, prioritize and implement strategies for the initial response to ESF-11 requests
- Provide updates on the damage to agriculture and animal care services, resource shortfalls, and potential impacts on accomplishing the ESF-11 mission
- Participate in developing Incident Action Plans and Situation Reports concerning agriculture and animal care needs
- Participate in EOC briefings and attend other necessary meetings to report on items related to agriculture and animal care
- Obtain additional resources as needed through the Statewide Emergency Management Mutual Aid and Assistance Agreements
- Coordinate movement of resources into the affected areas from designated staging areas as needed
- Coordinate with ESF-11's (or like functions) in other jurisdictions to obtain resources and facilitate an effective emergency response among all participating agencies
- Monitor the environmental impact of agriculture incidents in regards to the safety of responders as well as the public
- Coordinate impact assessments and data with ESF-8 / Public Health and Medical Services and others as appropriate



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- Coordinate emergency medical care for all animals, including commercial livestock, poultry, fish, exhibition (racing) animals; and domestic pets
- Coordinate effective surveillance of critical locations (i.e., auction markets, confinement markets, slaughter plants and free-range operations)
- Take additional precautions at public events where animals are displayed, including markets, and consider alternate venues or cancellation
- Coordinate evacuation of livestock during a disaster / incident to emergency shelters and coordinate efforts to provide water, food, and other physical needs to livestock / wildlife being sheltered
- Coordinate animal care, euthanasia of injured animals and disposal of dead animals

Recovery Actions

- Implement Disaster Assessment Teams to determine post-event effect on agriculture and animal care services and resources, and the ability to perform continuity of operations for essential functions
- Provide agriculture and animal care services coordination and support during recovery operations through the EOC
- Maintain documentation of all reported damage to agriculture and animal care facilities and equipment
- Continue to provide agriculture and animal care support as required until response activities are concluded or until they can be managed and staffed by the primary incident agency or jurisdictions
- Coordinate assistance to local governments and response agencies in the restoration of agriculture and animal care services
- Initiate financial reimbursement processes for recovery activities when such support is available
- Provide continued care of sheltered animals and an extended network for the adoption of unclaimed animals
- Coordinate with other Emergency Support Functions to provide support and to aid in the relief of nuisance / health-related problems involving animals and their impact on human relief efforts
- Continue to provide assistance with capture of injured / displaced animals, sheltering, medical care, feeding, relocation and reunification with owners, acquisition of additional food and supplies, and carcass disposal
- Coordinate long-term animal issues to include long-term health recovery, and proper disposal of carcasses (with the aid of ESF-3 / 12 Public Works-Infrastructure Management)



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- Coordinate CART's and other local emergency response teams within the county, with the statewide support network and the SART
- Cooperate with law enforcement officials in criminal investigations if a terrorist act is suspected in connection with agricultural incidents
- Establish appropriate security for supplies, equipment, personnel, and other resources to carry out the recovery plans associated with animal health emergencies and / or acts of agro-terrorism that may pose a substantial threat to the county
- Coordinate decontamination and / or destruction of animals, plants, and their associated facilities when necessary

Mitigation Actions

- Conduct internal After Action Reviews, document lessons learned and recommend improvements to the Emergency Operations Plans, procedures and guidelines
- Identify potential hazards and their impacts that are new or have potentially changed in scope, and include them in Hazard Mitigation Plans
- Provide personnel with the appropriate expertise to participate in activities designed to reduce or minimize the impact of future disasters
- Develop and deliver guidance for farmers, owners of livestock and pet owners on measures that can be taken to reduce losses from scenario disaster events



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 11 – AGRICULTURE

Responsibilities

All Agencies Associated With ESF-11:

Develop applicable standard operating procedures, guidelines and / or checklists which clearly define their role in ESF-11 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.
- Participate in honest appraisals of the performance of the ESF-11 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 ESF-11 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 ESF-11 activities as needed.
- Provide on-going status reports as requested by the ESF-11 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 HSEM.
- Perform other emergency responsibilities as assigned.

Primary Agencies:

- Provide leadership in directing, coordinating and integrating overall Kenton County efforts to provide agriculture and animal care services to affected areas and populations as part of ESF-11. This includes coordinating and directing support agencies' personnel, supplies and equipment, in addition to providing direct resources.
- Evaluate the impact and extent of the emergency, make strategic decisions, identify resource needs and secure resources required for field operations.
- Monitor agriculture and animal care services response and recovery efforts.
- Coordinate all mutual aid, State and Federal agriculture and animal care resources into the affected areas utilizing designated Staging Areas.



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EMERGENCY SUPPORT FUNCTION 11 – AGRICULTURE

- Manage planned and / or emergency incidents in accordance with each agency's Standard Operating Guidelines and under the direction of ESF-11 representatives.
- Make requests for agriculture and animal care assistance to the State ESF-11 as needed (State will activate resources through the State Emergency Response Plan).
- Continually assess priorities and strategies throughout the emergency so that the most critical agriculture and animal care needs are addressed the quickest.
- Coordinate and direct evacuation of animals from risk areas and provide technical assistance to prevent animal injury and disease dissemination.
- Maintain a current inventory of agriculture and animal care assets from participating agencies, including their location and condition.
- Coordinate with the Northern Kentucky Independent Health District for the release of public information regarding agriculture related health issues.
- Facilitate the transportation of injured, stray or nuisance animals to animal care facilities.
- Provide for the quarantining of bite animals for observation, impounding of animals roaming at large, returning of wild animals to their natural environment, and euthanizing sick and / or injured animals through assigned and authorized personnel.
- Respond to animal-related inquires, investigate all animal bites, animal cruelty and neglect complaints.
- Coordinate surveillance of plant pests and / or diseases of unknown or questionable origin which may pose a potential or substantial threat to agriculture, horticulture, economy or public health.
- Assisting in monitoring and reporting environmental hazards related to agricultural issues.
- Provide for product tracing to determine the source, destination and disposition of adulterated and / or contaminated products as needed.
- Demobilize resources and deactivate the ESF-11 function upon direction from the EOC Manager.

Support / Resource Agencies:

- Provide information and resources as requested by the ESF-11 Coordinator, to include resource status and capability reports.
- Provide qualified and capable services, staff, equipment, and supplies that complement the entire emergency response effort.



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 11 – AGRICULTURE

Administration and Support

The ESF-11 / Agriculture Emergency Support Function Plan plus accompanying Appendices, Annexes and Standard Operating Guidelines are maintained by Kenton County HSEM. They are reviewed and updated by the ESF-11 planning committee and Kenton County HSEM 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).

Agreements and Understandings

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

Kenton County HSEM will maintain up-to-date information of agriculture and animal care services in Kenton County, including:

- Names of responsible officials (reviewed / updated quarterly).
- ESF-11 / Agriculture staffing directory (reviewed / updated quarterly).
- ESF-11 / Agriculture notification lists (reviewed / updated quarterly).
- Major agriculture and animal care resources and equipment identified in Resource Typing and readiness status (reviewed / updated annually).

Each agriculture and animal care organization which enters into a mutual aid agreement will furnish a copy of the agreement to Kenton County HSEM.

Agriculture and animal care organizations are responsible for training and continuing education of their own personnel.

Expenditures and Recordkeeping

Each ESF-11 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-11 is responsible for managing financial matters specific to ESF 11 / Agriculture 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-



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 11 – AGRICULTURE

event as to application procedures for reimbursement. Requests for funding or reimbursements that were not directly designated by ESF-11 may be denied.

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 via 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 11 / Agriculture 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 11 agencies, identifying the successes and identifying areas that can be strengthened and enhanced for efficiency in a continuous quality improvement process.



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 11 – AGRICULTURE

Statement of Concurrence ESF-11 / AGRICULTURE

The signatures appearing below indicate the individuals have the authority to commit resources of the agency represented and agree to the functions and tasks prescribed for this Emergency Support Function.

ESF-11 PRIMARY AGENCY: Kenton County Coop Extension Office

_____	_____	_____
(Signature)	(Printed Name)	(Date)
Kenton County Coop Extension Office Director		



LEADING FROM THE FRONTIER TO THE FUTURE

**KENTON
COUNTY**
HOMELAND SECURITY
EMERGENCY MANAGEMENT

Kenton County, Kentucky

Emergency Support

Function 3/12-Public Works



Kenton County Homeland Security Emergency Management

Authority

Kenton County Fiscal Court

Judge Executive Kris Knochermann

Kenton County Homeland Security

Emergency Management

Director Steve Hensley

(Version: ESF3/12 059-01-2024)



**KENTON COUNTY EMERGENCY OPERATIONS PLAN
 COMBINED EMERGENCY SUPPORT FUNCTIONS 3/12 –
 INFRASTRUCTURE MANAGEMENT**

**KENTON COUNTY, KENTUCKY EMERGENCY OPERATIONS PLAN
 (Version 059-01-2024)**

EMERGENCY SUPPORT FUNCTION 3 – PUBLIC WORKS

EMERGENCY SUPPORT FUNCTION 12 – ENERGY / UTILITIES

**COMBINED EMERGENCY SUPPORT FUNCTION 3/12 –
 INFRASTRUCTURE MANAGEMENT**

***Mission:** To coordinate and organize public works, energy, and other utilities’ resources in preparing for, responding to and recovering from emergency / disaster incidents which impact the citizens of Kenton County.*

ESF-3/12 COORDINATORS:

ESF-3	Public Works		
Primary	Kenton County Public Works Director	Spencer	Stork
Alternate 1	Kenton County Public Works Supervisor		
Alternate 2	Ft. Mitchell Public Works	Nick	Tewes

ESF-3	Engineering		
Primary	Dir. Of Infrastructure Engineering	Laura	Tenfelde
Alternate 1	PDS Principle Infrastructure Inspector	Mark	Brannon
Alternate 2	PDS Subdivision Regulations Administrator	Steve	Lilly

ESF-3	Building Inspections/Codes		
Primary	PDS Chief Building Inspector	Brian	Sims
Alternate 1	PDS Deputy Building Official	Gary	Forsyth
Alternate 2	PDS Senior Building Official	Tim	Tholemeier

ESF-3	Geographic Information Systems		
Primary	PDS GIS Administrative Director	Trisha	Brush
Alternate 1	PDS GIS Application Devel. Coord.	Christy	Powell
Alternate 2	Geospatial Architect	Tom	East



KENTON COUNTY EMERGENCY OPERATIONS PLAN

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Primary Agencies:

- All Public Works And Road Agencies In Kenton County
- Kentucky Transportation Cabinet (KYTC) District 6 Office
- Duke Energy
- Owen Electric Cooperative

Secondary Agencies:

- Administrative Offices For Kenton County And All Cities
- Northern Kentucky Water District
- Sanitation District #1 Of Northern Kentucky
- US Army Corps Of Engineers

Local Support / Resource Agencies:

- PDS Of Kenton County
- Kenton County Homeland Security Emergency Management
- All Fire & EMS Agencies In Kenton County
- All Law Enforcement Agencies In Kenton County
- Local Media (Radio, TV, Cable, Newspaper)
- Kenton County Emergency Communications Center
- Altafiber
- Spectrum Cable
- Regional Trash & Waste Disposal Agencies

State Support / Resource Agencies:

- Kentucky State Police
- Kentucky Motor Vehicle Enforcement
- Kentucky Division of Emergency Management
- Kentucky State Fire Marshal
- Kentucky Department of Military Affairs / Kentucky National Guard

(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.)



KENTON COUNTY EMERGENCY OPERATIONS PLAN

COMBINED EMERGENCY SUPPORT FUNCTIONS 3/12 –

INFRASTRUCTURE MANAGEMENT

Purpose

This combined Emergency Support Function (ESF-3 – Public Works and ESF 12 – Energy / Utility) into ESF 3/12 – Infrastructure Management identifies and organizes the resources (human, technical, equipment, facility, materials and supplies) available to Kenton County and it's cities to address and support public infrastructure and utility needs in the event of either a natural or man-made disaster or emergency situation.

The infrastructure systems and utility services specifically identified in this ESF are:

- Government facilities / services
- Electric
- Water / wastewater
- Transportation
- Fossil fuels
- Debris management

The ESF-3/12 Infrastructure Management plan:

- Describes the organization and staffing for the provision of public infrastructure support and debris management to Kenton County and it's cities before, during and after an incident / event.
- Identifies the responsibilities of organizations charged with repairing and maintaining public utilities infrastructure systems in the case of a disaster or emergency situation.
- Provides direction for personnel involved in preparedness, response, recovery and mitigation in support of the primary emergency management objectives of Public Works and Energy / Utilities for emergency and disaster situations.

Scope

The scope of ESF 3/12 Infrastructure Management includes:

- Assessment of damage to public infrastructure systems and utility services, and restoration of systems and services to pre-emergency conditions for all affected agencies and jurisdictions in Kenton County.
- Provision of a debris removal process for emergencies and natural disasters for all affected agencies and jurisdictions in Kenton County.
- Coordination with ESF-3/12 support agencies for assistance in helping public infrastructure suppliers obtain information, equipment, specialized labor, fuel and transportation to repair or restore systems.



KENTON COUNTY EMERGENCY OPERATIONS PLAN

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- Coordination of information between local, state, and federal officials and suppliers about available recovery assistance for public infrastructure systems, utility systems and services, and debris management programs.
- Provision of technical assistance concerning public infrastructure systems, utility systems and services, and debris removal processes before, during and after an incident or event.
- A comprehensive list of critical infrastructure systems can be found in the Kenton County Emergency Operations Plan – Appendix H (Critical Infrastructure FOUO)

This Emergency Support Function applies to all agencies with assigned public works and / or public utilities responsibilities as described in the Kenton County EOP.

NOTE: To the extent possible, information contained in other sections of the EOP will not be repeated in this ESF plan. Many of the agencies involved in ESF-3/12 Infrastructure Management activities have existing emergency plans and procedures which this plan is designed to complement and support.

Situations and Assumptions

Situations and assumptions involved in ESF-3/12 Infrastructure Management planning include:

- County and City governments have an immediate requirement and limited capabilities to provide emergency services for restoration of public utilities (electric, water, wastewater, transportation and fossil fuels) and debris management following a catastrophic incident.
- Restoration of critical public services will require significant effort to repair various infrastructure systems.
- Incidents of all types can result in significant amounts of debris that must be removed to save lives and minimize further damage.
- Debris management will quickly become overwhelming following a catastrophic incident, and will include emergency clearance of debris; cleaning, repairing, or reconstructing damaged emergency access routes; emergency demolition of damaged structures and facilities; and disposal of the debris.
- Damage can include injuries or death to persons and animals, physical damage to property and buildings, and economic loss.
- An immediate need for transportation to move and protect life and property before, during and after an incident will require rapid coordination of repairs to roads and bridges, installation and repair of traffic control devices, and snow / ice removal.
- Catastrophic incidents could block or alter normal channels of transportation in Kenton County. Streets and major transportation routes may be obstructed by large amounts of debris and may be impassable for long periods of time.



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Emergency access and egress may be restricted in damaged areas, and they may only be initially accessible by air or other alternate means.

- Severe damage may be caused to homes, businesses, public buildings, roadways, bridges, pipes, wires, towers and other forms of infrastructure, resulting in large debris fields that may be hazardous to the health and welfare of citizens in the County.
- Private companies may be needed to assist with debris removal and infrastructure reconstruction.
- Storage and / or disposal of contaminated materials and / or contaminated soil will be a local task, with state and federal support.

Direction and Control

Kenton County HSEM functions as the official disaster organization for preparedness, mitigation, response and recovery within Kenton County and serves as the focal point for ESF-3/12 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-3/12 expectations.

All management decisions regarding county and / or regional public works and utility infrastructure resource allocations are made at the EOC by the ESF-3/12 Coordinator. Kenton County Public Works is the lead agency for the combined ESF-3/12 and will manage the emergency activities of ESF-3/12 Infrastructure Management.

In accordance with a mission assignment from ESF-3/12 and further mission tasking by a local primary agency, each support organization assisting in that assignment will retain administrative control over its own resources and personnel but will be under the operational control of ESF-3/12.

The combined ESF-3/12 Infrastructure Management systems operates at two levels – the Emergency Operations Center and field operations. The ESF-3/12 Coordinator shall establish communications with appropriate field personnel to ensure readiness and a timely response.

The ESF-3/12 Coordinator will:

- Collect, analyze and disseminate information on the nature and scope of current and predicted impacts of an incident or major disaster related to Public Works, utilities, and debris management.
- Assess the capabilities of local government, utility providers, the business community and other involved agencies to effectively prepare for, respond to and recover from an incident or major event.
- Assess and prioritize the immediate needs of impacted communities, neighborhoods and areas of the county for a forecasted major event or incident.
- Evaluate, analyze and prioritize requests for assistance from ESF-3/12.



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- Incorporate analyses and assessments into Incident Action Plans that establish operational objectives and identify resources needed to accomplish them.
- Establish priorities, assign tasks to agencies and track progress in meeting objectives.
- Use information and intelligence to support Logistics, Planning, Operations and other ESF's in their primary missions.
- Identify locations with special needs that will require emergency provision of utility services.
- Coordinate damage assessments and inspections for the following items:
 - Transportation infrastructure, including highways, bridges, railroads, and waterways.
 - Utilities infrastructure, including electric, fossil fuels, water, and sanitation.
 - Waste / Debris Management facilities and systems.
 - Government buildings and facilities.
- Develop and update assessments of current and anticipated future needs and resource requirements for activities involving both public and utility infrastructure, as well as debris management.
- Coordinate with other ESF's to provide resources and avoid duplication of efforts for Public Works, utility restoration, and debris management services.
- Coordinate restoration or replenishment of critical Public Works, utility and debris management capabilities and resources.
- Identify and organize the resources (human, technical, equipment, facility, materials and / or supplies) available to Kenton County and it's cities to provide both public and utility infrastructure management, as well as debris management, support before, during and after an incident / event.
- Provide personnel and resources to support prevention, preparedness, protection, response, recovery and mitigation in support of the primary emergency management objectives of Public Works, utility restoration, and debris management in emergency and disaster situations.

ESF-3/12 requests not fulfilled by the Coordinator will remain the responsibility of the requesting agencies owner / operator / director.

Assistance With Debris Removal

Kenton County and its cities maintain a comprehensive Debris Management Plan that is a support plan for the EOP. When an incident generates a significant amount of debris, this plan can be implemented through ESF-3/12.

For smaller incidents, there are local and regional sources of assistance available to city and county governments for debris removal. Private firms may need to be contracted for assistance if required and available. Additionally, humanitarian organizations (such as



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the Brighton Center) may be available to provide assistance. Kenton County HSEM will coordinate this kind of assistance.

If necessary, a Debris Management firm may be selected by the local government agency through a State-approved competitive purchasing process. Duties and responsibilities of the debris management firm would include:

- Management of individual debris hauling / removal contractors selected through a competitive bid process
- Training, management, and oversight of debris monitors
- Preparation and retention of all appropriate documentation necessary to meet local, state and federal reporting guidelines

The U.S. Army Corps of Engineers (USACE) may be available to provide quick-response emergency assistance in the debris clearance area. In a major disaster, after local and state declarations of emergency have been issued, the USACE can be requested to provide immediate assistance. The Governor must verify that he has requested FEMA to initiate preliminary damage assessments and that the response is beyond local and state capabilities. In this event, the USACE can provide debris clearance assistance under the Water Resources Development Act that amended Public Law 84-99. This assistance can be provided at no cost to the State or County for a period not to exceed ten days.

Concept of Operations

General Information

The ESF-3/12 Infrastructure Management Primary Agencies work with the EOC Management Team to ensure necessary public works infrastructure, utility services, and debris management tasks are accomplished. The Resource and Support Agencies provide resources and personnel to assist in accomplishing ESF-3/12 activities as required by the size and demands of the event. The ESF-3/12 Coordinator may need to work in conjunction with other ESF Coordinators to provide resource support for emergency operations, and to prevent duplication of efforts.

The provision of Infrastructure Management services are divided into three distinct areas, Government Services, Public Utility Services, and Industry.

The ESF-3/12 Coordinator has the responsibility for directing, controlling and coordinating all public works, public utilities infrastructure, and debris management services, systems, facilities and resources, and establishing procedures for meeting the incident needs. The Coordinator determines requirements by establishing priorities and coordinating with adjoining counties in the joint use of available resources.

All requests for public works, utilities, and debris management services and resources will be routed to the ESF-3/12 desk to determine appropriate action.

The priorities for allocation of resources by ESF-3/12 are:



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1. Lifesaving – Missions that are essential to survival, health and safety of the human population.
2. Essential Industry / Commerce / Transportation – Organizations that are required or needed to maintain operations and economic stability.
3. Others as determined based on incident specific plans.

Procedures, protocols and plans for public works, utilities, and debris management disaster response activities provide guidelines for operations at the EOC and in the field. Periodic training and exercises are conducted to enhance the effectiveness of planning and operations.

ESF-3/12 will utilize five fundamental, interrelated functions as illustrated in Figure 3-1:
ESF-3/12 Concept of Operations:

1. ASSESS IMPACTS – Use technology and human intelligence to collect, analyze and disseminate information on direct and indirect disaster impacts.
2. ASSESS CAPABILITIES – Assess the capabilities of local government, utility companies, the business community and volunteer agencies to effectively provide public services during the disaster.
3. PRIORITIZE NEEDS – Using the assessments above, prioritize the immediate needs of impacted communities, neighborhoods and areas of the County.
4. PREPARE AND IMPLEMENT AN IAP – Incorporate results of the analyses and prioritization into Incident Action Plans that establish Operational Objectives and identify resource requirements to accomplish these objectives.
5. PREPARE AND IMPLEMENT AN INCIDENT ACTION MATRIX – Create and utilize an Incident Action Matrix to establish priorities, assign tasks to agencies and track progress in meeting objectives.

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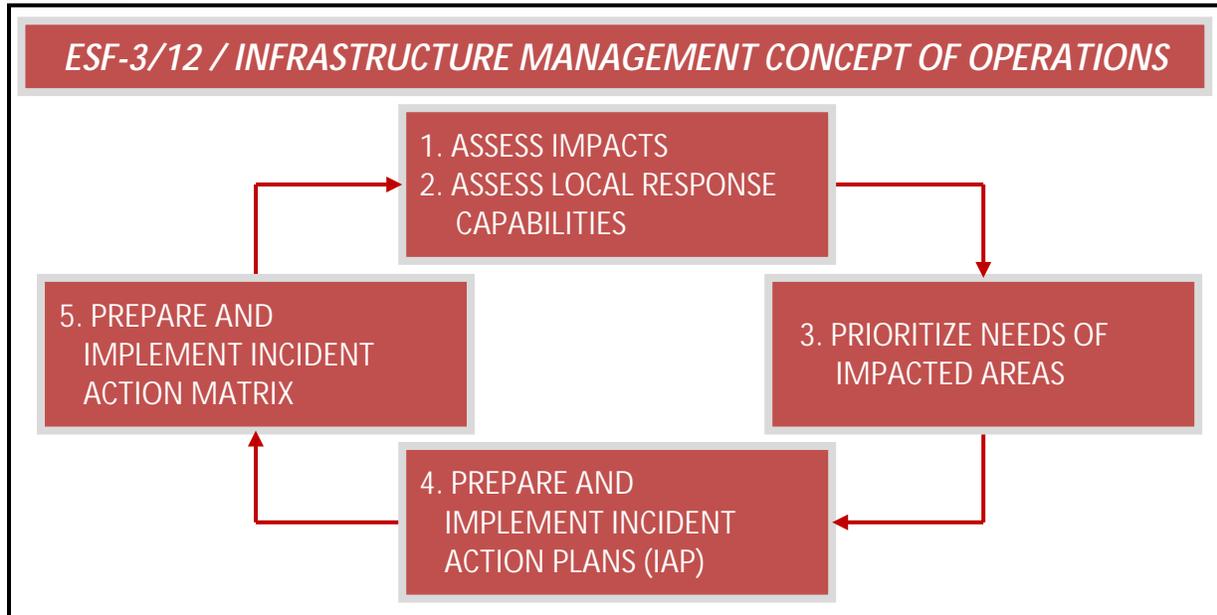


Figure 3-1: ESF-3/12 Infrastructure Management Concept of Operations

Notifications

Kenton County Emergency Communications Center (KCECC) is the county’s 24 hour Warning Point. When all or part of the County has been threatened or impacted by an emergency or disaster event, KCECC will notify the Kenton County HSEM Director who will notify the State Emergency Operations Center Duty Officer, who in turn notifies applicable state agencies including the Regional Response Manager of KYEM Region 6.

ESF-3/12 will be activated or placed on standby by Kenton County HSEM. Upon instructions to activate this Emergency Support Function, the ESF-3/12 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.

Organization

ESF-3/12 is organized consistent with the requirements of the National Response Plan, the National Incident Management System and uses the Incident Command System (ICS) to manage its emergency / disaster responsibilities. . The ICS system supports incident assessment, planning, procurement, deployment and coordination of public works, utilities, public infrastructure and debris management operations for Kenton County and its cities.

The Emergency Operations Plan plus accompanying Appendices, Incident Specific Plans, Support Plans and Standard Operating Guidelines that describe ESF-3/12 capabilities are based on National Planning Scenarios, Universal Task List and Target Capabilities and are the basis of these guidelines. Planning is continuous, beginning well before impact of approaching natural disasters and immediately upon the occurrence of those that are not forecasted.



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In the ICS structure, both the ESF-3 / Public Works and ESF-12 / Utility Infrastructure Management functions are located in the Infrastructure Support Branch of the Operations Section as shown in Figure 3-2.

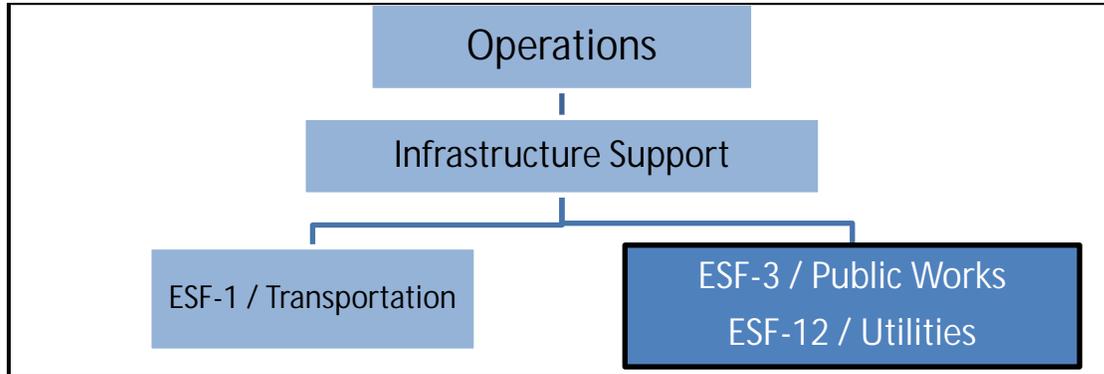


Figure 3-2: Incident Command System Structure For ESF-3 / Public Works and ESF-12 / Utility Infrastructure Management

The ESF-3/12 Coordinator will work with support agency counterparts to seek, procure, plan, coordinate and direct the use of any required public works, public infrastructure and debris management assets. If the Coordinator is unable to meet the requests for services, then he / she will work with Kenton County HSEM to request assistance from the State EOC.

Technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with knowledge and / or skills relevant to the situation. The individual will advise and / or direct operations within the context of the Incident Command System structure.

The Kenton County EOC 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.

Initial Response And Escalation

The initial response needs for an emergency / disaster situation are met by the use of the public works and utility resources available at the local level. Requests for assistance will be resolved at the lowest level direction and control facility with appropriate resources and capabilities.

When the need for public works, utilities, public infrastructure or debris management resources and / or services exceed the capability of what is available within Kenton County, established mutual aid agreements with surrounding counties to provide resources are utilized.



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When needed resources cannot be located through mutual aid agreements, the Kenton County EOC 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.

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 public works, utilities, public infrastructure or debris management coordination / support at the state level. That agency can designate a liaison to the Kenton County EOC to assist ESF-3/12 and, to the extent they are capable, provide coordinators, assessors and operational personnel in support of the EOC or field activities.

Upon activation of EOC's in more than one county, the lead agency for public works, utilities, public infrastructure or debris management coordination / support at the state level may support the coordination of the event response with regional resources or request additional resources through the State EOC.

During an emergency or disaster event, ESF-3/12 primary and support agencies at the State EOC report to and function under the overall direction of the Kentucky Division of Emergency Management Director. During the response phase, the State ESF-3/12 evaluates and analyzes information regarding public works, utilities, public infrastructure or debris management requests on a regional or statewide level. 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.

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 if necessary, to other states or the federal government for assistance support as shown in Figure 3-3: *Progressive Requests for Emergency / Disaster Resources*.

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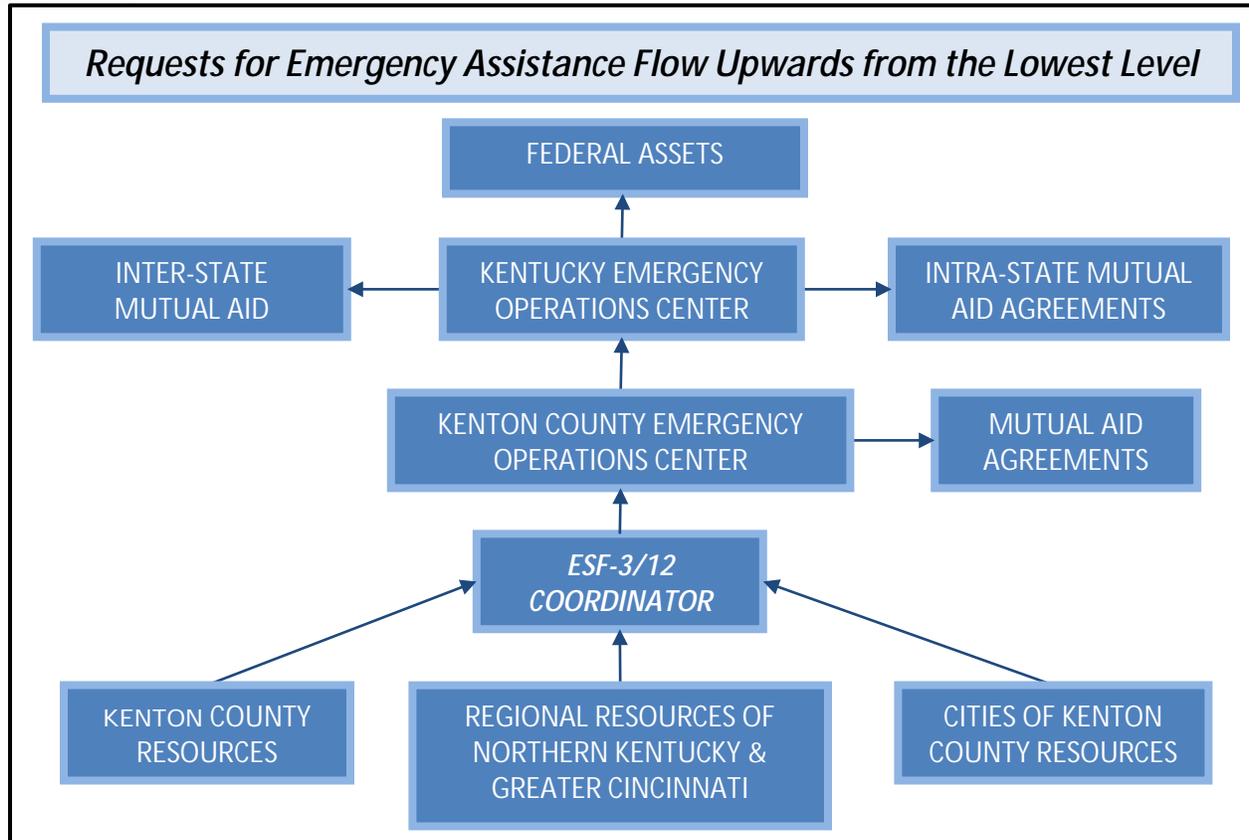


Figure 3-3: Progressive Requests for Emergency / Disaster Resources

Phases Of Management

Actions initiated by ESF-3/12 are grouped into the typical phases of emergency management: Preparedness, Response, Recovery and Mitigation. Each phase requires specific skills and knowledge to accomplish, and also requires significant cooperation and collaboration between all supporting agencies and the intended recipients of service. ESF-3/12 encompasses a full range of activities, from training to the provision of field services. It coordinates and may assume direct operational control of:

- Public Works services for all Kenton County local government agencies, including infrastructure repair / recovery and debris management.
- Public utility infrastructure restoration services for electric, fossil fuels, water and wastewater.
- ESF-3/12 mission-related personnel, facilities, equipment and supplies.



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Preparedness Actions

- Plan with ESF-3/12 support agencies and other Emergency Support Functions to refine critical public works and utility operations, including:
 - Assess the vulnerability of infrastructure systems to the effects of natural, technological and man-made hazards
 - Assess worst-case scenario damage to infrastructure systems with emphasis on scenarios that will cause the loss of system functionality
 - Identify critical systems and functions, and evaluate ways to provide rapid restoration or replacement alternatives for them in the case of damage or destruction
 - Identify alternative facilities and systems that can serve as backup for public works and / or public utilities services in the case of damage or destruction
- Prepare and maintain the following items which are necessary for implementation of ESF-3/12 operations and procedures:
 - Emergency operating procedures, including procedures for pre-staging resources and assets for rapid deployment
 - Resource inventories and personnel rosters, including construction contractors and engineering firms with active contracts who would be available for infrastructure repairs
 - Resource mobilization information
 - Information on critical facilities, including a prioritized list of critical public structures and facilities
 - Information on facilities and structures which could pose an immediate hazard or safety risk to public health and may require demolition or stabilization
 - Administrative and financial procedures to properly document activities of ESF-3/12 during activations
 - Contracts and Mutual Aid Agreements that are needed to meet the Public Works, utility, infrastructure, and Debris Management needs during disasters, and to restore critical systems that have been damaged
- Develop and present training courses for EOC and ESF-3/12 response team members in accordance with the National Incident Management System (NIMS) to ensure personnel are trained in their responsibilities and duties
- Assign, train and schedule sufficient personnel to conduct ESF-3/12 tasks for an extended period of time
- Maintain liaison with support agencies
- Conduct All Hazards exercises involving ESF-3/12, coordinating with ESF-5 / Emergency Management to incorporate disaster intelligence into ESF-3/12 training



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Response Actions

- Respond to the Kenton County EOC and / or other locations as required when requested by Kenton County HSEM and coordinate operations at the ESF-3/12 position
- Monitor and direct ESF-3/12 resources and response activities to include pre-positioning for response / relocation due to potential impact(s) of a forecasted emergency situation or scheduled event
- Assess damages and disruptions of public works and public utilities infrastructure systems to identify usability and reliability levels
- Establish and maintain infrastructure management systems to support on-scene direction / control and coordination in conjunction with the Kenton County EOC, State EOC, or other coordination entities as appropriate
- Coordinate with support agencies to develop, prioritize and implement strategies for the initial response to ESF-3/12 requests
- Provide updates on the damage to public infrastructure systems and utility services, resource shortfalls, and potential impacts on accomplishing the ESF-3/12 mission
- Participate in development of Incident Action Plans and Situation Reports concerning public works, utilities, public infrastructure, and debris management needs
- Implement procedures necessary for providing critical public works services and public infrastructure system restoration
- Implement procedures necessary for providing emergency debris management services until such time as long-term services can be implemented
- Coordinate with support agencies regarding resource management and logistics to support response and recovery activities, including:
 - Transportation infrastructure, including bridges, railroads, and waterways
 - Electrical production and distribution systems
 - Fossil fuel production and distribution systems (natural gas, LP gas, etc.)
 - Potable water production and distribution systems
 - Wastewater treatment and distribution systems
 - Debris removal and management systems
- Participate in EOC briefings and attend other necessary meetings to report on ESF-3/12 items
- Obtain additional resources as needed through the Statewide Emergency Management Mutual Aid and Assistance Agreements



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- Coordinate with ESF-3/12's (or like functions) in other jurisdictions to obtain resources and facilitate an effective emergency response among all participating agencies

Recovery Actions

- Implement Disaster Assessment Teams to determine post-event effect on public works, government facilities and public utilities, including the ability to perform continuity of operations for essential functions
- Coordinate with the Kenton County Solid Waste Department, who is the agency responsible for disposal of debris. Depending on the magnitude of the disaster, permits for emergency landfills and waivers for the burning of debris may be required.
- Coordinate assistance to local governments and response agencies in the restoration of public works, government facilities and public utilities
- Maintain documentation of all reported damage to public works, government facilities and public utilities
- Continue to provide support for public works, government facilities and public utilities as required until response and recovery activities are concluded or until they can be managed and staffed by the primary incident agency or jurisdictions
- Initiate financial reimbursement processes for recovery activities when such support is available

Mitigation Actions

- Conduct internal After Action Reviews, document lessons learned and recommend improvements to the Emergency Operations Plans, procedures and guidelines
- Identify potential hazards and their impacts that are new or have potentially changed in scope, and include them in Hazard Mitigation Plans
- Provide personnel with the appropriate expertise to participate in activities designed to reduce or minimize the impact of future disasters



KENTON COUNTY EMERGENCY OPERATIONS PLAN

COMBINED EMERGENCY SUPPORT FUNCTIONS 3/12 –

INFRASTRUCTURE MANAGEMENT

Responsibilities

All Agencies:

- Develop applicable standard operating procedures, guidelines and / or checklists which clearly define their role in ESF-3/12, 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.
- Participate in honest appraisals of the performance of ESF-3/12 roles 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 ESF-3/12 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 ESF-3/12 activities as needed.
- Provide on-going status reports as requested by the ESF-3/12 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 Kenton County HSEM.
- Perform other emergency responsibilities as assigned.

Primary Agencies:

- Provide leadership in directing, coordinating and integrating overall Kenton County efforts to provide public works, utilities, public infrastructure and debris management services to affected areas and populations as part of ESF-3/12. This includes coordinating and directing support agencies' personnel, supplies and equipment, in addition to providing direct resources.
- Evaluate the impact and extent of the emergency, make strategic decisions, identify resource needs and secure resources required for field operations.
- Monitor public works, utilities, public infrastructure and debris management systems emergency response and recovery efforts.
- Coordinate all mutual aid, State and Federal public works, utilities, public infrastructure and debris management resources into the affected areas utilizing designated Staging Areas.



KENTON COUNTY EMERGENCY OPERATIONS PLAN

COMBINED EMERGENCY SUPPORT FUNCTIONS 3/12 –

INFRASTRUCTURE MANAGEMENT

- Manage planned and / or emergency incidents in accordance with each agency's Standard Operating Guidelines and under the direction of ESF-3/12 representatives.
- Make requests for assistance to the State ESF-3/12 as needed (State will activate resources through the State Emergency Response Plan).
- Continually assess priorities and strategies throughout the emergency so that the most critical needs are addressed the quickest.
- Maintain a current inventory of public works, utilities, public infrastructure and debris management system assets from participating agencies, including their location and condition.
- Demobilize resources and deactivate the ESF-3/12 function upon direction from the EOC Manager.

Support Agencies:

- Provide information and resources as requested by the ESF-3/12 Coordinator, to include resource status and capability reports.
- Provide qualified and capable services, staff, equipment, and supplies that complement the entire emergency response effort.

Administration and Support

The ESF-3/12 Emergency Support Function Plan plus accompanying Appendices, Annexes and Standard Operating Guidelines are maintained by Kenton County HSEM. They are reviewed and updated by the ESF-3/12 planning committee and Kenton County HSEM 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 Kenton County Emergency Operations Plan (EOP).

Agreements and Understandings

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

Kenton County HSEM will maintain up-to-date information of public works, public utilities and associated services in Kenton County, including:

- Names of responsible officials (reviewed / updated quarterly).
- ESF-3/12 staffing directory (reviewed / updated quarterly).
- ESF-3/12 notification lists (reviewed / updated quarterly).



KENTON COUNTY EMERGENCY OPERATIONS PLAN

COMBINED EMERGENCY SUPPORT FUNCTIONS 3/12 –

INFRASTRUCTURE MANAGEMENT

- Major ESF-3/12 equipment identified in Resource Typing and readiness status (reviewed / updated annually).

Each public works, public utility and debris management organization which enters into a mutual aid agreement will furnish a copy of the agreement to Kenton County HSEM.

Public works, public utility and debris management organizations are responsible for training and continuing education of their own personnel.

Expenditures and Recordkeeping

Each ESF-3/12 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-3/12 is responsible for managing financial matters specific to ESF-3/12 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. Requests for funding or re-imbursements that were not directly designated by ESF-3/12 may be denied.

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-3/12 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-3/12 agencies, identifying the successes and identifying areas that can be strengthened and enhanced for efficiency in a continuous quality improvement process.



**KENTON COUNTY EMERGENCY OPERATIONS PLAN
COMBINED EMERGENCY SUPPORT FUNCTIONS 3/12 –
 INFRASTRUCTURE MANAGEMENT**

**Statement of Concurrence ESF-3 / PUBLIC WORKS &
 ESF-12 / ENERGY / UTILITIES**

The signature(s) appearing below indicates the individual(s) have the authority to commit resources of the agency represented and agrees to the functions and tasks prescribed for this combined Emergency Support Function.

ESF-3/12 PRIMARY AGENCIES: Kenton County Public Works, Kentucky Department Of Transportation – District 6, All Public Works Agencies For Cities In Kenton County, Duke Energy, Owen Electric Cooperative

_____	_____	_____
(Signature)	(Printed Name)	(Date)
Kenton County Public Works Director		

_____	_____	_____
(Signature)	(Printed Name)	(Date)
Kentucky Department Of Transportation – District 6 Director		

_____	_____	_____
(Signature)	(Printed Name)	(Date)
Duke Energy		

_____	_____	_____
(Signature)	(Printed Name)	(Date)
Owen Electric Cooperative		



LEADING FROM THE FRONTIER TO THE FUTURE

KENTON
COUNTY
HOMELAND SECURITY
EMERGENCY MANAGEMENT

Kenton County, Kentucky

Emergency Support Function

13 – Law Enforcement

Kenton County Homeland Security
Emergency Management

Authority

Kenton County Fiscal Court

Judge Executive Kris Knochermann

Kenton County Homeland Security
Emergency Management

Director Steve Hensley

(Version: ESF13 059-01-2024)



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 13 – LAW ENFORCEMENT AND SECURITY

***KENTON COUNTY, KENTUCKY EMERGENCY OPERATIONS PLAN
(Version 059-01-2024)***

EMERGENCY SUPPORT FUNCTION 13 – LAW ENFORCEMENT AND SECURITY

Mission: To coordinate and organize law enforcement and security resources in preparing for, responding to and recovering from emergency / disaster incidents that impact the citizens of Kenton County.

ESF-13 COORDINATORS:

ESF-13	Law Enforcement And Security		
Primary	Kenton County Police Chief	Spike	Jones
Alternate 1	Kenton County Sheriff	Chuck	Korzenborn
Alternate 2	Kenton County Deputy Sheriff	Pat	Morgan
Alternate 3	Kenton County Deputy Sheriff	Todd	Massey

Primary Agencies:

- Kenton County Police Department
- Kenton County Sheriff’s Office
- All City Law Enforcement Agencies in Kenton County

Secondary / Support Agency:

- Kenton County Homeland Security Emergency Management

Local Support / Resource Agencies:

- Kenton County Emergency Communications Center
- Law Enforcement Agencies from neighboring counties
- All Fire / EMS and Rescue Agencies In Kenton County and neighboring counties
- Kenton County Road Department
- Kenton County Animal Services
- Kenton County Coroner’s Office
- Northern Kentucky Independent District Health Department
- Northern Kentucky Regional Technical Rescue Team (TRT)
- Boone County Water Rescue
- Northern Kentucky Regional HAZMAT / WMD Team



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 13 – LAW ENFORCEMENT AND SECURITY

- American Red Cross
- Salvation Army

State Support / Resource Agencies:

- Kentucky State Police
- Kentucky National Guard
- Kentucky Motor Vehicle Enforcement
- Kentucky Department of Transportation
- Kentucky Department of Corrections
- Kentucky Division of Emergency Management
- Kentucky Department For Environmental Protection

Federal Support / Resource Agencies:

- Federal Bureau Of Investigation (FBI)
- Department Of Alcohol, Tobacco, Firearms and Explosives (ATF)
- National Weather Service Office – Wilmington, Ohio
- US Coast Guard

(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.)



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 13 – LAW ENFORCEMENT AND SECURITY

Purpose

The Law Enforcement and Security Emergency Support Function (ESF-13) identifies and organizes the resources (human, technical, equipment, facility, materials and / or supplies) available to Kenton County and it's cities to address and support law enforcement and security needs in the event of either a natural or man-made disaster or emergency situation.

The ESF-13 / Law Enforcement And Security plan:

- Describes the organization and staffing for the provision of law enforcement and security support to Kenton County and it's cities before, during and after an incident / event.
- Identifies the responsibilities of organizations charged with providing law enforcement and security services in the case of a disaster or emergency situation.
- Provides direction for personnel involved in preparedness, response, recovery and mitigation in support of the primary emergency management objectives of law enforcement and security for emergency and disaster situations.

Scope

The scope of ESF-13 / Law Enforcement And Security includes:

- Provision of law enforcement and security services during an emergency incident or event in a coordinated and prioritized manner for all responding agencies and affected jurisdictions in Kenton County, including but not limited to the following:
 - maintaining law and order
 - protecting life and property
 - undertaking traffic control
 - providing law enforcement support to other agencies
 - guarding essential facilities and supplies
 - coordinating law enforcement mutual aid
- Assessment of the law enforcement services damage / disruption, and resources required to restore them to pre-emergency conditions.
- Coordination of information between local, state, and federal officials and suppliers about available law enforcement and security services recovery assistance.
- Provision of technical assistance concerning law enforcement and security services before, during and after an incident or event.

This Emergency Support Function applies to all agencies with assigned law enforcement and security emergency responsibilities as described in the Kenton County EOP.

NOTE: To the extent possible, information contained in other sections of the EOP will not be repeated in this ESF plan. Many of the agencies involved in ESF-13 / Law Enforcement And Security activities have existing emergency plans and procedures which this plan is designed to complement and support.



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 13 – LAW ENFORCEMENT AND SECURITY

Situations and Assumptions

Situations and assumptions involved in ESF-13 / Law Enforcement And Security planning include:

- Local law enforcement organizations are prepared to support each other during emergency situations using available expertise, equipment, and manpower to ensure efficient and effective emergency law enforcement operations.
- Law enforcement resources may be directly impacted and potentially degraded by a disaster or catastrophic event. There is the potential for major disruption or even immobilization of local law enforcement resources due to terrorist actions, civil disturbances, bombing, blackmail, sniping, or other acts of violence, directed at the those resources.
- In most incidents, the major law enforcement tasks will include traffic control, cordoning off of stricken areas, providing security for vital installations, crowd and access control, and assisting in dissemination of warnings to the general public. These are in addition to the general task of maintaining law and order.
- During an emergency law enforcement action, uniformed law enforcement officers are best able to initially respond and restore order because individuals in the public and private sectors will usually follow instructions given by law enforcement personnel.
- During an evacuation resulting from an incident, large numbers of people could be traveling in private and public vehicles to reception centers. In order to have an orderly flow of traffic and proper parking at the reception center and shelters, there will be a need for traffic control personnel.
- The concentration of additional large numbers of people in congregate care facilities during a major relocation will necessitate additional police patrols to preserve orderly conduct.
- Additional law enforcement surveillance and patrol will be needed in evacuated areas to prevent looting and theft.
- Evacuation of an area may necessitate the moving of prisoners. This will result in the need for additional law enforcement personnel during movement of the prison population and possibly at the temporary detention center.
- Law enforcement personnel may be called upon to perform functions other than their normal duties and actions for which they may have not been trained, and other emergency personnel (such as firefighters or public works employees) may be called upon to assist in the performance of law enforcement activities under the direction of the ESF-13 Coordinator and officers on the scene. In these situations, every effort should be made to determine if there are personnel trained for a specific duty on hand before untrained personnel are allowed into possibly dangerous areas or the performance of possibly hazardous actions.



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 13 – LAW ENFORCEMENT AND SECURITY

Direction and Control

Kenton County HSEM functions as the official organization for disaster preparedness, mitigation, response and recovery within Kenton County and serves as the focal point for ESF-13 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-13 expectations.

Kenton County Emergency Communications Center (KCECC) is the primary Public Safety Answering Point (PSAP) providing emergency and non-emergency dispatch services for all Fire & EMS agencies, Law Enforcement agencies, Kenton County HSEM, and some other county government agencies. In a large-scale emergency situation, Kenton County may have to rely on other supporting resources for communications, such as secondary PSAP's, amateur radio operators and equipment, other municipal agencies, and even private sector resources.

All management decisions regarding County and / or regional law enforcement resource allocations are made at the EOC by the ESF-13 Coordinator. Kenton County Police Department is the lead agency for ESF-13 and will manage the emergency activities of ESF-13 / Law Enforcement And Security. The Kenton County Sheriff's Department and all city law enforcement agencies in Kenton County are additional primary agencies for ESF-13.

In accordance with a mission assignment from ESF-13 and further mission tasking by a local primary agency, each support organization assisting in an ESF-13 assignment will retain administrative control over its own resources and personnel but will be under the operational control of ESF-13.

The ESF-13 / Law Enforcement And Security system operates at two levels – the Emergency Operations Center and field operations. The ESF-13 Coordinator shall establish communications with appropriate field personnel to ensure readiness and a timely response.

The ESF-13 Coordinator will:

- Collect, analyze and disseminate information on the nature and scope of current and predicted impacts of an incident or major disaster on law enforcement services and capabilities.
- Evaluate, analyze and prioritize requests for assistance from ESF-13.
- Develop and update assessments of current and anticipated future law enforcement and security needs and resource requirements.
- Incorporate analyses and assessments into Incident Action Plans that establish operational objectives and identify resources needed to accomplish them.



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 13 – LAW ENFORCEMENT AND SECURITY

- Establish priorities, assign tasks to agencies and track progress in meeting objectives.
- Use information and intelligence to support Logistics, Planning, Operations and other ESF's in their primary missions.
- Coordinate with other ESF's to provide resources and avoid duplication of efforts for law enforcement and security services.
- Identify and organize the resources (human, technical, equipment, facility, materials and / or supplies) available to Kenton County and its cities to provide law enforcement and security services and support before, during and after an incident / event.
- Provide personnel and resources to support prevention, preparedness, protection, response, recovery and mitigation in support of the primary emergency management objectives of law enforcement and security in emergency and disaster situations.
- Maintain a record of law enforcement and security resources (location & type) and a running inventory at each facility.
- Coordinate damage assessments and inspections for law enforcement facilities and equipment.
- Coordinate restoration or replenishment of critical law enforcement services.

Law enforcement and security requests not fulfilled by the ESF-13 Coordinator will remain the responsibility of the requesting agencies owner / operator / director.



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 13 – LAW ENFORCEMENT AND SECURITY

Concept of Operations

General Information

The ESF-13 / Law Enforcement And Security Primary Agencies work with the EOC Management Team to ensure necessary law enforcement tasks are accomplished. The Resource and Support Agencies provide resources and personnel to assist in accomplishing ESF-13 activities as required by the size and demands of the event. The ESF-13 Coordinator may need to work in conjunction with other ESF Coordinator's to provide resource support for emergency operations, and to prevent duplication of efforts.

The ESF-13 Coordinator has the responsibility for directing, controlling and coordinating all law enforcement services, systems, facilities and resources, and establishing procedures for meeting the incident needs. The Coordinator determines law enforcement requirements by establishing priorities and coordinating with adjoining counties in the joint use of law enforcement resources.

All requests for law enforcement services and resources will be routed to the ESF-13 / Law Enforcement and Security desk to determine appropriate action.

The priorities for allocation of resources by ESF-13 are:

1. Lifesaving – Missions that are essential to survival, health and safety of the human population.
2. Essential Industry / Commerce / Transportation – Organizations that are required or needed to maintain operations and economic stability.
3. Others as determined based on incident specific plans.

Procedures, protocols and plans for law enforcement and security services during disaster response activities provide guidelines for operations at the EOC and in the field. Periodic training and exercises are conducted to enhance the effectiveness of planning and operations.

ESF-13 will utilize five fundamental, interrelated functions as illustrated in Figure 13-1: *ESF-13 / Law Enforcement And Security Concept of Operations*:

1. ASSESS IMPACTS – Use technology and human intelligence to collect, analyze and disseminate information on direct and indirect disaster impacts.
2. ASSESS CAPABILITIES – Assess the capabilities of local agencies, the business community and other volunteer agencies to effectively provide law enforcement services during the disaster.
3. PRIORITIZE NEEDS – Using the assessments above, prioritize the immediate needs of impacted communities, neighborhoods and areas of the County.
4. PREPARE AND IMPLEMENT AN IAP – Incorporate results of the analyses and prioritization into Incident Action Plans that establish Operational Objectives and identify resource requirements to accomplish those objectives.



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 13 – LAW ENFORCEMENT AND SECURITY

- 5. PREPARE AND IMPLEMENT AN INCIDENT ACTION MATRIX – Create and utilize an Incident Action Matrix to establish priorities, assign tasks to agencies and track progress in meeting objectives.

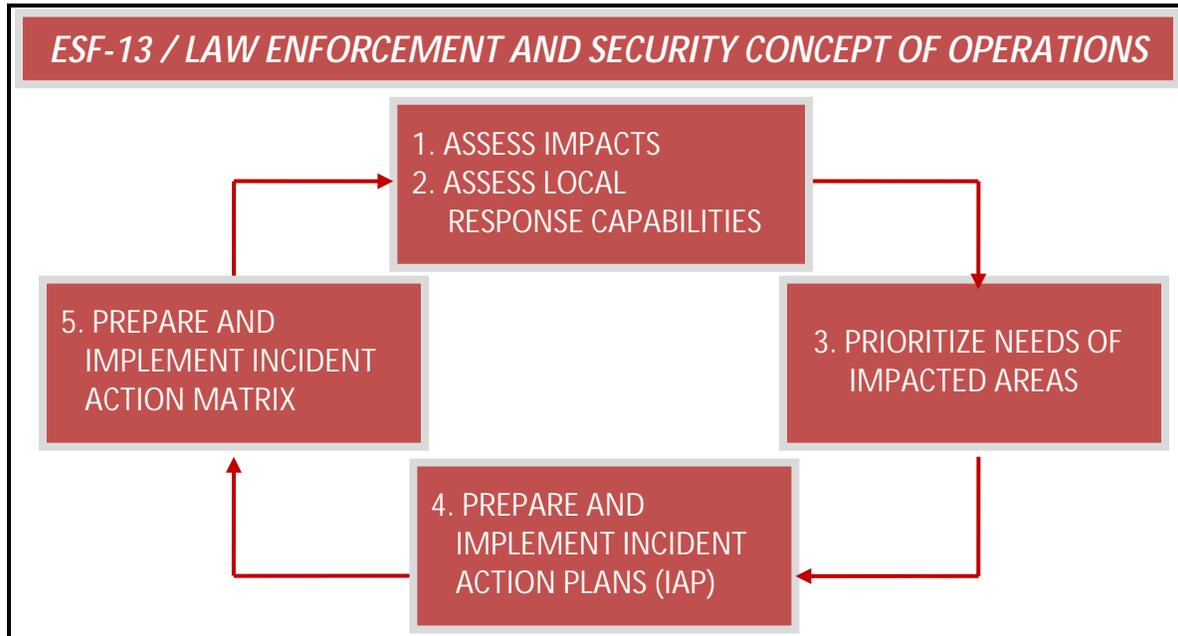


Figure 13-1: ESF-13 / Law Enforcement And Security Concept of Operations

Notifications

Kenton County Emergency Communications Center (KCECC) is the county’s 24 hour Warning Point. When all or part of the County has been threatened or impacted by an emergency or disaster event, KCECC will notify the Kenton County HSEM Director who will notify the State Emergency Operations Center Duty Officer, who in turn notifies applicable state agencies including the Regional Response Manager of KYEM Region 6.

ESF-13 / Law Enforcement And Security will be activated or placed on standby by Kenton County HSEM. Upon instructions to activate this Emergency Support Function, the ESF-13 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.

Organization

ESF-13 / Law Enforcement And Security is organized consistent with the requirements of the National Response Plan, the National Incident Management System and uses the Incident Command System (ICS) to manage its emergency / disaster responsibilities. The ICS system supports incident assessment, planning, procurement, deployment and coordination of law enforcement operations for Kenton County and it’s cities.



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 13 – LAW ENFORCEMENT AND SECURITY

The Emergency Operations Plan plus accompanying Appendices, Incident Specific Plans, Support Plans and Standard Operating Guidelines that describe ESF-13 / Law Enforcement And Security capabilities are based on National Planning Scenarios, Universal Task List and Target Capabilities and are the basis of these guidelines. Law enforcement planning is continuous, beginning well before impact of approaching natural disasters and immediately upon the occurrence of those that are not forecasted.

In the ICS structure, ESF-13 / Law Enforcement And Security is located in the Response Branch of the Operations Section as shown in Figure 13-2.

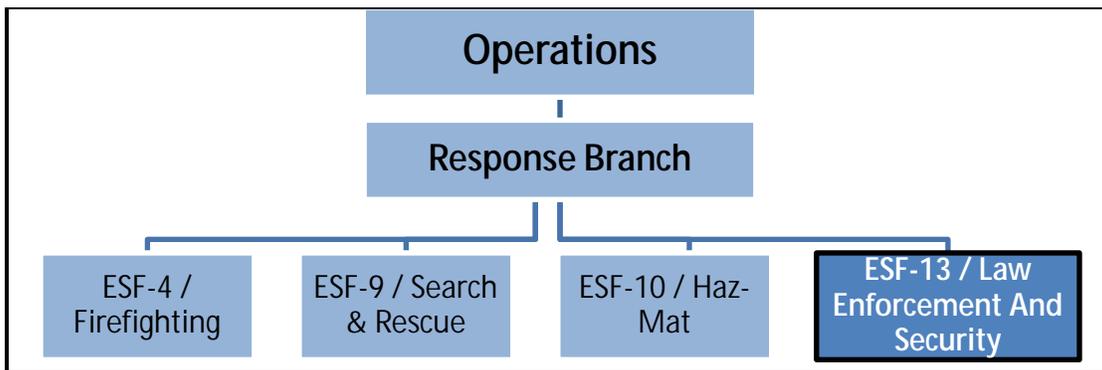


Figure 13-2: Incident Command System Structure For ESF-13 / Law Enforcement And Security

The ESF-13 Coordinator will work with support agencies to seek, procure, plan, coordinate and direct the use of any required law enforcement assets. If the Coordinator is unable to meet the requests for services, then he / she will work with Kenton County HSEM to request assistance from the State EOC.

Technical and subject matter expertise may be provided by an appropriate person(s) from a support agency with knowledge and / or skills relevant to the situation. The individual will advise and / or direct operations within the context of the EOC structure.

The Kenton County EOC 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.

Initial Response And Escalation

The initial response to an emergency / disaster situation is met by the use of the law enforcement resources available at the local level. Requests for law enforcement assistance will be resolved at the lowest level direction and control facility with appropriate resources and capabilities.



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 13 – LAW ENFORCEMENT AND SECURITY

When the need for law enforcement resources and / or services exceed the capability of what is available within Kenton County, established mutual aid agreements with surrounding counties to provide law enforcement resources are utilized.

When needed law enforcement resources cannot be located through mutual aid agreements, the Kenton County EOC 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.

Additionally, either the KYEM Region 6 Manager or the State Emergency Operations Center can be contacted to determine the appropriate state agency serving as the lead agency for law enforcement and security services coordination / support at the state level. That agency can designate a liaison to the Kenton County EOC to assist ESF-13 and, to the extent they are capable, provide coordinators, assessors and operational personnel in support of the EOC or field activities.

Upon activation of EOC's in more than one county, the lead agency for law enforcement and security coordination / support at the state level may support the coordination of the event response with regional resources or request additional resources through the State EOC.

During an emergency or disaster event, ESF-13 primary and support agencies at the State EOC report to and function under the overall direction of the Kentucky Division of Emergency Management Director. During the response phase, the State ESF-13 evaluates and analyzes information regarding law enforcement requests on a regional or statewide level. 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.

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 if necessary, to other states or the federal government for assistance support as shown in Figure 13-3: *Progressive Requests for Emergency / Disaster Resources*.



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 13 – LAW ENFORCEMENT AND SECURITY

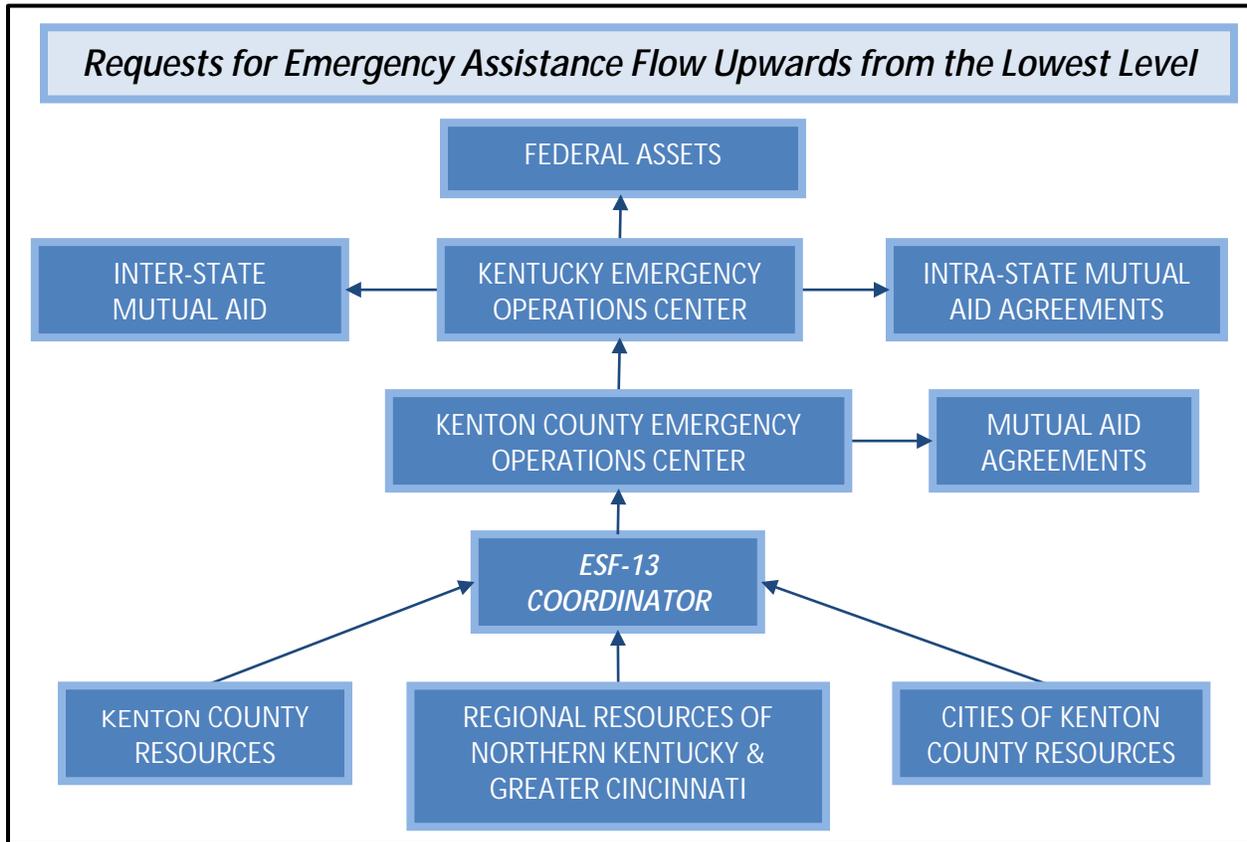


Figure 13-3: Progressive Requests for Emergency / Disaster Resources



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 13 – LAW ENFORCEMENT AND SECURITY

Phases Of Management

Actions initiated by ESF-13 / Law Enforcement And Security are grouped into the typical phases of emergency management: Preparedness, Response, Recovery and Mitigation. Each phase requires specific skills and knowledge to accomplish, and also requires significant cooperation and collaboration between all supporting agencies and the intended recipients of service. ESF-13 encompasses a full range of activities, from training to the provision of field services. It coordinates and may assume direct operational control of:

- Law Enforcement services for all Kenton County emergency response agencies, including but not limited to:
 - Assessment of law enforcement and security needs and potential impacts
 - Traffic control
 - Site security and access control
 - Evacuation and re-entry support
 - Emergency responder security and safety
 - Mental health and crisis counseling for responders
 - Law enforcement public information and risk communication
 - Law enforcement management, command and control of assets
 - Law enforcement activities related to terrorist threats and / or events
 - Security for Logistical Staging Areas, Points of Dispensing, Shelters, etc.
 - Catastrophic incident and alternate law enforcement facility support
- Law Enforcement-related personnel, facilities, equipment and supplies.

Preparedness Actions

- Plan with ESF-13 support agencies and other emergency support functions to refine law enforcement operations, including:
 - Assessment of the vulnerability of law enforcement services to the effects of severe weather, flooding and other natural, technological and man-made hazards
 - Assessment of worst-case scenario damage to law enforcement services with emphasis on scenarios that will cause the loss of system functionality
 - Identify mission essential functions involving law enforcement and security services
 - Identify alternative systems and services that can serve as backup for law enforcement services if a major event disrupts or disables the ability of primary agencies to perform mission essential functions



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 13 – LAW ENFORCEMENT AND SECURITY

- Prepare and maintain the following items which are necessary for implementation of ESF-13 operations and procedures:
 - Emergency operating procedures, including procedures for pre-staging resources and assets for rapid deployment
 - Resource inventories, personnel rosters, and mobilization information
 - Information on critical facilities
 - Administrative and financial procedures to properly document activities of ESF-13 during activations
 - Contracts and Mutual Aid Agreements that are needed to meet law enforcement and security needs during disasters, and to restore critical law enforcement systems that have been damaged
- Develop and refine procedures for rapid impact assessment per field surveys
- Develop and present training courses for EOC and ESF-13 / Law Enforcement And Security response team members in accordance with the National Incident Management System (NIMS) to ensure personnel are trained in their responsibilities and duties
- Assign, train and schedule sufficient personnel to conduct ESF-13 tasks for an extended period of time
- Maintain liaison with support agencies
- Conduct All Hazards exercises involving ESF-13, coordinating with ESF-5 / Emergency Management to incorporate disaster intelligence into ESF-13 training

Response Actions

- Respond to the Kenton County EOC and / or other locations as required when requested by Kenton County HSEM and coordinate operations at the ESF-13 position
- Monitor and direct law enforcement resources and response activities to include pre-positioning for response / relocation due to potential impact(s) of a forecasted emergency situation or scheduled event
- Assess damages and disruptions of law enforcement and security systems and services to identify usability and reliability levels
- Establish and maintain law enforcement and security systems to support on-scene direction / control and coordination in conjunction with the Kenton County EOC, State EOC, or other coordination entities as appropriate
- Coordinate with support agencies to develop, prioritize and implement strategies for the initial response to ESF-13 requests
- Provide updates on the damage to law enforcement and security services, resource shortfalls, and potential impacts on accomplishing the ESF-13 mission



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 13 – LAW ENFORCEMENT AND SECURITY

- Participate in developing Incident Action Plans and Situation Reports concerning law enforcement and security services needs
- Participate in EOC briefings and attend other necessary meetings to report on law enforcement and security items
- Obtain additional resources as needed through the Statewide Emergency Management Mutual Aid and Assistance Agreements
- Coordinate movement of resources into the affected areas from designated staging areas as needed
- Coordinate with ESF-13's (or like functions) in other jurisdictions to obtain resources and facilitate an effective emergency response among all participating agencies

Recovery Actions

- Implement Disaster Assessment Teams to determine post-event effect on law enforcement and security services and resources, and the ability to perform continuity of operations for essential functions
- Provide law enforcement coordination and support during recovery operations through the EOC
- Coordinate assistance to local governments and response agencies in the restoration of law enforcement and security services
- Maintain documentation of all reported damage to law enforcement facilities and equipment
- Continue to provide law enforcement and security services support as required until response activities are concluded or until they can be managed and staffed by the primary incident agency or jurisdictions
- Initiate financial reimbursement processes for recovery activities when such support is available

Mitigation Actions

- Conduct internal After Action Reviews, document lessons learned and recommend improvements to the Emergency Operations Plans, procedures and guidelines
- Identify potential hazards and their impacts that are new or have potentially changed in scope, and include them in Hazard Mitigation Plans
- Provide personnel with the appropriate expertise to participate in activities designed to reduce or minimize the impact of future disasters



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 13 – LAW ENFORCEMENT AND SECURITY

Responsibilities

All Agencies Associated With ESF-13:

- Develop applicable standard operating procedures, guidelines and / or checklists which clearly define their role in ESF-13, 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.
- Participate in honest appraisals of ESF-13 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 ESF-13 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 ESF-13 activities as needed.
- Provide on-going status reports as requested by the ESF-13 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 Kenton County HSEM.
- Perform other emergency responsibilities as assigned.

Primary Agencies:

- Provide leadership in directing, coordinating and integrating overall Kenton County efforts to provide law enforcement and security assistance to affected areas and populations as part of ESF-13. This includes coordinating and directing support agencies' personnel, supplies and equipment, in addition to providing direct resources.
- Evaluate the impact and extent of the emergency, make strategic decisions, identify resource needs and secure resources required for field operations.
- Monitor law enforcement and security services response and recovery efforts.
- Coordinate all mutual aid, State and Federal law enforcement resources into the affected areas utilizing designated Staging Areas.



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 13 – LAW ENFORCEMENT AND SECURITY

- Manage planned and / or emergency incidents in accordance with each agency's Standard Operating Guidelines and under the direction of ESF-13 representatives.
- Make requests for assistance to the State ESF-13 as needed (State will activate resources through the State Emergency Response Plan).
- Continually assess priorities and strategies throughout the emergency so that the most critical law enforcement and security needs are addressed the quickest.
- Maintain a current inventory of law enforcement and security assets from participating agencies, including their location and condition.
- Demobilize resources and deactivate the ESF-13 function upon direction from the EOC Manager.

Support Agencies:

- Provide information and resources as requested by the ESF-13 Coordinator, to include resource status and capability reports.
- Provide qualified and capable services, staff, equipment, and supplies that complement the entire emergency response effort.



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 13 – LAW ENFORCEMENT AND SECURITY

Administration and Support

The ESF-13 / Law Enforcement And Security Emergency Support Function Plan plus accompanying Appendices, Annexes and Standard Operating Guidelines are maintained by Kenton County HSEM. They are reviewed and updated by the ESF-13 planning committee with the Kenton County HSEM 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 Kenton County Emergency Operations Plan (EOP).

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 all applicable laws and procedures.

Kenton County HSEM will maintain up-to-date information of law enforcement and security services in Kenton County, including:

- Names of responsible officials (reviewed / updated quarterly).
- ESF-13 / Law Enforcement And Security staffing directory (reviewed / updated quarterly).
- ESF-13 / Law Enforcement And Security notification lists (reviewed / updated quarterly).
- Major law enforcement and security equipment identified in Resource Typing and readiness status (reviewed / updated annually).

Each law enforcement and security organization which enters into a mutual aid agreement will furnish a copy of the agreement to Kenton County HSEM.

Law enforcement and security organizations are responsible for training and continuing education of their own personnel.

Expenditures and Recordkeeping

Each ESF-13 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-13 is responsible for managing financial matters specific to ESF-13 / Law Enforcement And Security activity and related resources that are procured / used during an event, and forwarding that information to the Finance / Administration Section.



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 13 – LAW ENFORCEMENT AND SECURITY

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. Requests for funding or re-imbursements that were not directly designated by ESF-13 may be denied.

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-13 / Law Enforcement And Security 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-13 agencies, identifying the successes and identifying areas that can be strengthened and enhanced for efficiency in a continuous quality improvement process.



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 13 – LAW ENFORCEMENT AND SECURITY

Statement of Concurrence **ESF-13 / LAW ENFORCEMENT AND SECURITY**

The signature(s) appearing below indicates the individual(s) have the authority to commit resources of the agency represented and agrees to the functions and tasks prescribed for this Emergency Support Function.

ESF 13 PRIMARY AGENCIES: Kenton County Police Department, Kenton County Sheriff’s Office, All City Law Enforcement Agencies in Kenton County

_____	_____	_____
(Signature)	(Printed Name)	(Date)
Kenton County Police Department		

_____	_____	_____
(Signature)	(Printed Name)	(Date)
Kenton County Sheriff’s Office		

_____	_____	_____
(Signature)	(Printed Name)	(Date)
Covington Police Department		

_____	_____	_____
(Signature)	(Printed Name)	(Date)
Edgewood Police Department		

_____	_____	_____
(Signature)	(Printed Name)	(Date)
Elsmere Police Department		

_____	_____	_____
(Signature)	(Printed Name)	(Date)
Erlanger Police Department		

_____	_____	_____
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KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 13 – LAW ENFORCEMENT AND SECURITY

(Signature) (Printed Name) (Date)
Fort Mitchell Police Department

(Signature) (Printed Name) (Date)
Fort Wright Police Department

(Signature) (Printed Name) (Date)
Independence Police Department

(Signature) (Printed Name) (Date)
Lakeside Park / Crestview Hills Police Department

(Signature) (Printed Name) (Date)
Ludlow Police Department

(Signature) (Printed Name) (Date)
Park Hills Police Department

(Signature) (Printed Name) (Date)
Taylor Mill Police Department

(Signature) (Printed Name) (Date)
Villa Hills Police Department



Kenton County, Kentucky

Emergency Support Function 14 – Long-Term Recovery/Mitigation



Kenton County Homeland Security Emergency Management

Authority

Kenton County Fiscal Court

Judge Executive Kris Knochermann

Kenton County Homeland Security
Emergency Management

Director Steve Hensley

(Version: ESF14 059-01-2024)



KENTON COUNTY EMERGENCY OPERATIONS PLAN
EMERGENCY SUPPORT FUNCTION 14 – LONG TERM
RECOVERY AND MITIGATION

KENTON COUNTY, KENTUCKY EMERGENCY OPERATIONS PLAN
(Version 059-01-2024)

EMERGENCY SUPPORT FUNCTION 14 – LONG-TERM
RECOVERY AND MITIGATION

Mission: *To coordinate and organize long-term recovery and mitigation resources in preparing for, responding to and recovering from emergency / disaster incidents which impact the citizens of Kenton County.*

ESF-14 COORDINATORS:

ESF-14	Long-Term Recovery And Mitigation		
Primary	Assistant Kenton County Administrator	Scott	Gunning
Alternate 1	Kenton County Director - External Affairs	John	Stanton
Alternate 2	County Treasurer	Kurt	Grievenkamp

Primary Agencies:

- Kenton County Judge Executive And Mayors
- Kenton County And City Administrative Offices

Secondary / Support Agencies:

- Kenton County Homeland Security Emergency Management
- Kenton County Emergency Communications Center
- State / County / City Road And Public Works Agencies
- Northern Kentucky Water District
- Sanitation District #1 Of Northern Kentucky
- American Red Cross
- Salvation Army
- VOAD And CERT Teams
- Duke Energy
- Owen Electric



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 14 – LONG TERM RECOVERY AND MITIGATION

Local Support / Resource Agencies:

- All Law Enforcement Agencies In Kenton County and neighboring counties
- All Fire / EMS and Rescue Agencies In Kenton County and neighboring counties
- Kenton County Animal Services
- Kenton County Coroner's Office
- Kenton County Property Valuation
- Northern Kentucky Health Department
- Kenton County Sheriff's Office
- Kenton County Detention Center
- Kenton County Parks and Recreation Department
- Kenton County School Board
- Altafiber

State Support / Resource Agencies:

- Kentucky Division of Emergency Management

Federal Support / Resource Agencies:

- Federal Emergency Management Agencies

(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.)



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 14 – LONG TERM RECOVERY AND MITIGATION

Purpose

The Long-Term Recovery and Mitigation Emergency Support Function (ESF-14) identifies and organizes the resources (human, technical, equipment, facility, materials and / or supplies) available to Kenton County and it's cities to address and support long-term recovery and mitigation needs in the event of either a natural or man-made disaster or emergency situation.

The ESF-14 / Long Term Recovery And Mitigation plan:

- Describes the organization and staffing for the provision of long-term recovery and mitigation services to Kenton County and it's cities before, during and after an incident / event.
- Identifies the responsibilities of organizations charged with providing long-term recovery and mitigation services in the case of a disaster or emergency situation.
- Provides direction for personnel involved in preparedness, response, recovery and mitigation in support of the primary emergency management objectives of long-term recovery and mitigation services for emergency and disaster situations.

Scope

The scope of ESF-14 / Long Term Recovery And Mitigation includes:

- Provision of long-term recovery and mitigation services during an emergency incident or event in a coordinated and prioritized manner for all affected agencies and jurisdictions in Kenton County.
- Assessment of the damage and disruption caused by the incident, and the necessary resources required to restore systems, services, facilities, etc.
- Coordination of information between local, state, and federal officials and suppliers about available long-term recovery and mitigation assistance.
- Provision of technical assistance concerning long-term recovery and mitigation services before, during and after an incident or event.

This Emergency Support Function applies to all agencies with assigned long-term recovery and mitigation responsibilities as described in the Kenton County EOP.

NOTE: To the extent possible, information contained in other sections of the EOP will not be repeated in this ESF plan. Many of the agencies involved in ESF-14 / Long Term Recovery And Mitigation activities have existing emergency plans and procedures which this plan is designed to complement and support.



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 14 – LONG TERM RECOVERY AND MITIGATION

Situations and Assumptions

Situations and assumptions involved in ESF-14 / Long Term Recovery And Mitigation planning include:

- Recovery from an incident involves actions and resources from the jurisdictions within Kenton County to return the situation to normal conditions, or as close to normal as possible.
- Long-term recovery is the community's effort to regain normal functions, including commerce, employment, and use of structures (buildings, bridges, roadways, etc.).
- Mitigation can be part of a recovery strategy, rebuilding in a way that reduces or eliminates the impact from a recurrence of the same type of incident, such as changes in building and zoning codes that prohibit construction on flood plains.
- If a catastrophic incident strikes Kenton County, affected jurisdictions will require assistance and support in recovering from the damage and destruction.
- In certain situations, the state will provide support to restore public property, critical services, and where applicable, assistance in the restoration of private property.
- Damage assessment teams will be required to collect information on the damage and impacts to many types of systems and services (governmental and non-governmental) following an incident. This information will provide the basis for further action by the Chief Elected Officials of Kenton County and its city governments.
- In most cases, recovery begins as damage is identified, assessed and classified as being in either the private or public sector.
- The extent of damages in dollars will determine what types and amounts of federal or state assistance may be available during the recovery phase.



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 14 – LONG TERM RECOVERY AND MITIGATION

Direction and Control

Kenton County HSEM functions as the official disaster organization for preparedness, mitigation, response and recovery within Kenton County and serves as the focal point for ESF-14 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-14 expectations.

All management decisions regarding County and / or regional long term recovery and mitigation resource allocation are made at the EOC by the ESF-14 Coordinator. Kenton County Fiscal Court and all city government agencies are the lead agencies for ESF-14 and will manage the emergency activities of ESF-14.

In accordance with a mission assignment from ESF-14 and further mission tasking by a local primary agency, each support organization assisting in an ESF-14 assignment will retain administrative control over its own resources and personnel but will be under the operational control of ESF-14.

The ESF-14 / Long Term Recovery And Mitigation system operates at two levels – the Emergency Operations Center and field operations. The ESF-14 Coordinator shall establish communications with appropriate field personnel to ensure readiness and a timely response.

The ESF-14 Coordinator will:

- Collect, analyze and disseminate information on the nature and scope of current and potential impacts of an incident or major disaster related to long-term recovery and mitigation.
- Evaluate, analyze and prioritize requests for assistance from ESF-14.
- Develop and update assessments of current and anticipated future long-term recovery and mitigation needs and resource requirements.
- Incorporate analyses and assessments into Incident Action Plans that establish operational objectives and identify resources needed to accomplish them.
- Establish priorities, assign tasks to agencies and track progress in meeting objectives.
- Use information and intelligence to support Logistics, Planning, Operations and other ESF's in their primary missions.
- Identify and organize the resources (human, technical, equipment, facility, materials and / or supplies) available to Kenton County and its cities to provide long term recovery and mitigation services and support before, during and after an incident / event.
- Provide personnel and resources to support prevention, preparedness, protection, response, recovery and mitigation in support of emergency management



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 14 – LONG TERM RECOVERY AND MITIGATION

objectives of long term recovery and mitigation in emergency and disaster situations.

- Coordinate damage assessments and inspections for the overall incident.
- Coordinate with other ESF's to provide resources and avoid duplication of efforts for long term recovery and mitigation services.
- Maintain a record of long term recovery and mitigation resources (location & type) and a running inventory at each facility.



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 14 – LONG TERM RECOVERY AND MITIGATION

Concept of Operations

General Information

The ESF-14 / Long Term Recovery And Mitigation Primary Agencies work with the EOC Management Team to ensure necessary long-term recovery and mitigation tasks are accomplished. The Resource and Support Agencies provide resources and personnel to assist in accomplishing ESF-14 activities as required by the size and demands of the event. The ESF-14 Coordinator may need to work in conjunction with other ESF Coordinator's to provide resource support for emergency operations, and to prevent duplication of efforts.

The ESF-14 Coordinator has the responsibility for directing, controlling and coordinating all long term recovery and mitigation services, systems, facilities and resources, and establishing procedures for meeting the incident needs. The Coordinator determines long term recovery and mitigation requirements by establishing priorities and coordinating with adjoining counties in the joint use of resources.

All requests for long term recovery and mitigation services and resources will be routed to the ESF-14 / Long Term Recovery And Mitigation desk to determine appropriate action.

The priorities for allocation of resources by ESF-14 are:

1. Lifesaving – Missions that are essential to survival, health and safety of the human population.
2. Essential Industry / Commerce / Transportation – Organizations that are required or needed to maintain operations and economic stability.
3. Others as determined based on incident specific plans.

Procedures, protocols and plans for long term recovery and mitigation services during disaster response activities provide guidelines for operations at the EOC and in the field. Periodic training and exercises are conducted to enhance the effectiveness of planning and operations.

ESF-14 will utilize five fundamental, interrelated functions as illustrated in Figure 14-1: *ESF-14 / Long Term Recovery And Mitigation Concept of Operations*:

1. ASSESS IMPACTS – Use technology and human intelligence to collect, analyze and disseminate information on direct and indirect disaster impacts.
2. ASSESS CAPABILITIES – Assess the capabilities of local agencies, the business community and other volunteer agencies to effectively provide long term recovery and mitigation services during the disaster.
3. PRIORITIZE NEEDS – Using the assessments above, prioritize the immediate needs of impacted communities, neighborhoods and areas of the County.



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 14 – LONG TERM RECOVERY AND MITIGATION

4. PREPARE AND IMPLEMENT AN IAP – Incorporate results of the analyses and prioritization into Incident Action Plans that establish Operational Objectives and identify resource requirements to accomplish those objectives.
5. PREPARE AND IMPLEMENT AN INCIDENT ACTION MATRIX – Create and utilize an Incident Action Matrix to establish priorities, assign tasks to agencies and track progress in meeting objectives.

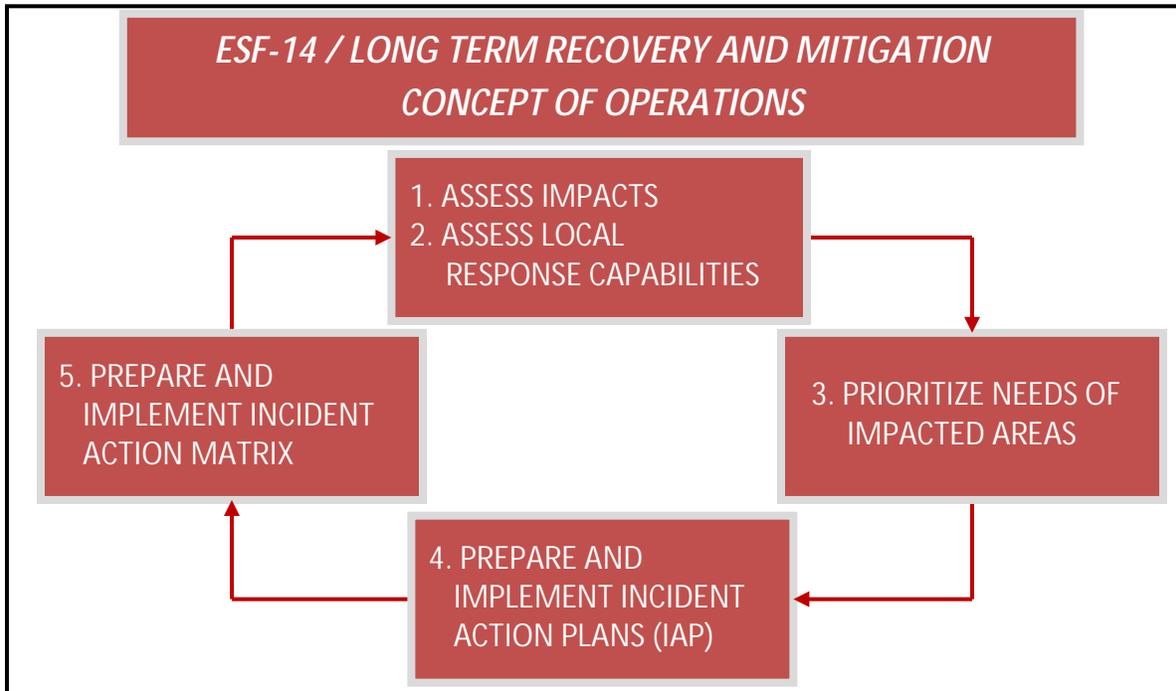


Figure 14-1: ESF-14 / Long Term Recovery and Mitigation Concept of Operations

Notifications

Kenton County Emergency Communications Center (KCECC) is the county's 24 hour Warning Point. When all or part of the county has been threatened or impacted by an emergency or disaster event, KCECC will notify the Kenton County HSEM Director who will notify the State Emergency Operations Center Duty Officer, who in turn notifies applicable state agencies including the Regional Response Manager of KYEM Region 6.

ESF-14 / Long-Term Recovery and Mitigation will be activated or placed on standby by Kenton County HSEM. Upon instructions to activate this Emergency Support Function, the ESF-14 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.



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 14 – LONG TERM RECOVERY AND MITIGATION

Organization

ESF-14 / Long-Term Recovery and Mitigation is organized consistent with the requirements of the National Response Plan, the National Incident Management System and uses the Incident Command System (ICS) to manage its emergency / disaster responsibilities. The ICS system supports incident assessment, planning, procurement, deployment and coordination of law enforcement operations for Kenton County and it's cities.

The Emergency Operations Plan and corresponding Appendices, Incident Specific Plans, Support Plans and Standard Operating Guidelines that describe ESF-14 / Long-Term Recovery and Mitigation capabilities are based on National Planning Scenarios, Universal Task List and Target Capabilities and are the basis of these guidelines. Long term recovery and mitigation planning is continuous, beginning well before impact of approaching natural disasters and immediately upon the occurrence of those that are not forecasted.

In the ICS structure, ESF-14 / Long-Term Recovery and Mitigation is located in the Planning Section as shown in Figure 14-2.

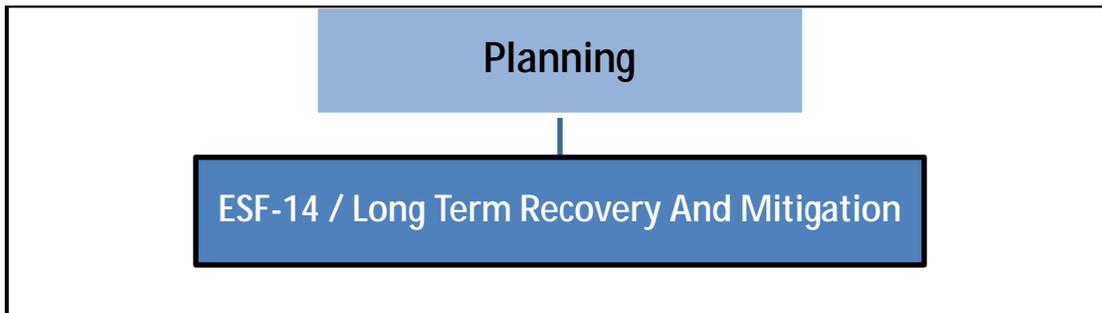


Figure 14-2: Incident Command System Structure For ESF-14 / Long Term Recovery And Mitigation

The ESF-14 Coordinator will work with support agencies to seek, procure, plan, coordinate and direct the use of any required long term recovery and / or mitigation assets. If the Coordinator is unable to meet the requests for services, then he / she will work with Kenton County HSEM to request assistance from the State EOC.

Technical and subject matter expertise may be provided by an appropriate person(s) from a support agency with knowledge and / or skills relevant to the situation. The individual will advise and / or direct operations within the context of the EOC structure.

The Kenton County EOC 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.



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 14 – LONG TERM RECOVERY AND MITIGATION

Initial Response And Escalation

The initial response to an emergency / disaster situation is met by the use of the long-term recovery and mitigation resources available at the local level. Requests for assistance will be resolved at the lowest level direction and control facility with appropriate resources and capabilities.

When the need for long-term recovery and mitigation resources and / or services exceed the capability of what is available within Kenton County, established mutual aid agreements with surrounding counties to provide long-term recovery and mitigation resources are utilized.

When needed long-term recovery and mitigation resources cannot be located through mutual aid agreements, the Kenton County EOC 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.

Additionally, either the KYEM Region 6 Manager or the State Emergency Operations Center can be contacted to determine the appropriate state agency serving as the lead agency for long-term recovery and mitigation coordination / support at the state level. That agency can designate a liaison to the Kenton County EOC to assist ESF-14 and, to the extent they are capable, provide coordinators, assessors and operational personnel in support of the EOC or field activities.

Upon activation of EOC's in more than one county, the lead agency for long-term recovery and mitigation coordination / support at the state level may support the coordination of the event response with regional resources or request additional resources through the State EOC.

During an emergency or disaster event, ESF-14 primary and support agencies at the State EOC report to and function under the overall direction of the Kentucky Division of Emergency Management Director. During the response phase, the State ESF-14 evaluates and analyzes information regarding long-term recovery and mitigation requests on a regional or statewide level. 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.

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 if necessary, to other states or the federal government for assistance support as shown in Figure 14-3: *Progressive Requests for Emergency / Disaster Resources*.



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 14 – LONG TERM RECOVERY AND MITIGATION

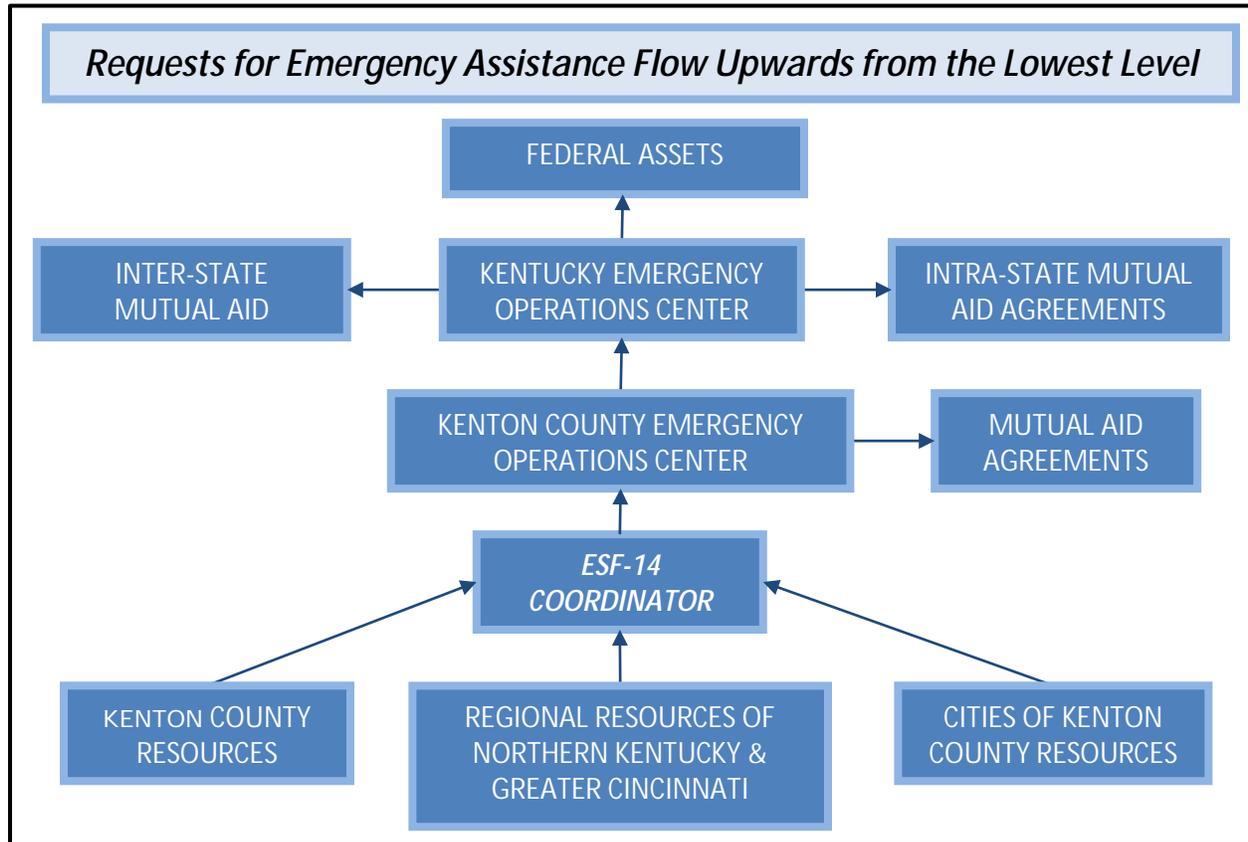


Figure 14-3: Progressive Requests for Emergency / Disaster Resources



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 14 – LONG TERM RECOVERY AND MITIGATION

Phases Of Management

Actions initiated by ESF-14 / Long-Term Recovery and Mitigation are grouped into the typical phases of emergency management: Preparedness, Response, Recovery and Mitigation. Each phase requires specific skills and knowledge to accomplish, and also requires significant cooperation and collaboration between all supporting agencies and the intended recipients of service. ESF-14 encompasses a full range of activities, from training to the provision of field services. It coordinates and may assume direct operational control of:

- Local government agency planning for long term recovery and mitigation activities
- Damage assessment activities

Preparedness Actions

- Plan with ESF-14 support agencies and other emergency support functions to refine long term recovery, mitigation, and damage assessment operations
- Prepare and maintain the following items which are necessary for implementation of ESF-14 operations and procedures:
 - Emergency operating procedures, including procedures for pre-staging resources and assets for rapid deployment
 - Resource inventories, personnel rosters, and mobilization information
 - Information on critical facilities
 - Administrative and financial procedures to properly document activities of ESF-14 during activations
 - Contracts and Mutual Aid Agreements that are needed to meet the long term recovery, mitigation, and damage assessment needs during disasters, and to restore critical systems that have been damaged
- Develop and refine procedures for damage and impact assessments to be used for long-term recovery and mitigation planning
- Develop and present training courses for EOC and ESF-14 / Long-Term Recovery and Mitigation response team members in accordance with the National Incident Management System (NIMS) to ensure personnel are trained in their responsibilities and duties
- Assign, train and schedule sufficient personnel to conduct ESF-14 tasks for an extended period of time
- Maintain liaison with support agencies
- Conduct All Hazards exercises involving ESF-14, coordinating with ESF-5 / Emergency Management to incorporate disaster intelligence into ESF-14 training



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 14 – LONG TERM RECOVERY AND MITIGATION

Response Actions

- Respond to the Kenton County EOC and / or other locations as required when requested by Kenton County HSEM and coordinate operations at the ESF-14 position. Kenton County Fiscal Court and all Kenton County City governments shall maintain direction and control of disaster response operations
- Monitor and direct resources and response activities to include pre-positioning for response / relocation due to potential impact(s) of a forecasted emergency situation
- Coordinate reports and data from Damage Assessment Teams and initiate the Damage Assessment Process
- Participate in developing Incident Action Plans and Situation Reports concerning long term recovery and mitigation needs
- Participate in EOC briefings and attend other necessary meetings to report on items related to long term recovery and mitigation
- Coordinate with ESF-14's (or like functions) in other jurisdictions to obtain resources and facilitate an effective emergency response among all participating agencies
- Include recovery guidance in early media releases through ESF 15 / Public Information. Remember to encourage cash donations to appropriate organizations. Donations of clothing and other items should be discouraged unless there is a specific need identified and a VOAD or other private organization is willing to coordinate any donations.

Recovery Actions

- Assess the social and economic consequences in the impacted area and coordinate efforts to address long-term community recovery issues
- Kenton County Fiscal Court and all Kenton County City governments must be prepared to continue recovery operations until all actions have been completed. Recovery operations may continue long after the emergency response workers have left the scene
- All local agencies applying for federal / state funds must insure that proper documentation and records are maintained throughout recovery operations
- Recovery procedures required following a disaster will vary greatly and the following plans and procedures may be needed:
 - Damage assessments by public and private sectors
 - Reassemble family or work units
 - Life, safety, and health protective measures for impacted citizens
 - Securing food, water, shelter, clothing, fuels, and transportation



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 14 – LONG TERM RECOVERY AND MITIGATION

- Record keeping for potential reimbursement
- Recovery of vital records, such as bank statements, licenses, contracts, accounting documents, payroll records
- Repair or replacement of damaged and / or hazardous facilities
- Access to funds for recovery assistance from state / federal agencies may require completion of additional documents and / or coordination of assistance
- Follow-up assessments will be conducted by state and federal representatives to verify unmet needs
- A Long Term Recovery Committee may need to be established to oversee long term recovery efforts. Kenton County HSEM may participate in but will not chair the Long Term Recovery Committee

Mitigation Actions

- Conduct internal After Action Reviews, document lessons learned and recommend improvements to the Emergency Operations Plans, procedures and guidelines
- Identify potential hazards and their impacts that are new or have potentially changed in scope, and include them in Hazard Mitigation Plans
- Provide personnel with the appropriate expertise to participate in activities designed to increase the ability to respond and affect long-term recovery and mitigation strategies in Kenton County to reduce the impact of future disasters



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 14 – LONG TERM RECOVERY AND MITIGATION

Responsibilities

All Agencies Associated With ESF-14:

- Develop applicable standard operating procedures, guidelines and / or checklists which clearly define their role in ESF 14, 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.
- Participate in honest appraisals of the esf-14 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 ESF-14 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 ESF-14 activities as needed.
- Provide on-going status reports as requested by the ESF-14 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 Kenton County HSEM.
- Perform other emergency responsibilities as assigned.

Primary Agencies:

- Provide leadership in directing, coordinating and integrating overall Kenton County efforts to provide long term recovery and mitigation services to affected areas and populations as part of ESF-14. This includes coordinating and directing support agencies' personnel, supplies and equipment, in addition to providing direct resources.
- Evaluate the impact and extent of the emergency, make strategic decisions, identify resource needs and secure resources required for field operations.
- Monitor long term recovery and mitigation services during response and recovery efforts.
- Coordinate all mutual aid, State and Federal long term recovery and mitigation resources into the affected areas utilizing designated Staging Areas.



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 14 – LONG TERM RECOVERY AND MITIGATION

- Manage planned and / or emergency incidents in accordance with each agency's Standard Operating Guidelines and under the direction of ESF-14 representatives.
- Provide EOC support, conduct briefings, direct needs assessments, distribute key information and serve as liaison to the State EOC for resource requests.
- Continually assess priorities and strategies throughout the emergency so that the most critical long term recovery and mitigation needs are addressed the quickest.
- Maintain a current inventory of assets from participating agencies, including their location and condition.
- Manage and coordinate spontaneous volunteers in conjunction with the EOC.
- Coordinate private non-profit recovery efforts.
- Coordinate with government agency clerks and other appropriate agencies for recovery of vital government records.
- Coordinate with other ESF Coordinators for countywide surveillance of potential problems related to public water supplies, sewage disposal systems, solid waste accumulation and disposal, food storage, disease carrying animals and insects, and natural gas leaks.
- Collect and process information received from Damage Assessment Teams and predictive models, analyze this information, and share with the Planning section.
- Coordinate the development and implementation of preparedness activities as outlined in the Plan.
- Coordinate with ESF 7 / Resource Support to ensure that all available resources are logged and requests for resources are filled.
- Demobilize resources and deactivate the ESF-14 function upon direction from the EOC Manager.

Support Agencies:

- Provide information and resources as requested by the ESF-14 Coordinator, to include resource status and capability reports.
- Provide qualified and capable services, staff, equipment, and supplies that complement the entire emergency response effort.
- Develop Recovery Plans and Procedures
- Support Agencies will:
 - Ensure ESF 14 representatives are properly trained and exercised on the plans and procedures relating to their work
 - Provide Damage Assessments
 - Assess capabilities to conduct normal business and resources needed to return to normal business



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 14 – LONG TERM RECOVERY AND MITIGATION

- Begin recovery of Vital and Important Records needed to conduct normal business
- Begin reconstruction and long-term repairs with available funds
- Manage and coordinate spontaneous volunteers in coordination with other agencies



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 14 – LONG TERM RECOVERY AND MITIGATION

Administration and Support

The ESF-14 / Long-Term Recovery and Mitigation Emergency Support Function Plan plus accompanying Appendices, Annexes and Standard Operating Guidelines are maintained by the Kenton County HSEM. They are reviewed and updated by the ESF-14 planning committee with the Kenton County HSEM 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).

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 all applicable laws and procedures.

Kenton County HSEM will maintain up-to-date information of long-term recovery, mitigation, and damage assessment services in Kenton County including:

- Names of responsible officials (reviewed / updated quarterly).
- ESF-14 / Long-Term Recovery and Mitigation staffing directory (reviewed / updated quarterly).
- ESF-14 / Long-Term Recovery and Mitigation notification lists (reviewed / updated quarterly).
- Major long-term recovery and mitigation equipment identified in Resource Typing and readiness status (reviewed / updated annually).

Each long-term recovery and mitigation organization which enters into a mutual aid agreement will furnish a copy of the agreement to the Kenton County HSEM.

Long-term recovery and mitigation organizations are responsible for training and continuing education of their personnel.

Expenditures and Recordkeeping

Each ESF-14 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-14 is responsible for managing financial matters specific to ESF-14 / Long-Term Recovery and Mitigation activity and related to resources procured / used during an event, and forwarding that information to the Finance / Administration Section. However, each



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 14 – LONG TERM RECOVERY AND MITIGATION

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. Requests for funding or re-imbursments that were not directly designated by ESF-14 may be denied.

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-14 / Long-Term Recovery and Mitigation 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-14 agencies, identifying the successes and identifying areas that can be strengthened and enhanced for efficiency in a continuous quality improvement process.



KENTON COUNTY EMERGENCY OPERATIONS PLAN
EMERGENCY SUPPORT FUNCTION 14 – LONG TERM
RECOVERY AND MITIGATION

Statement of Concurrence ESF-14 / LONG TERM RECOVERY AND MITIGATION

The signature(s) appearing below indicates the individual(s) have the authority to commit resources of the agency represented and agrees to the functions and tasks prescribed for this Emergency Support Function.

ESF 14 PRIMARY AGENCIES: Kenton County Judge Executive And Mayors: Kenton County And City Administrative Offices

_____ (Signature)	_____ (Printed Name)	_____ (Date)
ESF – 14 Long Term Recovery	Scott Gunning	

_____ (Signature)	_____ (Printed Name)	_____ (Date)
Kenton County Judge Executive		

_____ (Signature)	_____ (Printed Name)	_____ (Date)
Mayor of Bromley		

_____ (Signature)	_____ (Printed Name)	_____ (Date)
Mayor of Covington		

_____ (Signature)	_____ (Printed Name)	_____ (Date)
Mayor of Crescent Springs		

_____ (Signature)	_____ (Printed Name)	_____ (Date)
Mayor of Crestview Hills		



KENTON COUNTY EMERGENCY OPERATIONS PLAN
EMERGENCY SUPPORT FUNCTION 14 – LONG TERM
RECOVERY AND MITIGATION

_____ (Signature) Mayor of Edgewood	_____ (Printed Name)	_____ (Date)
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_____ (Signature) Mayor of Elsmere	_____ (Printed Name)	_____ (Date)
--	-------------------------	-----------------

_____ (Signature) Mayor of Erlanger	_____ (Printed Name)	_____ (Date)
---	-------------------------	-----------------

_____ (Signature) Mayor of Fort Mitchell	_____ (Printed Name)	_____ (Date)
--	-------------------------	-----------------

_____ (Signature) Mayor of Fort Wright	_____ (Printed Name)	_____ (Date)
--	-------------------------	-----------------

_____ (Signature) Mayor of Independence	_____ (Printed Name)	_____ (Date)
---	-------------------------	-----------------

_____ (Signature) Mayor of Kenton Vale	_____ (Printed Name)	_____ (Date)
--	-------------------------	-----------------

_____ (Signature) Mayor of Lakeside Park	_____ (Printed Name)	_____ (Date)
--	-------------------------	-----------------

_____ (Signature) Mayor of Ludlow	_____ (Printed Name)	_____ (Date)
---	-------------------------	-----------------



KENTON COUNTY EMERGENCY OPERATIONS PLAN
EMERGENCY SUPPORT FUNCTION 14 – LONG TERM
RECOVERY AND MITIGATION

(Signature) _____ (Printed Name) _____ (Date)
Mayor of Park Hills

(Signature) _____ (Printed Name) _____ (Date)
Mayor of Ryland Heights

(Signature) _____ (Printed Name) _____ (Date)
Mayor of Taylor Mill

(Signature) _____ (Printed Name) _____ (Date)
Mayor of Villa Hills

(Signature) _____ (Printed Name) _____ (Date)
Mayor of Walton



LEADING FROM THE FRONTIER TO THE FUTURE

**KENTON
COUNTY**
HOMELAND SECURITY
EMERGENCY MANAGEMENT

Kenton County, Kentucky

Emergency Support Function 15 – Public Information



Kenton County Homeland Security Emergency Management

Authority

Kenton County Fiscal Court

Judge Executive Kris Knochermann

**Kenton County Homeland Security
Emergency Management**

Director Steve Hensley

(Version: ESF15 059-01-2024)



KENTON COUNTY EMERGENCY OPERATIONS PLAN
EMERGENCY SUPPORT FUNCTION 15 – PUBLIC INFORMATION

KENTON COUNTY, KENTUCKY EMERGENCY OPERATIONS PLAN
(Version 059-01-2024)

EMERGENCY SUPPORT FUNCTION 15 – PUBLIC INFORMATION

Mission: *To coordinate and organize public information resources in preparing for, responding to and recovering from emergency / disaster incidents which impact the citizens of Kenton County.*

ESF-15 COORDINATORS:

ESF-15	Public Information		
Primary	KCFC Communications Manager	Meg	Erpenbeck
Alternate 1	KCFC Communications Strategist	Tony	Winslow
Alternate 2	Kenton County PD - Police Chief	Spike	Jones
Alternate 3	Kenton County Commonwealths Attorney	Rob	Sanders

Primary Agencies:

- Kenton County Judge Executive And Mayors
- Kenton County And City Administrative Offices
- Kenton County Homeland Security Emergency Management

Secondary / Support Agencies:

- State / County / City Road And Public Works Agencies
- All Law Enforcement Agencies In Kenton County
- All Fire / EMS and Rescue Agencies In Kenton County
- Northern Kentucky Water District
- Sanitation District #1 Of Northern Kentucky
- Local Media

Local Support / Resource Agencies:

- Kenton County Animal Services
- Kenton County Detention Center
- Kenton County Parks and Recreation Department
- Kenton County Fire Chiefs Association
- Kenton County Emergency Communications Center



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 15 – PUBLIC INFORMATION

- American Red Cross (Cincinnati branch)
- Altafiber
- Northern Kentucky Independent Health District.

State Support / Resource Agencies:

- Kentucky Division of Emergency Management
- Kentucky National Guard
- Kentucky Public Service Commission

Federal Support / Resource Agencies:

- Federal Emergency Management Agency

(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.)



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 15 – PUBLIC INFORMATION

Purpose

The Public Information Emergency Support Function (ESF-15) identifies and organizes the resources (human, technical, equipment, facility, materials and / or supplies) available to Kenton County and it's cities to address and support public information needs in the event of either a natural or man-made disaster or emergency situation.

The ESF-15 / Public Information plan:

- Describes the organization and staffing for the provision of public information services and support to Kenton County and it's cities before, during and after an incident / event.
- Identifies the responsibilities of organizations charged with providing public information in the case of a disaster or emergency situation.
- Provides direction for personnel involved in preparedness, response, recovery and mitigation in support of the primary emergency management objective of public information for emergency and disaster situations.

Scope

The scope of ESF-15 / Public Information includes:

- Provision of public information services during an emergency incident or event in a coordinated and prioritized manner for all affected agencies and jurisdictions in Kenton County.
- Assessment of damage to the public information systems and determining the necessary resources required to restore systems, services, facilities, etc.
- Coordination of information between local, state, and federal officials and suppliers about available public information assistance.
- Provision of technical assistance concerning public information services before, during and after an incident or event.

This Emergency Support Function applies to all agencies with assigned public information responsibilities as described in the Kenton County EOP.

NOTE: To the extent possible, information contained in other sections of the EOP will not be repeated in this ESF plan. Many of the agencies involved in ESF-15 / Public Information activities have existing emergency plans and procedures which this plan is designed to complement and support.



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 15 – PUBLIC INFORMATION

Situations and Assumptions

Situations and assumptions involved in ESF-15 / Public Information planning include:

- The Chief Elected Official(s) will appoint a PIO, and the ESF-15 Coordinator may or may not be the one appointed to that position.
- A natural or manmade incident has occurred and public perception is such that people believe they have been placed in danger by the incident.
- Emergency public information actions will be determined by the severity of the situation as declared by involved entities, or as perceived by the public.
- Local jurisdictions and other response organizations will be notified when an emergency or disaster has occurred that requires an emergency public information response.
- If a catastrophic incident strikes Kenton County, affected jurisdictions shall require assistance and support in providing public information emergency services.
- The Emergency Alert System (EAS) and / or the CodeRED system are activated as the principal means to disseminate emergency warnings and priority emergency instructions to the public.
- The PIO will coordinate the dissemination of all official public information from county, local and private emergency services and disaster response agencies providing support during the incident.
- Responding agencies will provide instructions / information to the public about the incident and actions people should take to save and protect life, property, the economy and the environment and provide information to reduce public concerns about the incident and response / recovery activities.
- The PIO has established close working relationships with the news media for the dissemination of emergency public information.



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 15 – PUBLIC INFORMATION

Direction and Control

Kenton County HSEM functions as the official disaster organization for preparedness, mitigation, response and recovery within Kenton County and serves as the focal point for ESF-15 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-15 expectations.

Kenton County Emergency Communications Center (KCECC) is the primary Public Safety Answering Point (PSAP) providing emergency and non-emergency dispatch services for all Fire & EMS agencies, Law Enforcement agencies, Kenton County HSEM, and some other county government agencies. In a large-scale emergency situation, Kenton County may have to rely on other supporting resources for communications, such as secondary PSAP's, amateur radio operators and equipment, other municipal agencies, and even private sector resources.

All management decisions regarding County and / or regional public information resource allocation are made at the EOC by the ESF-15 Coordinator. Kenton County Fiscal Court, all city government agencies, and Kenton County HSEM are the lead agencies for ESF-15 and will manage the emergency activities of ESF-15.

The County Public Information Officer (PIO) will be the spokesperson for all agencies when the EOC is activated and when a Joint Information Center (JIC) has been activated. The function of the Joint Information Center (JIC) is to coordinate information before its release to the public and the news media, and to release information with only one voice. All jurisdictions, all agencies and departments will participate in drafting media releases, but only one release will be issued.

In accordance with a mission assignment from ESF-15 and further mission tasking by a local primary agency, each support organization assisting in an ESF-15 assignment will retain administrative control over its own resources and personnel but will be under the operational control of ESF-15.

The ESF-15 system operates at two levels – the Emergency Operations Center and field operations. The ESF-15 Coordinator shall establish communications with appropriate field personnel to ensure readiness and a timely response.

The ESF-15 Coordinator will:

- Collect, analyze and disseminate information to the news media and public on the nature and scope of current and potential impacts of an incident or major disaster.
- Evaluate, analyze and prioritize requests for assistance from ESF-15.
- Develop and update assessments of current and anticipated future public information needs and resource requirements.
- Incorporate analyses and assessments into Incident Action Plans that establish operational objectives and identify resources needed to accomplish them.



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 15 – PUBLIC INFORMATION

- Establish priorities, assign tasks to agencies and track progress in meeting objectives.
- Use information and intelligence to support Logistics, Planning, Operations and other ESF's in their primary missions.
- Identify and organize the resources (human, technical, equipment, facility, materials and / or supplies) available to Kenton County and its cities to provide public information services and support before, during and after an incident / event.
- Provide personnel and resources to support prevention, preparedness, protection, response, recovery and mitigation in support of the primary emergency management objective of public information in emergency and disaster situations.
- Coordinate with other ESF's to provide resources and avoid duplication of efforts.
- Monitor for inaccurate or misleading information being disseminated by media and provide corrected information to the public.
- Approve emergency information for publication, including determining appropriate vehicles / formats for all communications, releases, advisory bulletins and interviews.
- Coordinate and disseminate public information regarding needed donations and volunteer services.
- Coordinate the creation of bulletins and handouts for the public.
- Maintain a record of public information resources (location & type) and a running inventory at each facility.
- Coordinate damage assessments and inspections for public information facilities and equipment.
- Coordinate restoration or replenishment of critical public information resources.



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 15 – PUBLIC INFORMATION

Concept of Operations

General Information

The ESF-15 Primary Agencies work with the EOC Management Team to ensure necessary public information tasks are accomplished. The Resource and Support Agencies provide resources and personnel to assist in accomplishing ESF-15 activities as required by the size and demands of the event. The ESF-15 Coordinator may need to work in conjunction with other ESF Coordinator's to provide resource support for emergency operations, and to prevent duplication of efforts.

The ESF-15 Coordinator has the responsibility for directing, controlling and coordinating all public information services, systems, facilities and resources, and establishing procedures for meeting the incident needs. The Coordinator determines public information requirements by establishing priorities and coordinating with adjoining counties in the joint use of resources.

All requests for public information services and resources will be routed to the ESF-15 / Public Information desk to determine appropriate action.

The priorities for allocation of resources by ESF-15 are:

1. Lifesaving – Missions that are essential to survival, health and safety of the human population.
2. Essential Industry / Commerce / Transportation – Organizations that are required or needed to maintain operations and economic stability.
3. Others as determined based on incident specific plans.

Procedures, protocols and plans for public information services during disaster response activities provide guidelines for operations at the EOC, JIC, and in the field. Periodic training and exercises are conducted to enhance the effectiveness of planning and operations.

ESF-15 will utilize five fundamental, interrelated functions as illustrated in Figure 15-1: *ESF-15 / Public Information Concept of Operations*:

1. ASSESS IMPACTS – Use technology and human intelligence to collect, analyze and disseminate information on direct and indirect disaster impacts.
2. ASSESS CAPABILITIES – Assess the capabilities of local agencies, the business community and other volunteer agencies to effectively provide public information services during the disaster.
3. PRIORITIZE NEEDS – Using the assessments above, prioritize the immediate needs of impacted communities, neighborhoods and areas of the County.
4. PREPARE AND IMPLEMENT AN IAP – Incorporate results of the analyses and prioritization into Incident Action Plans that establish Operational Objectives and identify resource requirements to accomplish those objectives.

KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 15 – PUBLIC INFORMATION

5. PREPARE AND IMPLEMENT AN INCIDENT ACTION MATRIX – Create and utilize an Incident Action Matrix to establish priorities, assign tasks to agencies and track progress in meeting objectives.

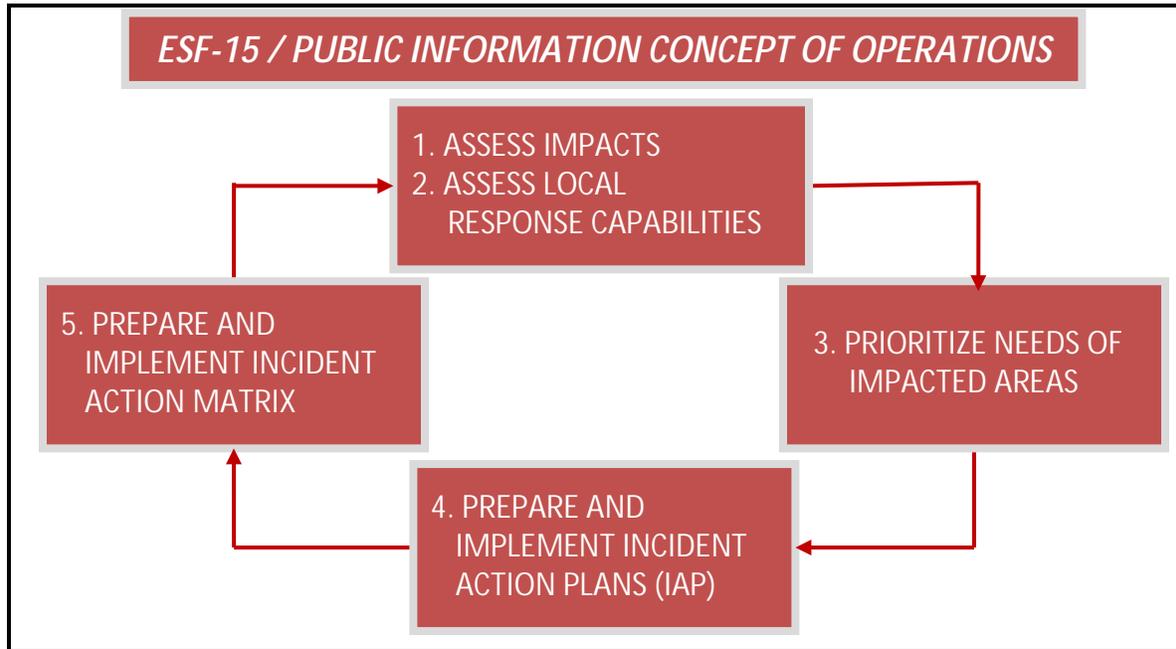


Figure 15-1: ESF-15 / Public Information Concept of Operations

Notifications

Kenton County Emergency Communications Center (KCECC) is the county's 24 hour Warning Point. When all or part of the county has been threatened or impacted by an emergency or disaster event, KCECC will notify the Kenton County HSEM Director who will notify the State Emergency Operations Center Duty Officer, who in turn notifies applicable state agencies including the Regional Response Manager of KYEM Region 6.

ESF-15 / Public Information will be activated or placed on standby by Kenton County HSEM. Upon instructions to activate this Emergency Support Function, the ESF-15 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.

The following information concerning a major incident will be verified for accuracy and provided to the media as soon as possible:

- Nature, location, and time of incident
- Number of people involved
- Safety instructions



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 15 – PUBLIC INFORMATION

- Agencies involved in response, including the scope of agency involvement and activity
- Potential immediate and long term hazards and impacts, including environmental and economic impacts
- Extent of estimated public and private damages (when known)
- How / where to get assistance
- How the public may volunteer and provide assistance

Organization

ESF-15 / Public Information is organized consistent with the requirements of the National Response Plan, the National Incident Management System and uses the Incident Command System to manage its emergency / disaster responsibilities. The ICS system supports incident assessment, planning, procurement, deployment and coordination of public information support operations for Kenton County and it's cities.

The Emergency Operations Plan plus accompanying Appendices, Incident Specific Plans, Support Plans and Standard Operating Guidelines that describe ESF-15 / Public Information capabilities are based on National Planning Scenarios, Universal Task List and Target Capabilities and are the basis of these guidelines. Public information planning is continuous, beginning well before impact of approaching natural disasters and immediately upon the occurrence of those that are not forecasted.

In the ICS structure, ESF-15 / Public Information is located in the Command Staff of the EOC Director as shown in Figure 15-2.

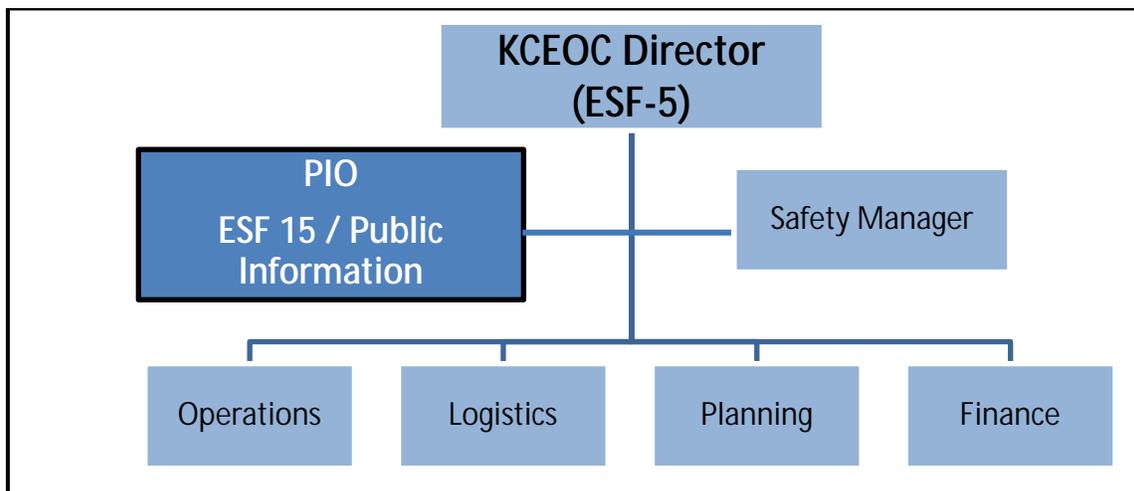


Figure 15-2: Incident Command System Structure For ESF-15 / Public Information

The ESF-15 Coordinator will work with support agencies to seek, procure, plan, coordinate and direct the use of any required public information assets. If the Coordinator



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 15 – PUBLIC INFORMATION

is unable to meet the requests for services, then he / she will work with Kenton County HSEM to request assistance from the State EOC.

Technical and subject matter expertise may be provided by an appropriate person(s) from a support agency with knowledge and / or skills relevant to the situation. The individual will advise and / or direct operations within the context of the EOC structure.

The Kenton County EOC 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.

Initial Response And Escalation

The initial response to an emergency / disaster situation is met by the use of the public information resources available at the local level. Requests for public information assistance will be resolved at the lowest level direction and control facility with appropriate resources and / or capabilities.

When the need for public information resources and / or services exceed the capability of what is available within Kenton County, established mutual aid agreements with surrounding counties to provide public information resources are utilized.

When the needed resources cannot be located through mutual aid agreements, the Kenton County EOC 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.

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 public information coordination / support at the state level. That agency can designate a liaison to the Kenton County EOC to assist ESF-15 and, to the extent they are capable, provide coordinators, assessors and operational personnel in support of the EOC or field activities.

Upon activation of EOC's in more than one county, the lead agency for public information coordination / support at the state level may support the coordination of the event response with regional resources or request additional resources through the State EOC. This may include the establishment of regional Joint Information Centers (JIC's)

During an emergency or disaster event, ESF-15 primary and support agencies at the State EOC report to and function under the overall direction of the Kentucky Division of Emergency Management Director. During the response phase, the State ESF-15 evaluates and analyzes information regarding public information requests on a regional or statewide level. The Kentucky Division of Emergency Management develops and



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maintains the overall State Emergency Operations Plan and accompanying Appendices and Standard Operating Guidelines that govern response actions related to emergencies.

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 if necessary, to other states or the federal government for assistance support as shown in Figure 15-3: *Progressive Requests for Emergency / Disaster Resources*.

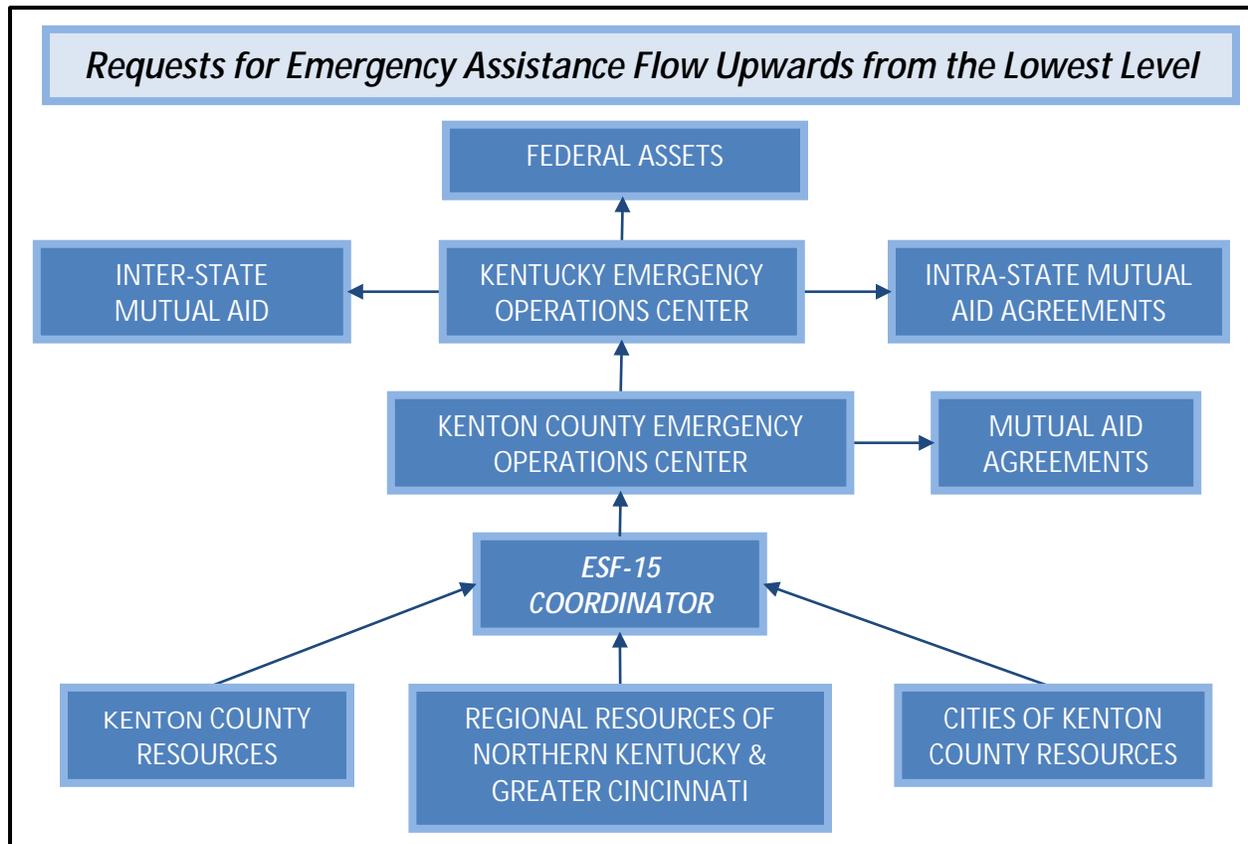


Figure 15-3: Progressive Requests for Emergency / Disaster Resources



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 15 – PUBLIC INFORMATION

Phases Of Management

Actions initiated by ESF-15 / Public Information are grouped into the typical phases of emergency management: Preparedness, Response, Recovery and Mitigation. Each phase requires specific skills and knowledge to accomplish, and also requires significant cooperation and collaboration between all supporting agencies and the intended recipients of service. ESF-15 encompasses a full range of activities, from training to the provision of field services. It coordinates and may assume direct operational control of:

- Local government agency public information resources and activities

Preparedness Actions

- Plan with ESF-15 support agencies and other emergency support functions to refine public information operations
- Prepare and maintain the following items which are necessary for implementation of ESF-15 operations and procedures:
 - Emergency operating procedures, including procedures for pre-staging resources and assets for rapid deployment
 - Resource inventories, personnel rosters, and mobilization information
 - Administrative and financial procedures to properly document activities of ESF-15 during activations
 - Contracts and Mutual Aid Agreements that are needed to meet the public information needs during disasters, and to restore critical public information systems that have been damaged
- Identify vulnerable areas for each hazard as described in the All Hazards Mitigation Plan
- Coordinate with local media on public information procedures, content of information, information dissemination strategies, and roles and responsibilities of the Public Information Officer under the Incident Command System
- Develop and present training courses for EOC and ESF-15 / Public Information response team members in accordance with the National Incident Management System (NIMS) to ensure personnel are trained in their responsibilities and duties to include:
 - Roles and duties of the PIO
 - Legal issues
 - Risk communication
 - Communication in emergencies
 - Joint Information Centers
- Assign, train and schedule sufficient personnel to conduct ESF-15 tasks for an extended period of time



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- Conduct All Hazards exercises involving ESF-15, coordinating with ESF-5 / Emergency Management to incorporate disaster intelligence into ESF-15 training, including how the intelligence can be effectively used in communications with news media on potential consequences of hazards on people, buildings and infrastructure
- Coordinate with the Kentucky Division of Emergency Management regarding the application and use of multimedia public information strategies, techniques and monitoring efforts
- Assist in the dissemination of written and graphic disaster preparedness materials such as brochures and publications, public presentations, news releases and media events to encourage preparedness activities and raise awareness of personal responsibility to minimize the loss of life and property during a disaster

Response Actions

- Respond to the Kenton County EOC and / or other locations as required when requested by Kenton County HSEM and coordinate operations at the ESF-15 position
- Establish and maintain a public information system to support on-scene direction / control and coordination in conjunction with the Kenton County EOC, State EOC, or other coordination entities as appropriate
- Notify the media of disaster impacts, protective measures and other topics that will facilitate and expedite response and recovery, and address public information needs
- Prepare informational releases and provide updates to the news media about disaster conditions and actions taken in response to those conditions, primarily information and instructions provided for the survival, health and safety of the citizens in the impacted area
- Establish and staff a Joint Information Center when needed
- Participate in EOC briefings, Incident Action Plans, Situation Reports and meetings
- Manage phone calls, emails, social media inquiries, etc. from individuals attempting to contact the Kenton County EOC for information
- Release non-emergency public notices when requested by participating government and volunteer agencies
- Provide public information concerning what types of volunteer service are required and resources / services available to assist the public
- Coordinate with ESF-15's (or like functions) in other jurisdictions to obtain resources and facilitate an effective emergency response among all participating agencies



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 15 – PUBLIC INFORMATION

- A rumor control section may need to be established by ESF 15 to answer inquiries from the public and to act as a media monitoring group to ensure the media is accurately relaying the information
- All available means to disseminate emergency public information will be used when and if necessary, including:
 - broadcast media
 - official internet websites and social media sites
 - mobile public address systems and / or door to door notification
 - email lists
 - telephone and facsimile
 - print media
 - amateur radio
 - weather / tone alert radios via NWS / NOAA
 - 1650 AM emergency alert radio

Recovery Actions

- Coordinate with ESF 5 / Emergency Management in assessing disaster recovery issues, priorities, problems and other factors that need to be shared with the news media, including questions on damage assessment findings, disaster response performance and other potentially sensitive issues
- Coordinate with ESF 6 / Mass Care to provide information on the status of shelters, location of mass feeding and / or supply distribution sites, and comfort stations
- Maintain a log of ESF-15 activities and events, including records of all information releases for documentation after the event
- Continue to provide informational releases concerning disaster assistance information, descriptions of recovery efforts, current problems and actions being taken to alleviate them, and available public assistance programs

Mitigation Actions

- Conduct internal After Action Reviews, document lessons learned and recommend improvements to the Emergency Operations Plans, procedures and guidelines
- Identify potential hazards and their impacts that are new or have potentially changed in scope, and include them in Hazard Mitigation Plans
- Coordinate with All Hazard Mitigation Project Staff and other mitigation officials in developing and disseminating messages to the media on the role of mitigation in reducing future disaster losses, mitigation success stories in Kenton County, any other mitigation issues that need to be publicly released



KENTON COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 15 – PUBLIC INFORMATION

Responsibilities

All Agencies Associated With ESF-15:

- Develop applicable standard operating procedures, guidelines and / or checklists which clearly define their role in ESF 15, 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.
- Participate in honest appraisals of the performance of the ESF-15 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 ESF-15 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 and / or JIC to assist with ESF-15 activities as needed.
- Provide on-going status reports as requested by the ESF-15 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 Kenton County HSEM.
- Perform other emergency responsibilities as assigned.

Primary Agencies:

- Provide leadership in directing, coordinating and integrating overall Kenton County efforts to provide public information services to affected areas and populations as part of ESF-15. This includes coordinating and directing support agencies' personnel, supplies and equipment, in addition to providing direct resources. This may require the establishment of a Joint Information Center.
- Evaluate the impact and extent of the emergency, make strategic decisions, identify resource needs and secure resources required for field operations.
- Coordinate with support agencies in the preparation of consistent and accurate messages and the dissemination of messages through timely briefings and news conferences.



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- Manage emergency incidents in accordance with each agency's Standard Operating Guidelines and under the direction of ESF-15 representatives.
- Provide EOC support, conduct briefings, direct needs assessments, distribute key information, and serve as liaison to the State EOC for public information resource requests.
- Continually assess priorities and strategies throughout the emergency so that the most critical public information needs are addressed the quickest.
- Maintain a contact list of media and ESF-15 staff in the EOC and / or JIC.
- Coordinate with ESF 7 / Resource Support to ensure that all available resources are logged and requests for resources are filled.
- Demobilize resources and deactivate the ESF-15 function upon direction from the EOC Manager.

Support Agencies:

- Provide information and resources as requested by the ESF-15 Coordinator, to include resource status and capability reports. This may include assigning staff to the Kenton County EOC and / or JIC when requested.
- Provide qualified and capable services, staff, equipment, and supplies that complement the entire emergency response effort.
- Participate in Joint Information Center operations as needed so that no individual agencies are communicating information on their own. All information releases are to be coordinated through ESF-15.



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Administration and Support

The ESF-15 / Public Information Emergency Support Function Plan plus accompanying Appendices, Annexes and Standard Operating Guidelines are maintained by the Kenton County HSEM. They are reviewed and updated by the ESF-15 planning committee with Kenton County HSEM 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).

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 all applicable laws and procedures.

Kenton County HSEM will maintain up-to-date information of public information services and resources available to Kenton County, including:

- Names of responsible officials (reviewed / updated quarterly).
- ESF-15 / Public Information staffing directory (reviewed / updated quarterly).
- ESF-15 / Public Information notification lists (reviewed / updated quarterly).
- Major public information equipment identified in Resource Typing and readiness status (reviewed / updated annually).

Each public information organization which enters into a mutual aid agreement will furnish a copy of the agreement to the Kenton County HSEM.

Public information organizations are responsible for training and continuing education of their personnel.

Expenditures and Recordkeeping

Each ESF-15 / Public Information 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-15 is responsible for managing financial matters specific to ESF-15 / Public Information activity and related resources that are 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



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ensure accuracy with any submissions for potential reimbursement. Requests for funding or re-imbursements that were not directly designated by ESF-15 may be denied.

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-15 / Public Information 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-15 agencies, identifying the successes and identifying areas that can be strengthened and enhanced for efficiency in a continuous quality improvement process.



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Statement of Concurrence ESF-15 / PUBLIC INFORMATION

The signature(s) appearing below indicates the individual(s) have the authority to commit resources of the agency represented and agrees to the functions and tasks prescribed for this Emergency Support Function.

ESF 15 PRIMARY AGENCIES: Kenton County Judge Executive And Mayors: Kenton County And City Administrative Offices; Kenton County Homeland Security Emergency Management Agency

(Signature)	(Printed Name)	(Date)
Kenton County Judge Executive		

(Signature)	(Printed Name)	(Date)
Mayor of Bromley		

(Signature)	(Printed Name)	(Date)
Mayor of Covington		

(Signature)	(Printed Name)	(Date)
Mayor of Crescent Springs		

(Signature)	(Printed Name)	(Date)
Mayor of Crestview Hills		

(Signature)	(Printed Name)	(Date)
Mayor of Edgewood		



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(Signature)
Mayor of Elsmere

(Printed Name)

(Date)

(Signature)
Mayor of Erlanger

(Printed Name)

(Date)

(Signature)
Mayor of Fort Mitchell

(Printed Name)

(Date)

(Signature)
Mayor of Fort Wright

(Printed Name)

(Date)

(Signature)
Mayor of Independence

(Printed Name)

(Date)

(Signature)
Mayor of Kenton Vale

(Printed Name)

(Date)

(Signature)
Mayor of Lakeside Park

(Printed Name)

(Date)

(Signature)
Mayor of Ludlow

(Printed Name)

(Date)



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(Signature)
Mayor of Park Hills

(Printed Name)

(Date)

(Signature)
Mayor of Ryland Heights

(Printed Name)

(Date)

(Signature)
Mayor of Taylor Mill

(Printed Name)

(Date)

(Signature)
Mayor of Villa Hills

(Printed Name)

(Date)

(Signature)
Mayor of Walton

(Printed Name)

(Date)

(Signature)
Director, Kenton County Homeland Security Emergency Management

(Printed Name)

(Date)