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# Lexington Fayette



## Emergency Operations Plan

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January 2013

Prepared By



LFUCG Department of Public Safety  
Division of Emergency Management

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## **Promulgation**

The Lexington Fayette Emergency Operations Plan (EOP) dated January 2013 provides the framework in which responding departments and agencies, along with nongovernmental community partners, plan, coordinate, and perform their respective emergency functions during an emergency or disaster.

This plan supersedes all previous plans promulgated by Lexington Fayette and is officially adopted and approved by the Mayor and Urban County Council. This plan will be implemented whenever lifesaving and/or environmental or property protection services cannot be accomplished within the routine daily function of governmental departments or agencies within Lexington Fayette.

This plan is prepared in accordance with federal, state, and local statutes. It will be exercised, revised, and updated as required.

KRS 39B.030, Paragraph (3) states: "The executive order shall be filed with the office of the clerk for the local jurisdiction and a copy placed in the local emergency operations plan."

Signatories to the EOP:

The Lexington Fayette County Emergency Operations Plan and its supporting Emergency Support Functions dated \_\_\_\_\_, is adopted as the official plan for providing emergency management services when lifesaving and property protection services cannot be accomplished as a normal daily function of county government departments and offices.

\_\_\_\_\_  
Mayor Jim Gray

\_\_\_\_\_  
Emergency Management Director  
Patricia L Dugger

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



## Record of Distribution

<b>Name</b>	<b>Title</b>	<b>Agency</b>	<b>Copies</b>	<b>Date</b>
Steve Ogles by	Area 11 Manager	Area 11 Office	1	
Sally Hamilton	Chief Administration Officer	Mayor's Office	1	
Keith Jackson	Chief of Fire	LFUCG Division of Fire	1	
Ronnie Bastin	Chief of Police	LFUCG Division Police	1	
Richard Moloney	Commissioner	LFUCG Department of Environmental Quality and Public Works	1	
Bill O'Mara	Acting Commissioner	LFUCG Department of Finance	1	
Geoff Reed	Commissioner	LFUCG Department of General Services	1	
Derek Paulsen	Commissioner	LFUCG Division of Planning	1	
Clay Mason	Commissioner	LFUCG Department of Public Safety	1	
Beth Mills	Commissioner	LFUCG Department of Social Services	1	
Linda Gorton	Vice-Mayor	LFUCG Council Office	1	
Patricia Dugger	Director	LFUCG Division of Emergency Management	1	
Dr. Rice Leach	Commissioner	Lexington Fayette Co Health Department	1	
Jim Gray	Mayor	Mayor's Office	1	
Thomas Matlock	Captain	UK Crisis, Management, and Preparedness	1	

# Local Executive Order

WHEREAS, KRS 39B.010(1), KRS 39B.030(3), KRS39C.050(3), and applicable Kentucky Administrative Regulations requires the development and maintenance of a local emergency operations plan which sets forth the local government organizational structure, policies, procedures, and guidelines for the management and coordination of all disaster and emergency response in Lexington Fayette; and

WHEREAS, KRS 39B.030(3), KRS 39B.060(2), KRS 39C.050(3), applicable Kentucky Administrative Regulations, and planning guidance issued by the Kentucky Division of Emergency Management require the local emergency operations plan be officially approved and adopted by signed executive order of the Mayor; and

WHEREAS, the director of the Lexington Fayette, Division of Emergency Management/E911 has submitted the Lexington Fayette Emergency Operations Plan to the Mayor for official approval and adoption in accordance with the aforementioned laws, administrative regulations, and planning guidance:

NOW THEREFORE, I, Jim Gray, by the virtue of the powers and authorities vested in me by the Constitution and the laws of the Commonwealth of Kentucky, and in accordance with the provisions of KRS 39A to 39F, applicable Kentucky Administrative Regulations, and the Lexington Fayette Emergency Management Ordinance, do hereby order and direct the following:

1. The Lexington Fayette Emergency Operations Plan is officially approved and adopted effective the date of this Executive Order as shown herein.

2. The conveyance of the official approval and adoption of the Lexington Fayette Emergency Operations Plan through this Executive Order shall remain continuously in effect from the date of this Executive Order as shown herein, or until superseded by a subsequent Executive Order promulgated in accordance with KRS 39B.030(3), KRS 39B.060(2), KRS 39C.050(3), applicable Kentucky Administrative Regulations, and planning guidance issued by the Kentucky Division of Emergency Management.

3. A copy of the officially approved and adopted Lexington Fayette Emergency Operations Plan, including this Executive Order, shall be placed on file for public inspection during regular office hours in the Lexington Fayette office of the Division of Emergency Management/E911 (DEM/E911).

Signed this \_\_\_\_/\_\_\_\_/\_\_\_\_  
(mo) (day) (yr)

\_\_\_\_\_  
Jim Gray, Mayor

ATTEST:

\_\_\_\_\_  
Council Clerk

# Lexington Fayette NIMS Executive Order

## RESOLUTION NO. 306-2005

A RESOLUTION ESTABLISHING THE NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) AS THE STANDARD IN LEXINGTON-FAYETTE COUNTY FOR INCIDENT MANAGEMENT DURING EMERGENCIES OR DISASTERS.

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**WHEREAS**, the President in Homeland Security Directive (HSPD)-5, directed the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System (NIMS), which would provide a consistent nationwide approach for Federal, State, local, and tribal governments to work together more effectively and efficiently to prevent, prepare for, respond to and recover from domestic incidents, regardless of cause, size or complexity;

**WHEREAS**, the collective input and guidance from all Federal, State, local, and tribal homeland security partners has been, and will continue to be, vital to the development, effective implementation and utilization of a comprehensive NIMS;

**WHEREAS**, it is necessary and desirable that all Federal, State, local and tribal emergency agencies and personnel coordinate their efforts to effectively and efficiently provide the highest levels of incident management;

**WHEREAS**, to facilitate the most efficient and effective incident management Federal, State, local, and tribal organizations must utilize standardized terminology, standardized organizational structures, interoperable communications, consolidated action plans, unified command structures, uniform personnel qualification standards, uniform standards for planning, training, and exercising, comprehensive resource management, and designated incident facilities during emergencies or disasters;

**WHEREAS**, the NIMS standardized procedures for managing personnel, communications, facilities and resources will improve the Lexington-Fayette

Urban County Government's ability to utilize funding to enhance local agency readiness, maintain first responder safety and streamline incident management processes.

**WHEREAS**, the Incident Command System components of NIMS are already an integral part of various incident management activities throughout the Commonwealth, including current emergency management training programs; and

**WHEREAS**, the National Commission on Terrorist Attacks (9-11 Commission) recommended adoption of a standardized Incident Command System;

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT:

Section 1. That the Preamble to this Resolution be and the same is incorporated herein.

Section 2. That the National Incident Management System (NIMS) be and hereby is established as the Lexington-Fayette County standard for incident management during emergencies and disasters.

Section 3 - That this Resolution shall become effective on the date of its passage.

PASSED URBAN COUNTY COUNCIL: June 23, 2005

\_\_\_\_\_  
MAYOR /s/ Teresa  
Ann Isaac

ATTEST:

      /s/ Liz Damrell        
CLERK OF URBAN COUNTY COUNCIL

PUBLISHED: June 29, 2005-1t

# **Commonwealth of Kentucky Statewide Emergency Management Mutual Aid and Assistance Agreement**

**This agreement, endorsed by the Kentucky Division of Emergency Management, is between each local entity in the Commonwealth of Kentucky that officially approves and adopts the agreement and thereby becomes a party to the agreement. Each party agrees to execute the agreement and provide mutual aid and assistance to other parties under the terms and conditions contained herein.**

**WHEREAS**, the Commonwealth of Kentucky is geographically vulnerable to a variety of emergencies and disasters; and

**WHEREAS**, the Commonwealth of Kentucky through its Division of Emergency Management recognizes the importance of having each local entity respond in a coordinated and efficient manner to protect the public safety, health and welfare of any community stricken by an emergency or disaster; and

**WHEREAS**, the Commonwealth of Kentucky wishes to encourage each local entity in Kentucky to become a party to this agreement to ensure the statewide availability of mutual aid and assistance to disaster or emergency-stricken communities as quickly, efficiently and effectively as possible; and

**WHEREAS**, under the Kentucky Revised Statutes, a local entity entering into a mutual aid and assistance agreement may include provisions for the furnishing and exchanging of supplies, equipment, facilities, personnel and services; and

**WHEREAS**, each local entity that has chosen to become a party to this agreement wishes to provide mutual aid and assistance to other parties in time of emergency or disaster;

**NOW, THEREFORE, ALL PARTIES TO THIS AGREEMENT AGREE AS FOLLOWS:**

## **SECTION 1. DEFINITIONS**

"Agreement" means the Commonwealth of Kentucky Statewide Emergency Management Mutual Aid and Assistance Agreement.

"Aid and assistance" means personnel, equipment, facilities, services, supplies and other resources.

"Authorized representative" means the employee of a party, who has been authorized in writing by that party, to request, to offer, or to otherwise provide aid and assistance under the terms of this agreement.

"Disaster" means any incident or situation declared as such by executive order of the Governor, or the President of the United States pursuant to federal law, as a result of an occurrence or imminent threat of widespread or severe damage, injury or loss of life or property, resulting from any natural, technological, or man-made emergency situation, including incidents caused by accident, military or paramilitary cause.

"Emergency" means any incident or situation which poses a major threat to public safety so as to cause, or threaten to cause, loss of life, serious injury, significant damage to property or major harm to public health or the environment and which a local emergency response agency determines is beyond its capabilities.

"Local emergency declaration" means the written document signed by the chief executive officer of a local entity that specifies and attests that a disaster or emergency has occurred and the resulting emergency situation is beyond the capability of the local entity to manage using all local resources within its geographical boundaries.

"Local emergency management agency" means the organizational unit of a city, county, urban-county, or charter county government, created pursuant to Kentucky Revised Statutes Chapter 39B, with primary jurisdiction, responsibility, and authority for all emergency management program activities within the geographical boundaries of a party.

"Local entity" means a county, urban-county, charter-county, city, or other general or special purpose unit of government created pursuant to the Kentucky Revised Statutes with the express power and authority to enter into and execute a contract.

"Party" means a local entity that has officially approved and adopted this agreement by resolution of its governing body.

"Provider" means a party that furnishes, or is requested to furnish, aid and assistance to a recipient pursuant to this agreement.

"Recipient" means a party that requests or receives aid and assistance from a provider pursuant to this agreement.

## **SECTION II. INITIAL RECOGNITION OF PRINCIPLES BY ALL PARTIES; AGREEMENT PROVIDES NO RIGHT OF ACTION FOR THIRD PARTIES**

As this agreement is a reciprocal contract, it is recognized that any party to this agreement may be requested by another party to be a provider. It is mutually understood that each party's foremost responsibility is to its own citizens. The provisions of this agreement shall not be construed to impose an unconditional obligation on any party to this agreement to provide aid and assistance pursuant to a request from another party. Accordingly, when a party is requested to provide aid and

assistance, it may in good faith deem itself unavailable to be a provider when the resources being requested are necessary to provide reasonable and adequate protection for its own citizens. A party unable to honor a request for aid and assistance will so inform the party initiating a request.

Given the finite resources of any party and the potential for each party to be unavailable for aid and assistance at a given point in time, the parties mutually encourage each other to enlist other local entities in mutual aid and assistance efforts and to enter into such agreements accordingly. Likewise, the parties fully recognize that there is ample public purpose for entering into this agreement, and accordingly shall attempt to render assistance in accordance with the terms of the agreement to the fullest extent possible.

All functions and activities performed under this agreement are hereby declared to be governmental functions. Functions and activities performed under this agreement are carried out for the benefit of the general public and not for the benefit of any specific individual or individuals. Accordingly, this agreement shall not be construed as or deemed to be an agreement for the benefit of any third parties or persons and no third parties or persons shall have any right of action under this agreement for any cause whatsoever. All immunities provided by law shall be fully applicable.

### **SECTION III. PROCEDURES FOR REQUESTING ASSISTANCE**

Mutual aid and assistance shall not be requested unless the resources available within a recipient's disaster or emergency-stricken area are deemed inadequate by a recipient. In these instances, a recipient may request mutual aid and assistance by communicating a request to a provider, indicating the request is made pursuant to this mutual aid agreement. A request shall be followed as soon as practicable by a written confirmation of the request, including a copy of a local emergency declaration and a statement or completed form describing the specific aid and assistance needed. All requests for mutual aid and assistance shall be transmitted by a recipient's authorized representative or local emergency management agency as set forth below. A list of authorized representatives for each party shall be attached to the officially-approved and adopted copy of this agreement. In the event of a change in personnel, unless otherwise notified, the presumption will be that the successor to that position will be the authorized representative.

- A. **METHOD OF REQUEST FOR MUTUAL AID AND ASSISTANCE:** A recipient shall initiate a request as follows:
  - 1. **REQUESTS ROUTED THROUGH A RECIPIENT'S LOCAL EMERGENCY MANAGEMENT AGENCY:** A recipient may directly contact the local emergency management agency that serves the recipient's geographical area of operation and provide the information referenced in paragraph B of Section III. The local emergency management agency shall then contact provider parties on behalf of a recipient to coordinate the provision of mutual aid and assistance.

2. **REQUESTS MADE DIRECTLY TO A PROVIDER:** A recipient may directly contact a provider's authorized representative, setting forth the information referenced in paragraph B of Section III. All communications shall be conducted directly between a recipient and provider. A provider and a recipient using this option shall be responsible for keeping their respective local emergency management agencies advised of the status of response activities, in a timely manner.
- B. **REQUIRED INFORMATION:** Each request for aid and assistance shall be accompanied by the following information, in writing or by other available means, to the extent known:
1. **Stricken Area and Status:** A general description summarizing the condition of the community (i.e., whether the disaster or emergency is imminent, in progress, or has already occurred) and of the damage sustained to date;
  2. **Services:** Identification of the service function(s) for which assistance is needed and the particular type of assistance needed;
  3. **Infrastructure Systems:** Identification of the type(s) of the public infrastructure system for which assistance is needed and the type of work assistance needed;
  4. **Aid and Assistance:** The amount and type of personnel, equipment, materials and supplies needed and a reasonable estimate of the length of time they will be needed;
  5. **Provider's Traveling Employee Needs:** Unless otherwise specified by a recipient, it is mutually understood that a recipient will provide for the basic needs of provider's traveling employees. A recipient shall pay for all reasonable and documented out-of-pocket costs and expenses of a provider's personnel, including transportation expenses for travel to and from the stricken area. Further, a recipient shall house and feed provider's personnel at the recipient's sole cost and expense. If a recipient cannot provide such food and/or housing at the disaster or emergency area, a recipient shall specify in its request for assistance that self-sustained and supported personnel are needed.
  6. **Facilities:** The need for sites, structures or buildings outside a recipient's geographical limits to serve as relief centers or staging areas for incoming emergency goods and services; and

7. Meeting Time and Place: An estimated time and a specific place for a representative of a recipient to meet the personnel and resources of any provider.
- C. STATE AND FEDERAL ASSISTANCE: A recipient shall be responsible for coordinating all requests for state or federal assistance with the local emergency management agency with jurisdiction.
- D. List of Authorized Representatives: The list of Authorized Representatives for each party executing this Agreement shall be attached to the executed copy of this Agreement. In the event of a change in personnel, unless otherwise notified, the presumption will be that the successor to that position will be an Authorized Representative.

#### **SECTION IV. PROVIDER'S ASSESSMENT OF AVAILABILITY OF RESOURCES AND ABILITY TO RENDER ASSISTANCE.**

When contacted by a recipient or a local emergency management agency regarding a request for aid and assistance, a provider's authorized representative shall assess the provider's own local situation in order to determine the availability of personnel, equipment and other resources. If a provider's authorized representative determines that the provider has available resources, a provider's authorized representative shall so notify the recipient or the local emergency management agency (whichever communicated the request). A provider shall submit a written acknowledgment of a request for aid and assistance received from a recipient or a local emergency management agency. The written acknowledgement must indicate a provider's decision to either render aid and assistance or to reject a request and shall be transmitted by the most efficient and practical means to a recipient or a local emergency management agency. A provider's acknowledgement indicating acceptance of a request shall contain the following information:

- a. In response to the items contained in the request, a description of the personnel, equipment and other resources available; and
- b. The projected length of time such personnel, equipment and other resources will be available to serve a recipient particularly if the period is projected to be shorter than one week (as provided in the "Length of Time for Aid and Assistance" section (Section VI) of this agreement); and
- c. The estimated time when the assistance provided will arrive at the location designated by the authorized representative of the recipient; and

- d. The name of the person(s) to be designated as the provider's supervisory personnel (pursuant to the Supervision and Control" section (Section V) of this agreement).

When a provider submits a written acknowledgement to a local emergency management agency, the local emergency management agency shall notify a recipient's authorized representative and forward the information received from a provider. A recipient or a local emergency management agency shall respond to a provider's written acknowledgment by executing and returning a copy of the request form to a provider by the most efficient practical means, maintaining a copy for record.

## **SECTION V. SUPERVISION AND CONTROL**

A provider shall designate supervisory personnel among its employees sent to render aid and assistance to a recipient. As soon as practical, a recipient shall assign work tasks to a provider's supervisory personnel and, unless specifically instructed otherwise, a recipient shall have the responsibility for coordinating communications between a provider's supervisory personnel and a recipient. A recipient shall provide necessary credentials to a provider's personnel authorizing them to operate on behalf of a recipient.

Based upon the assignments set forth by a recipient, a provider's supervisory personnel shall:

- a. Have the authority to assign work and establish work schedules for a provider's personnel. Further, have direct supervision and control of a provider's personnel, equipment and other resources which shall, at all times, remain with a provider's supervisory personnel. A provider should be prepared to furnish communications equipment sufficient to maintain communications among its respective operating units, and if this is not possible, a provider shall notify a recipient accordingly. It is expressly understood that this may involve a recipient providing radio frequencies to a provider while a provider is assisting a recipient; and
- b. Maintain daily personnel time records, material records and a log of equipment hours; and
- c. Report work progress to a recipient at mutually agreed upon intervals.

## **SECTION VI. LENGTH OF TIME FOR AID AND ASSISTANCE; REVIEWABILITY; RECALL**

The duration of a provider's assistance shall be for the period agreed upon by the authorized representatives of a provider and a recipient.

As noted in Section II of this agreement, a provider's personnel, equipment and other resources shall remain subject to recall by a provider to provide for its own citizens if circumstances warrant. A provider shall make a good faith effort to provide at least twenty-four (24) hours advance notice to a recipient of its (provider's) intent to terminate a mission, unless such notice is not practicable. In such a case, as much notice as is reasonable under the circumstances shall be provided.

## **SECTION VII. REIMBURSEMENTS**

Except as otherwise provided below, it is understood that a recipient shall reimburse a provider reasonable and documented expenses incurred by a provider as a result of extending assistance to a recipient. The time period for such reimbursements to commence shall begin no later than 12 hours after the provider aid and assistance is on scene and the recipient has signed a local emergency declaration. The terms and conditions governing reimbursement for any assistance provided under this agreement shall be in accordance with the following provisions, unless otherwise agreed in writing by a recipient and a provider. A recipient shall be ultimately responsible for reimbursement of all eligible, reasonable and documented expenses.

- A. Personnel - During the period of assistance, a provider shall continue to pay its employees according to its then prevailing ordinances, rules and regulations. A recipient shall reimburse a provider for all direct and indirect payroll costs and expenses, including travel expenses incurred during the period of assistance, including, but not limited to, employee retirement benefits as provided by Generally Accepted Accounting Principles (GAAP). However, as stated in Section IX of this agreement, a recipient shall not be responsible for reimbursing any amounts paid or due as benefits to a provider's personnel under the terms of the Kentucky Worker's Compensation Law.
- B. Equipment - A provider shall be reimbursed by a recipient for the use of its equipment during the period of assistance according to either a pre-established local or state hourly rate or according to the actual replacement, operation and maintenance expenses incurred. For those instances in which costs are reimbursed by the Federal Emergency Management Agency (FEMA), the FEMA-eligible direct costs shall be determined in accordance with 44C.F.R. 206.228. A provider shall pay for all repairs to its equipment as determined necessary by its on-site supervisor(s) to maintain such equipment in safe and operational condition. At the request of a provider, fuels, miscellaneous supplies and

minor repairs may be provided by a recipient, if practical. The total equipment charges to a recipient shall be reduced by the total value of the fuels, supplies and repairs furnished by a recipient and by the amount of any insurance proceeds received by a provider.

- C. **Materials and Supplies** - A provider shall be reimbursed for the reasonable and documented costs of all materials and supplies furnished by it and used or damaged during the period of assistance, except for the costs of equipment, fuel and maintenance materials, labor and supplies, which shall be included in the equipment rate established in subsection B of Section VII. For costs not included in the equipment rate established in subsection B of Section VII, the measure of reimbursement shall be determined in accordance with 44C.F.R. 206.228. In the alternative, the parties may agree that a recipient will replace, with like kind and quality as determined by a provider, the materials and supplies used or damaged. If such an agreement is made, it shall be in writing. A recipient shall not be responsible for reimbursement of the costs of any materials and supplies of a provider that are damaged due to gross negligence, willful and wanton misconduct, intentional misuse or recklessness by a provider's personnel during the period of assistance.
- D. **Record Keeping** - A recipient or its representative local emergency management agency, and Kentucky Division of Emergency Management personnel shall provide information, directions and assistance for record keeping to a provider's personnel. A provider shall maintain records and submit invoices for reimbursement by a recipient in accordance with the procedures and format used or required by FEMA publications, including 44 C.F.R. Part 13 and applicable Office of Management and Budget (OMB) Circulars.
- E. **Payment - Other Miscellaneous Matters as to Reimbursement** - The reimbursement costs and expenses with an itemized notice shall be forwarded as soon as practicable after the costs and expenses are incurred, but not later than sixty (60) days following the period of assistance, unless the deadline for identifying damage is extended in accordance with 44 C.F.R. Part 206. A recipient shall pay the bill or advise of any disputed items not later than sixty (60) days following the billing date. These time frames may be modified in writing by mutual agreement.

## **SECTION VIII. RIGHTS AND PRIVILEGES OF PROVIDER'S EMPLOYEES**

Whenever a provider's employees are rendering aid and assistance pursuant to this agreement, such employees shall retain the same powers, duties, immunities and privileges they would ordinarily possess if performing their duties within the geographical boundaries of a provider.

**SECTION IX. PROVIDER'S EMPLOYEES COVERED AT ALL TIMES BY PROVIDER'S WORKER'S COMPENSATION POLICY**

Every person in the service of the state or any of its political subdivisions or agencies, or of any county, city of any class under the contract of hire, express or implied, and every official or officer of those entities, whether elected or appointed, while performing his or her official duties shall be considered an employee of the state. Every person who is a member of a volunteer ambulance service, fire, or police department shall be deemed, for the purpose of this agreement, to be in the employment of the political subdivision of the state where the department is organized. Every person who is a regularly enrolled paid or volunteer member of an emergency management agency, or an emergency management agency-supervised operating unit, or a rescue squad, as established under KRS Chapters 39A to 39E, shall be deemed, for the purpose of this agreement, to be in the employment of the Commonwealth of Kentucky.

**SECTION X. IMMUNITY**

All activities performed under this agreement are hereby declared to be governmental functions. Neither the parties to this agreement, nor, except in cases of willful misconduct, gross negligence or bad faith, their personnel complying with or reasonably attempting to comply with this agreement or any ordinance, order, resolution, rule or regulation enacted or promulgated pursuant to the provisions of this agreement shall be liable for the death of or injury to persons, or for damage to property as a result of any such activity.

**SECTION XI. PARTIES MUTUALLY AGREE TO HOLD EACH OTHER HARMLESS FROM LIABILITY.**

Each party (as indemnitor) agrees to protect, defend, indemnify and hold the other party (as indemnitee), and its officers, employees and agents, free and harmless from and against any and all losses, penalties, damages, assessments, costs, charges, professional fees and other expenses or liabilities of every kind and arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings or causes of actions of every kind in connection with or arising out of indemnitor's negligent acts, errors and/or omissions. Indemnitor further agrees to investigate, handle, respond to, provide defense for and defend any such claims, at indemnitor's sole expense and agrees to bear all other costs and expenses related thereto. To the extent that immunity does not apply, each party shall bear the risk of its own actions, as it does with its day-to-day operations, and determine for itself the types of insurance, and in what amounts, it should carry. Each party understands and agrees that any insurance protection obtained shall in no way limit the responsibility to indemnify or keep and save harmless the other parties to this agreement.

Notwithstanding the foregoing, to the extent that each party does not purchase insurance, it shall not be deemed to have waived its governmental immunity by law.

## **SECTION XII. ROLE OF THE KENTUCKY DIVISION OF EMERGENCY MANAGEMENT**

Under this agreement, the responsibilities of the Kentucky Division of Emergency Management are:

- (1) To serve as the central depository for all locally-approved and adopted agreements, along with the attached listing of a party's authorized representatives and contact information, and to provide this listing to each of the parties on an annual basis;
- (2) To coordinate the provision of mutual aid and assistance to a requesting party, pursuant to the provisions of this agreement;
- (3) To keep a record of all requests for assistance and acknowledgments;
- (4) To report on the status of ongoing emergency or disaster-related mutual aid and assistance as appropriate; and
- (5) To serve as the agency (grantee) to request reimbursement from FEMA on behalf of a party (sub-grantee).

## **SECTION XIII. AMENDMENTS**

This agreement shall not be amended in any manner without the prior written approval of the Division of Emergency Management. Any proposed amendment shall be:

- (1) Submitted in writing by a local entity or party for review and approval by the Division of Emergency Management prior to local approval and adoption;
- (2) Approved and adopted by the governing body of a party and signed by the party's chief executive officer; and
- (3) Submitted, along with approved minutes of the legally constituted meeting at which the amended agreement was approved, to the Kentucky Division of Emergency Management.

## **SECTION XIV. INITIAL DURATION OF AGREEMENT; RENEWAL; TERMINATION**

This agreement shall be binding for not less than one (1) year from its effective date, unless terminated upon at least sixty (60) days written notice by a party as set forth below. Thereafter, this agreement shall continue to be binding upon the parties in subsequent years and shall be considered to renew automatically from year to year, unless terminated by written notification as provided above. A party terminating their participation in this agreement shall submit a copy of their written termination notice to the Director of the Kentucky Division of Emergency Management. A party's termination of this agreement shall not affect a party's reimbursement

obligations or any other liability or obligation incurred under the terms of this agreement. Once a termination is effective, a terminated entity shall no longer be a party to this agreement, but this agreement shall continue to be in force among the remaining parties.

## **SECTION XV. HEADINGS**

The headings of various sections and subsections of this agreement have been inserted for convenient reference only and shall not be construed as modifying, amending or affecting in any way the express terms and provisions of this agreement.

## **SECTION XVI. SEVERABILITY; EFFECT ON OTHER AGREEMENTS**

Should any clause, sentence, provision, paragraph or other part of this agreement be judged by any court of competent jurisdiction to be invalid, such judgment shall not affect, impair or invalidate the remainder of this agreement. Each of the parties declares that it would have entered into this agreement irrespective of the fact that any one or more of this agreement's clauses, sentences, provisions, paragraphs or other parts have been so declared invalid. Accordingly, it is the intention of the parties that the remaining portions of this agreement shall remain in full force and effect without regard to the clause(s), sentence(s), provision(s), paragraph(s) or other part(s) invalidated.

In the event that parties to this agreement have entered into other mutual aid and assistance contracts, those parties agree that to the extent a request for mutual assistance is made pursuant to this agreement, those other mutual aid and assistance contracts are superseded by this agreement.

**SECTION XVII. EFFECTIVE DATE, APPROVAL AND ADOPTION**

Part I. This agreement shall take effect upon approval and adoption of the following resolution by the entity seeking to become a party to the agreement

BE IT RESOLVED BY Lexington Fayette Urban County Government OF Fayette  
(Governing Body of City, County, or Other Entity) (City or County)

that the Commonwealth of Kentucky Statewide Emergency Management Mutual Aid and Assistance Agreement is hereby approved and adopted, and that

Teresa Ann Isaac Mayor  
(Name of Primary Representative) (Official Title)

AND Milton Dohoney, CAO  
(Name of Alternate Representative) (Official Title)

are hereby authorized to execute the agreement and to request, offer, or otherwise provide aid and assistance under the terms of the agreement for and on behalf of Lexington-Fayette a public entity established under the laws of (Name of City, County, or Entity)

the Commonwealth of Kentucky and to file a copy of this resolution with the Kentucky Division of Emergency Management for the purpose of entering into the agreement and thereby become a party to the Commonwealth of Kentucky Statewide Emergency Management Mutual Aid and Assistance Agreement.

Passed and approved this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Name and Title

**CERTIFICATION**

I, \_\_\_\_\_, duty appointed \_\_\_\_\_  
(Title)

of \_\_\_\_\_, do hereby certify that the above is a true and correct copy of a (City, County, or Other Entity)

resolution passed and approved by the \_\_\_\_\_ of \_\_\_\_\_  
(City, County, or Other Entity) (Public Entity)

on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
(Official Position)

\_\_\_\_\_  
(Signature)

**COMMONWEALTH OF KENTUCKY STATEWIDE  
EMERGENCY MANAGEMENT MUTUAL AID AND ASSISTANCE AGREEMENT**

Part II. List of Authorized Representatives to Contact for Emergency Assistance

For Lexington Fayette  
(Political Subdivision)

**PRIMARY REPRESENTATIVE:**

Name: Jim Gray Title: Mayor

Address: 200 E Main City: Lexington State: KY

Zip Code: 40507 Phone: (859) 258-3100 FAX: (859) 258-3194

Pager: None E-Mail: jgray@lexingtonky.gov

Cell Phone: (859) 229-5268

**ALTERNATE REPRESENTATIVE:**

Name: Clay Mason Title: Commissioner, Public Safety

Address: 200 E Main City: Lexington State: KY

Zip Code: 40507 Phone: (859) 258-3280 FAX: (859) 258-3103

Pager: None E-Mail: cmason2@lexingtonky.gov

Cell Phone: (502) 596-8528

Part III.

IN WITNESS WHEREOF, the Kentucky Division of Emergency Management has endorsed this agreement and the Party to Agreement listed above has caused this Commonwealth of Kentucky Statewide Emergency Management Mutual Aid and Assistance Agreement to be duly adopted in its name and on its behalf by its chief executive officer, who has signed accordingly and attested with approval of its governing body, as of the date set forth in this agreement.

BY: \_\_\_\_\_, Director, Kentucky Division of Emergency Management

DATE: \_\_\_\_\_

RESOLUTION NO. 334-2003

A RESOLUTION AUTHORIZING AND DIRECTING THE MAYOR, ON BEHALF OF THE URBAN COUNTY GOVERNMENT, TO EXECUTE A STATEWIDE EMERGENCY MUTUAL AID AND ASSISTANCE AGREEMENT ENDORSED BY THE KENTUCKY DIVISION OF EMERGENCY MANAGEMENT, TO PROVIDE MUTUAL AID AND ASSISTANCE TO DISASTER OR EMERGENCY-STRICKEN COMMUNITIES.

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BE IT RESOLVED BY THE COUNCIL OF THE LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT:

Section 1 - That the Mayor, on behalf of the Lexington-Fayette Urban County Government, be and hereby is authorized and directed to execute the Statewide Emergency Management Mutual Aid and Assistance Agreement, endorsed by the Kentucky Division of Emergency Management, which is attached hereto and incorporated herein by reference, to provide mutual aid and assistance to disaster or emergency-stricken communities.

Section 2 - That this Resolution shall become effective on the date of its passage.

PASSED URBAN COUNTY COUNCIL: July 1, 2003

*/s/Teresa Ann Isaac*

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MAYOR

ATTEST:

*/s/Liz Damrell*  
\_\_\_\_\_  
CLERK OF URBAN COUNTY COUNCIL

PUBLISHED: July 9, 2003

## **Introduction**

The following methodology was used in preparation of this plan:

- A. Lexington Fayette Division of Emergency Management (DEM) is the lead emergency planning agency that developed the basic planning policies, guidelines, and Emergency Operations Plan (EOP).
- B. The EOP is maintained by DEM and updated in accordance with KRS Chapter 39, KAR 109, and guidelines from the Kentucky Division of Emergency Management (KyEM).
- C. The EOP is adopted by resolution of the Lexington Fayette Urban County Council.
- D. The plan is distributed to all Emergency Operations Center (EOC) staff, support staff, and upon request to appropriate parties. The plan is also available on the DEM website and in CD format.
- E. The EOP outlines primary organizational structure, roles, and responsibilities of partner agencies.
- F. Each Emergency Support Function (ESF) was individually drafted through focused planning sessions and was reviewed by the primary agency.
- G. The recovery and mitigation sections were drafted by DEM in consultation with responsible partner agencies.
- H. The plan is supported by an All-Hazards Mitigation Strategy, Standard Operating Procedures (SOPs) and independent agency plans, and the State EOP.
- I. Each lead and supporting agency is required to develop, update, and distribute operational procedures, ensure consistency with the EOP, and define specific internal procedures.
- J. The EOP will be updated as changes occur or according to state requirements.

This document is the EOP for Lexington Fayette, Kentucky and serves as a framework to enable Lexington Fayette to prepare to manage hazards that threaten the lives and property of the citizens, businesses, and visitors in our community. It is an all-hazards plan and is designed to ensure coordinated and effective emergency action by all elements of our community by outlining their responsibilities in advance of such situations as natural and man-made disasters, acts of terrorism and enemy attack, civil disobedience, and other disruptive emergencies. This community must be prepared for the possibility that a disaster of a magnitude beyond the normal day-to-day capability of regular government abilities can strike Lexington Fayette at any time. The EOP provides

the outline by which Lexington Fayette governmental units, volunteer agencies, and the general public will operate to reduce the destruction that such disasters can create.

This plan is designed to bring together government officials, industry, commerce, nongovernmental organizations, and the citizenry of Lexington Fayette to work together as one team for the protection of our county, our neighboring counties, our region, and the Commonwealth of Kentucky. The first priority will always be to save lives. The second priority is protection of the environment. The third priority is mitigation of damage to property. Strong and effective emergency planning, preparation, response, and recovery require participation and responsibilities from all facets of the community at each and every level. Each of these elements has specific responsibilities and obligations in emergency planning, emergency preparation, emergency response, and recovering from emergency events.

The Lexington Fayette Urban County Government (LFUCG) has the responsibility and obligation to work together on behalf of our citizenry and those individuals that work in and visit our county to mitigate or lessen the possible impact of these conditions by emergency planning, advance preparation, coordinated response, and recovery. Every official within the LFUCG has both a responsibility to be familiar with the contents of this plan and to ensure that personnel under charge are prepared in advance to meet the responsibilities contained within this plan. Equally important is the responsibility of industries, commerce, and nongovernmental organizations to their members and their community to conduct emergency planning which provides for warning and emergency procedures within their places of business and to assist the community with available resources. Each citizen has the responsibility and obligation to seek instructions and assistance in emergency situations, to plan, prepare, and design personal courses of action in advance of emergency situations and to provide aid to those people around them.

An annual review of the EOP will be undertaken by the DEM Director and those agencies and departments having emergency assignments. The DEM Director will ensure that a list of all plan holders is maintained at the DEM office and that updates are sent to each one of these individuals.

This plan requires fair and equal treatment to all regardless of race, creed, color, national origin, sex, sexual orientation, age, or disability.

Lexington Fayette will conduct all response and recovery operations following the National Incident Management System guidelines and the National Response Framework. The Integrated Emergency Management System is the cornerstone of Lexington Fayette's emergency and disaster preparedness, response, recovery, and mitigation program. This includes both governmental and nongovernmental organizations that have a role in saving lives, caring for the injured, recovering the dead, mitigating property loss, and restoring services and facilities.

This plan, including updates, remains in effect from the time it is adopted until modified by executive order.

Lexington Fayette has a major responsibility and obligation in emergency planning, preparation, response, and recovery. Each of us individually has a major responsibility and obligation in emergency planning, preparation, response, and recovery whether we are a government official, a citizen, an employee, or a visitor in this county. Emergency situations affect each of us in a variety of ways and at a variety of levels. Assuming our responsibilities and our obligations to our community, our families, our places of work and business, and to those around us, we become one team with the mission to protect our homes and community.

## **Purpose**

The purpose of this plan is the development of an EOP that is well organized, logical, easy to understand, and is designed to do the following:

- A. Reduce the loss of life and property of Lexington Fayette County residents, property owners, businesses, and visitors due to natural, technological, and/or man-made disasters.
- B. Provide an efficient and comprehensive structure that is compliant with the National Incident Management system.
- C. Manage emergency operations within Lexington Fayette by coordinating the use of available governmental, private, industrial, civic, and volunteer resources.
- D. Assist Lexington Fayette in recovering from emergency situations through an immediate and coordinated restoration and rehabilitation of affected persons and properties.

## **Scope**

The scope of the Lexington Fayette EOP is county-wide. The plan, which is multi-use in nature, will be enacted whenever the resources of any singular entity are exhausted and Memoranda of Agreements with other entities must be enacted and/or the coordination of a multi-agency or jurisdictional approach is required to meet the demands of an incident or accident.

The plan will also:

- A. Establish official policies, program strategies, and planning assumptions for disaster preparedness, response, recovery, and mitigation.
- B. Provide an all-hazard organizational structure for emergency operations.

- C. Provide basic direction and control for all levels of a disaster, to establish a consistent and unified approach to emergency management operations.
- D. Assign specific functional responsibilities to the appropriate local departments and agencies in LFUCG, groups from the private sector, and volunteer organizations and define the means of coordinating municipal, state, and federal partners to achieve the maximum utilization of available resources.

## **Structure**

The EOP consists of the following components:

- A. **Basic Plan:** Describes the purpose, scope, situations, and assumptions, hazard analysis, concept of operations, plan management, and authorities of Lexington Fayette agencies in response to an incident.
- B. **Emergency Support Functions (ESF):** Delineates primary and supporting agencies' concept of operations, roles, and responsibilities.
- C. **Emergency Resource List:** A listing of resources available to support local jurisdictions during an incident.
- D. **Support Plans:** Provide additional information necessary for an informed and managed response to events.
- E. **Incident Specific Plans:** Provide additional information necessary for an informed and managed response to specific incidents.
- F. **Administrative Supplements:** Includes a list of acronyms/abbreviations, terms and definitions, a compendium of emergency authorities and directives, which serve as points of reference and information for the users.

## **Authorities**

The EOP is based upon the following:

- A. Presidential Executive Order 11795
- B. Governor of Kentucky Executive Orders 96-1120
- C. Public Laws 81-920, 93-288, 92-385, 91-606, 93-24, 93-234, 94-68, 96-511, 99-499, 100-707, and 101-121
- D. Kentucky Revised Statutes Chapter 39 A-F
- E. National Response Framework
- F. Presidential Homeland Security Directives 1-12

G. Local Executive order signed 1/14/06

H. LFUCG Charter

I. LFUCG Code of Ordinances

There are other federal regulations that must be considered when enacting this EOP and the activities associated with emergency response. These are listed in Appendix A.

## **Situations and Assumptions**

In the development of this plan, the following were considered:

A. Situations:

1. A disaster may occur with little or no warning, and may escalate rapidly.
2. Disaster effects may extend beyond county boundaries and many areas of the state may experience casualties, property loss, disruption of normal life support systems, and loss of regional, economic, physical, and social infrastructures.
3. Emergency response personnel may become casualties and experience damage to their homes and personal property. They will themselves be "victims" of the disaster.
4. Disasters differ in character by magnitude, severity, duration, onset, distribution, area affected, frequency, and probability thereby increasing the difficulty of plan development.
5. All organizations in Lexington Fayette will continue to respond to disaster events using SOPs until effective inter- and intra-organizational communications deterioration occurs, involvement of multiple response agencies becomes essential, and/or internal resources are exhausted.
6. The emergency management command and control structure in Kentucky is based on a bottom-up approach to response and recovery of resource allocation to the Lexington Fayette EOC, to the Commonwealth EOC, and to the federal government with each level exhausting its resources prior to elevation to the next level.
7. Disaster support from agencies outside the county, especially federal, may take 72 hours or more to arrive.
8. Effective disaster preparedness requires continual public awareness and education programs so citizens will take appropriate action.

9. Evacuation and shelter strategies must be based on citizen cooperation, best-available shelter options until the shelter deficit can be reduced, and a regional approach to evacuation decision-making is effectively implemented.
10. Convergent groups of responders, public, and outside resources hinder the local effort. This includes traffic congestion, unsolicited supplies and donations, and extra strain on degraded lifelines and facilities.
11. There may be competition among citizens and communities for scarce resources.
12. Given limited transportation capacity, a large vulnerable regional population, and a shelter deficit, evacuation time may be insufficient to meet clearance time thresholds for regional evacuations.
13. Some form of inter- and intra-county communications is available including communications with the Commonwealth EOC.

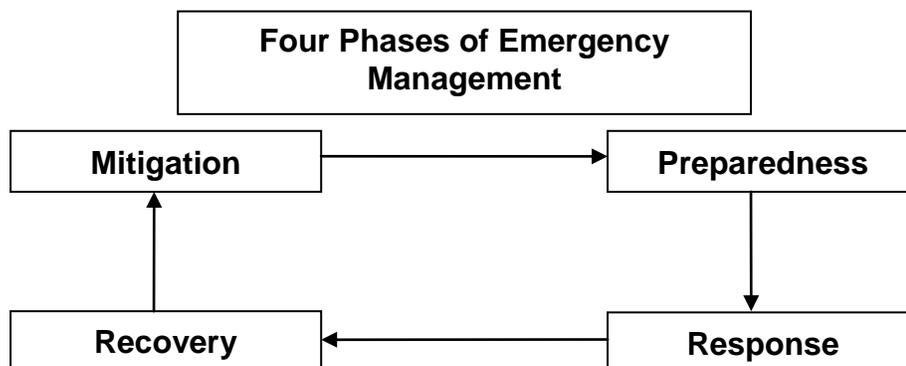
B. Assumptions:

1. DEM is the lead emergency planning agency that has developed basic planning policies, guidelines, and the EOP.
2. The Mayor of Lexington Fayette will declare a local State of Emergency in consultation with the DEM Director.
3. The EOP is maintained by DEM and is updated in accordance with KRS Chapter 39 and guidelines from KyEM.
4. The EOP is distributed to all EOC staff, support staff, and upon request to appropriate parties, and is available on [www.lexingtonky.gov/dem](http://www.lexingtonky.gov/dem) or [www.bereadylexington.com](http://www.bereadylexington.com).
5. The EOP outlines primary organizational structure, roles, and responsibilities of all partner agencies.
6. Each ESF has been developed through planning sessions and continually reviewed by the primary agency.
7. Each lead and supporting agency is required to develop, update, and distribute operational procedures and ensure consistency with the EOP and define specific internal procedures.
8. The EOP will be updated as changes occur or according to state and federal requirements.

9. The DEM Director will act for the Mayor to coordinate incident response by and between all county/local agencies in conformance with KRS Chapter 39B.
10. Local resources will be made available to respond to incidents affecting any area of the county.
11. State assistance will be requested when incident response relief requirements exceed the county's capability. State assistance will be provided under the provisions of the National Response Framework.
12. The federal government will provide funds and assistance to areas of the county that have been declared major disaster areas by the President.
13. Emergencies will occur that will require multiple agency coordination.
14. Local agencies assigned to emergency response have existing emergency plans and procedures, their own agency standard operating guidelines, and training to create and follow tactical strategies in the field.
15. Response and recovery efforts are often hampered by equipment and/or facility damage, communications failure, inclement weather, responder injury or death, and other limiting factors that are unpredictable.
16. Local resources, including personnel, are finite and will become limited and scarce as events move from the response phase, to the sustainability phase, and to the recovery phase.
17. The United States is vulnerable to an enemy attack employing conventional or nuclear weapons and chemical or biological agents. Piloted or un-piloted aircraft, missiles, or submarines may deliver these weapons.
18. Sabotage and terrorism could be promoted to disrupt response efforts.
19. Civil unrest may require intervention by local and state agencies.
20. Assistance will be needed for major events lasting more than 48-72 hours.
21. Assistance will be available from KyEM and from other state, regional, and federal agencies through Memoranda of Agreement or Understanding and local declarations of disaster or emergency.
22. Executing the EOP and implementing pre-determined guidelines will save lives and reduce damage to the environment and to property.
23. LFUCG will fully commit their resources before requesting assistance from the state, but may be unable to satisfy all emergency resource requests

during an incident. State assistance will be requested when incident response relief requirements exceed the county's capability.

## **Phases of Emergency Management**



There are many common features of technological and natural disasters and terrorist attack, suggesting that many of the same management strategies can apply to all emergencies. The comprehensive management of emergency situations occurs in four phases.

As illustrated above, the phases of emergency management are interconnected and do not operate in a vacuum from one another.

### **Preparedness Phase**

Preparedness comprises the normal readiness and preparedness operations to select and train staff and emergency response personnel, develop operations plans, equip an EOC, and develop procedures and skills to effectively respond to emergencies and disasters. Preparedness also includes the range of deliberate critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is a continuous process involving efforts at all levels of government and between government and private-sector and nongovernmental organizations to identify threats, determine vulnerabilities, and identify required resources.

Preparedness also includes education for the general public on the plan and individual responsibilities.

### **Response Phase**

Response encompasses activities which address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of EOPs and execution of

incident mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes.

## **Recovery Phase**

The objective of the Recovery Phase is to return the area to normal as soon as possible. However, this phase may extend for a lengthy time depending upon the effects of the incident and the resources available to cope with them. It is not unusual for this period to take more than 5 years. The development, coordination, and execution of service and site restoration plans for impacted communities and the reconstitution of government operations and services through individual, private-sector, nongovernmental, and public assistance programs, provide the following:

- A. Identify needs and define resources.
- B. Provide housing and promote restoration.
- C. Address long-term care and treatment of affected persons.
- D. Implement additional measures for community restoration.
- E. Incorporate mitigation measures and techniques, as feasible.
- F. Evaluate the incident to identify lessons learned.
- G. Develop initiatives to mitigate the effects of future incidents.

## **Mitigation Phase**

Mitigation is the cornerstone of emergency management and consists of the continuing activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation measures are often developed in accordance with lessons learned from prior incidents. Mitigation involves on-going actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard-related data to determine where it is safe to build or locate temporary facilities. Mitigation can include efforts to educate governments, businesses, and the public on measures they can take to reduce loss and injury.

## **Hazard Analysis and Vulnerability**

### **Situation Overview**

Lexington Fayette is located in the heart of central Kentucky's Bluegrass Region. The terrain is rolling hills with some deep streambeds. Principal streams are the Kentucky River and Elkhorn Creek. Lexington Fayette, for the most part, is in the geographic area of the upland plains and does not have any significant streams with wide floodplains in

the urban area. It has five hundred sixty miles of creeks that are tributaries draining into the Kentucky River located at the southeast border of the county. Lexington Fayette has nine watersheds, seven of which are located within the Urban Service Area.

Most of Lexington Fayette's 283 square miles lies within what is called the Inner Bluegrass Physiographic Region. The area is characterized by gently rolling hills, fertile soils and slow moving streams. Broad, undulating, upland plains give way to wide, nearly level land along stream bottomlands.

The other region, the Hills of the Bluegrass, covers only a small area in the southeastern part of the county and includes the tributaries that are adjacent to the Kentucky River. The landscape in this area is characterized by highly dissected, long and narrow ridge tops, and moderately steep to very steep hillsides. The Palisades at the Kentucky River are limestone cliffs of 200 feet or greater. There is little elevation change over most of the county, except in the Hills of the Bluegrass, which has a fluctuation of some 400 feet. For the most part, the areas located in the Hills of the Bluegrass Region are not well suited for cultivation or large-scale development. These areas should be reserved for very low density development unless innovative environmental and site design elements are created and implemented.

Fayette County covers 283 square miles in the heart of the Bluegrass. The urban core encompasses 75.9 square miles, which includes most of the 320,000 people living in Lexington Fayette.

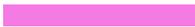
The county operates under a merged city-county government called the Lexington-Fayette Urban County Government, administered by a Mayor and 15 council members.

Transportation in and out of the area includes a regional airport called Blue Grass Airport, three railway companies (Norfolk Southern Railway, CSX, and R.J. Corman Railroad Group), and Greyhound Bus Lines. Lexington Fayette includes approximately 1,172 miles of urban county and state maintained roads.

Twenty-three (23) fire stations are located strategically throughout the county. The Lexington-Fayette Urban County Government authorized strength is 526 for the Division of Fire and 555 for the Division of Police.

### Population Composition

The population breakdown is as follows:

- Males: 145,591  (49.2%)
- Females: 150,212  (50.8%)
- Median resident age  33.7 years
- White alone: 216,072 (73.0%)
- Black alone: 42,336 (14.3%)
- Hispanic: 20,474 (6.9%)

- Asian alone: 9,506 (3.2%)
- Two or more races: 6,163 (2.1%)
- American Indian alone: 599 (0.2%)
- Other race alone: 46 (0.2%)
- Native Hawaiian and Other Pacific Islander alone: 107 (0.04%)
- Language: 15.4% of the population speaks a language other than English at home. The top five are Spanish, French, Russian, Chinese and Japanese
- Poverty: 17.4% of the population is below the poverty line
- Elderly: 10.8% of the population is older than 65
- Other high risk: 4.8% of the population is in various facilities such as dormitories, prisons, nursing homes, hospitals, group homes, etc.
- Children: 12.2 % of the population are children under the age of 10
- Education:
  - 5.1 % of the population has less than a 9th grade education
  - 85.8% of the population has high school or higher
  - 35.6% of the population has a Bachelor's degree or higher
  - 14.5% of the population has a graduate or professional degree
- Disability: 33.9 % of the total population has a disability of some kind

Census data for cities over 250,000 people ranks Lexington as the thirteenth most highly educated in the nation based on the 40.2% of the population 25 years or older that has at least a Bachelor's degree. Even more impressive, 16.6% of the population has an advanced degree, good for seventh among cities over 250,000 people.

### Housing Units

The 2010 Census data shows Lexington Fayette as having a total of 135,160 housing units, with 123,043 of those being occupied and 12,117 being vacant. Of the occupied housing units, 68,818 were owner-occupied and 54,225 were renter-occupied.

### Institutional Housing

The Lexington Fayette Detention Center has a maximum authorized population of 1,280 inmates. During the last 12 months, it has maintained an average daily population of approximately 1,200 inmates, with the highest daily population being 1,307.

### Household Heating Sources

- gas: 59%
- Electricity: 39%
- Bottled, tank, or LP gas: 1%

The following utilities (including electric, sanitation, water, and natural gas) provide services to households and businesses in Lexington Fayette. Complete and detailed information on utility providers is kept on file at the EOC:

- Electric: Kentucky Utilities  
Clark Energy  
Bluegrass Energy
- Sewage: Lexington Fayette Urban County Government
- Gas: Columbia Gas
- Water: Kentucky American Water Company

### Bridge Vulnerability

There are 194 bridges in Lexington Fayette. Four are railroad bridges and six have railroad service under them. The Major bridges are

- I-75 & I-64 bridges splits
- I-75 bridge at Richmond
- I 75 bridge at Man O' War Blvd
- I 75 bridge at Winchester Rd
- I-75 bridge at Paris Pike
- Kentucky River Clays Ferry Bridge

### Educational Facilities

Educational facilities are located throughout Lexington Fayette County. Specific information and mapped locations are contained in WebEOC, Schools Emergency Resource List (ERL), Implementing Guidelines, and SOPs located in the EOC.

- Higher Education
  - University of Kentucky FT enrollment: 23,273
  - Bluegrass Community and Technical College Full-time enrollment: 6,449
  - National College FT enrollment: 2,647
  - Transylvania University FT enrollment: 1,074
  - Sullivan University: 950
  - ITT Technical Institute: 260
  - Strayer University: 250
  - Spencerian College: 238
  - Lexington Theological Seminary: 110
  - Indiana Wesleyan University: 100
- Fayette Co Public Schools
  - Students: 38,747
  - Elementary Schools: 34
  - Middle Schools: 12
  - High Schools: 5
  - Tech/Alternative: 5

- Private Schools
  - 35 Elementary schools
  - 10 High schools
- Childcare Facilities: approximately 240 licensed facilities but this number changes frequently.

### Health and Medical Facilities

Lexington Fayette has nine hospitals, one of which is a Level 1 trauma center, a psychiatric hospital, a veteran's facility, and a rehabilitation facility. There are 19 long-term care facilities, one health department, a regional blood center, and numerous other facilities that provide some level of medical care. As appropriate, the following health and medical facilities, and facilities with significant access and functional needs populations, participate in Lexington Fayette emergency response and/or in training exercises:

- University of Kentucky Medical Center - Level 1 trauma center: 569 beds
- University of Kentucky - Good Samaritan Hospital: 150 beds (including 31 mental health beds)
- St Joseph Hospital: 468 beds
- St Joseph East Hospital: 174 beds
- Central Baptist Hospital: 383 Beds
- Veterans Administration Hospital: 95 beds at main location (Cooper) and a primary care center location with long term care beds (Leestown)

There are three other hospitals in Lexington Fayette, as follows:

- Cardinal Hill Rehabilitation Center: 108 Beds
- Shriners Hospitals for Children: 50 beds
- Eastern State Hospital: 323 beds

There are 13 long-term care facilities with a total number of 1,318 beds, 86 of which are personal care.

There are six stand alone personal care homes with 267 beds.

### Lexington Fayette County Health Department (LFCHD)

The LFCHD/HealthFirst Bluegrass partnership provides a wide range of public health and comprehensive primary care services to residents of Lexington Fayette and surrounding areas. This partnership combines the strengths of continuity of medical care, with the comprehensive public activities to promote health, prevent illness, and reduce injuries.

HealthFirst Bluegrass is a federally qualified health center that provides care and services from physicians, nurse practitioners, dentists, pharmacists, and social workers.

LFCHD main areas of focus include:

- Communicable disease control
- Emergency preparedness
- Health promotion

Examples include:

- Birth / death record
- Disease control
- Education programs for HIV/AIDS, diabetes, nutrition, etc.
- Restaurant inspections
- Women, Infants, and Children (WIC) / Kentucky Child Health Insurance Program (KCHIP)
- School nursing services
- development of emergency response procedures, establishment of sheltering locations and establishing protocols for mass vaccinations

### Kentucky Blood Center

Kentucky Blood Center (KBC) is a nonprofit community blood center serving more than 60 counties in eastern and central Kentucky and nearly 70 hospitals and clinics. KBC has donor centers in Lexington, Pikeville, and Somerset and has mobile blood collection crews that travel throughout the service area every day.

### Access and Functional Needs Population

DEM maintains a database of access and functional needs persons. Members of the community voluntarily submit information to be included in the database. In addition, this information is shared with police, fire, and health department for planning and everyday emergency response. Access and functional needs is defined as follows: homebound, wheelchair bound, diabetic, restricted to oxygen, legally deaf, legally blind, or suffers from a chronic condition that would require additional assistance or supervision during extreme circumstances. This list may also include populations that are non-English speaking and those that have transportation needs for evacuation purposes. Approximately 15% of the population is non-English speaking.

### Industry, Business, and Agriculture

- Industry

DEM maintains a listing of major employers in the county along with contact

information and locations. The top five sectors of non agricultural work in Lexington Fayette are:

- Service industry
- Retail trade
- Manufacturing
- Construction
- Government
  
- Major Employers in Lexington Fayette County
  - University of Kentucky 12,278
  - Lexington Fayette Urban County Government 4,057
  - Fayette County Public Schools 3,558
  - Lexmark International Inc. Global Headquarters 2,800
  - Baptist Healthcare System, Inc. 2,496
  - St. Joseph Hospital Healthcare 2,300
  - ACS, a Xerox Company Outsourcing & Technical Support 2,100
  - Wal-Mart 2,027
  - Lockheed Martin 1,750
  - Kroger 1,665
  
- Agriculture

The agriculture industry in Lexington Fayette is an important part of the economic well-being of the community. It ranks first in total agriculture receipts sold and second in total agriculture receipts produced in Kentucky. A large portion of the industry is comprised of livestock, both equine and beef cattle, with equine being the larger of the two. Lexington Fayette is home to Kentucky Horse Park, Keeneland Race Course, Fasig-Tipton equine sales facilities, and Blue Grass Stockyards. A large portion of the land area in Lexington Fayette is used for pasture or forage production with tobacco and grain (including corn, soybeans, and wheat) also being produced.

### Tourism

Tourism continues to be a significant part of Lexington Fayette’s economy. Lexington Fayette’s status as the “horse capital of the world” has brought national and international recognition to the central Bluegrass Region, which has helped boost the tourism and hospitality industry. Just minutes from the center of town are many acres of manicured pastureland, miles of white fences, magnificent barns, and dozens of ways to see horses, the 1,200 acre Kentucky Horse Park, the Thoroughbred Training Center, Keeneland Race Course, and more.

## Arts, Entertainment, and Recreation Statistics in Lexington Fayette

Type	# of Establishments	# of Employees
Arts, entertainment, and recreation	135	2,322
Performing arts, spectator sports, and related industries	56	942
Museums, historical sites, and similar institutions	>10	>99
Amusement, gambling, and recreation industries	69	>2,300

In the past 25 years, Lexington Fayette County and DEM have experienced many emergencies and disasters. These disasters provided opportunities to gain very important practical knowledge and experience in managing such events. Some of these include flooding, major hazardous materials releases, tornadoes, ice and snow storms, plane crash, anthrax threats, civil unrest, and many large venue events. The county has also provided mutual aid response to other counties in Kentucky and supported responses to major disasters outside the state of Kentucky. With these experiences, Lexington Fayette has come to understand the risks of terrorism and natural hazards. In the past four years, Lexington Fayette has held exercises on events including an airplane crash, chemical stockpile weapons release, H1N1, mass casualty, school shooting, severe weather (medical focus), earthquake, and other mini-tabletop drills. Lessons learned from both real events and from exercises have been captured and used to enhance training, planning, and response capabilities.

### Disaster History

The following table represents past presidential declarations for natural disasters occurring from 1978 to 2011 in Lexington Fayette, including flooding, severe winter storms, severe storms, tornadoes, hail, ice, and snow. This list includes the date what type of natural disaster(s) occurred:

Date	Hazards
<b>05/11/2010</b>	Severe Storms, Flooding, Mudslides, Tornadoes
<b>02/05/2009</b>	Severe Winter Storm, Flooding
<b>01/28/2009</b>	Severe Winter Storm
<b>02/21/2008</b>	Severe Storms, Tornadoes, Straight-line Winds, Flooding
<b>06/10/2004</b>	Flooding, Severe Storm, Landslides
<b>03/14/2003</b>	Flooding, Ice, Snow, Tornadoes
<b>03/04/1997</b>	Flooding
<b>03/16/1994</b>	Severe Weather, Freezing Rain, Sleet, Snow
<b>02/24/1989</b>	Severe Storms, Flooding
<b>12/12/1978</b>	Severe Storms & Flooding

### **Hazard Analysis Assessment**

Any hazard can occur at any time; however, historical data and mitigation studies show Lexington Fayette County to be more vulnerable to certain hazards than others. The

most probable types of emergencies to occur are severe weather (flash floods, tornadoes, heavy snow, ice storms, droughts, extreme hot or cold temperatures), hazardous materials releases, and transportation accidents. Therefore, planning and resources will focus on hazards which pose the greater threat to vulnerable areas.

The following are the top three hazards that may occur with certain probability in Lexington Fayette:

#### A. Severe Weather

Lexington Fayette is susceptible to severe weather. It can be a combination of intense rain, high winds, lightening, tornadoes, flooding, snow and ice storm, and severe heat. Any of these severe weather events have the potential to cause damage to property and crops, and can result in injury or death.

A winter storm can range from moderate snow over a few hours to blizzard conditions with blinding wind-driven snow, sleet, and/or ice that lasts several days. All winter storms are accompanied by low temperatures and blowing snow which can severely reduce visibility. A severe winter storm is defined as an event that drops four or more inches of snow during a 12-hour period or six or more inches during a 24-hour span. All winter storms make driving and walking extremely hazardous. The aftermath of a winter storm can impact Lexington Fayette for days, weeks, or months.

Thunderstorms occur frequently and in some instances cause as much damage as a tornado. A severe thunderstorm may be accompanied by strong winds, hail, heavy rains, etc., which can produce considerable damage to buildings, street lights, overhead electric lines, telephone lines, etc. Lightning is the most deadly phenomenon associated with thunderstorms resulting in numerous deaths each year.

Thunderstorms may also generate hail. Hailstorms may occur independently and generally cause more monetary damage than any other type of windstorm. Thunderstorm conditions also favor the formation of tornadoes, adding significantly to the hazard potential of these locally severe storms.

A tornado is a violent windstorm characterized by a twisting, funnel-shaped cloud. It is spawned by a thunderstorm (or sometimes as a result of a hurricane) and produced when cool air overrides a layer of warm air, forcing the warm air to rise rapidly. The damage from a tornado is a result of the high wind velocity (up to 250 mph) and wind-blown debris with paths that can be in excess of one mile wide and fifty miles long. They have been known to blow roofs off of houses, move cars and tractor-trailers, and completely demolish homes. Peak months of tornado activity for Kentucky are usually April, May, and June. However, tornadoes have occurred in every month and at all times of the year. They tend to occur in the afternoons and evenings with over 80 percent of all tornado

strikes between noon and midnight. Tornadoes may cause crop and property damage, power outages, environmental degradation, injury, and death.

Lexington Fayette County is located in the most severe wind zone (Zone IV, 250 mph) in the state. This signifies that the entire metropolitan area is highly vulnerable to tornadic weather. From 1963 to 2011, 13 tornadoes have touched down causing nearly \$20 million in damages and 26 injuries. Two of these tornadoes were categorized as F0, four as F1, and one in both the F2 and F3 categories.

## B. Flooding

Three types of flooding have been identified: flash floods (urban), river basin floods, and sinkhole flooding, as follows:

### 1. Flash flooding

Flash flooding has occurred in all parts of Lexington Fayette as the result of excessive rainfall over short periods of time. This type of flooding is more prevalent and has occurred in all months of the year but is more prevalent during the spring and summer months.

The history of flooding in Lexington Fayette County, including the severity, types and frequency, are detailed in the Lexington Fayette County Floodplain Management Plan (FPM). Lexington Fayette County participates in the Federal Emergency Management's National Flood Insurance Program and Community Rating System program. The current Class 7 rating provides qualifying property owners a 25% reduction in their flood insurance premiums.

### 2. River flooding

River flooding is the type of flooding that occurs along the Kentucky River and Elkhorn Creek.

Topographical maps showing various low-lying areas in and around creeks and waterways and in floodplain areas are maintained in the Lexington Fayette EOC and are part of our GIS layers.

### 3. Sinkhole flooding

Sinkhole flooding is a natural occurring event that usually follows the same storms that cause riverine flooding; therefore, it is often not recognized as karst related.

Flood events will differ not only because of the amount of precipitation, but also because the drainage capacity of individual sinkholes can change,

sometimes very suddenly, as the karst landscape evolves. Sinkholes can also flood when their outlets are clogged, preventing water from being carried away as fast as it flows in. Trash thrown into a sinkhole can clog its throat, as can soil eroded from fields and construction sites or a natural rock fall near the sinkhole's opening. Sometimes the conduit itself is too narrow because it has captured a larger drainage basin. Sinkholes flood more easily around development (roofs, parking lots, highways), which increases both the total runoff and the rapidity of runoff from a storm.

Another reason that sinkholes flood is because of back-flooding, when discharge capacity of the entire karst conduit network is exceeded. Some up-gradient sinkholes that drain normally during the short, modest accumulation of storms may actually become springs that discharge water during prolonged rainfall.

Sinkhole flooding is one of the more tragic hazards because it affects private residences the most.

### C. Hazardous Materials

Lexington Fayette has a high risk for hazardous materials incidents from transportation accidents on Highways/Interstates or on the three railways that cross the county. There are 235 facilities reporting to the State Emergency Response Commission (SERC) and the Fayette Local Emergency Planning Committee (FLEPC) that they manufacture, store, 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.

One of the most probable hazards in Lexington Fayette is the potential release of hazardous materials (HazMat) into the air, ground, water, and/or exposed populations. Hazardous materials include chemicals, biological agents, and radiation and can take the form of solids, liquids, or gases. Releases may be accidental or purposeful and may originate from transportation, industrial, residential, commercial, or agricultural use. Releases can occur anywhere in Lexington Fayette or contiguous counties.

Hazardous materials releases can have long-term or short-term impacts on the environment and can result in injuries, loss of life, and property damage. Additionally, these releases may severely disrupt traffic within the county and impede traffic flowing in and out of Lexington Fayette. A hazardous materials accident could have a significant negative impact on Lexington Fayette's economy, environment, property and citizens.

The proximity of storage and transport routes of hazardous materials to hospitals, schools, daycares, and critical infrastructure facilities pose one of the greatest risks in Lexington Fayette. Not only would critical structures themselves be affected but so would evacuation routes. Transport routes include the following:

## 1. Roadways

Many industrial components are transported via the extensive road network within the United States.

This is truer today with the increase of commercial vehicular traffic now moving goods via interstate routes rather than by rail.

A survey completed by the Kentucky Transportation Cabinet (KYTC) and the University of Kentucky College of Engineering made several key observations:

- a. 683 different hazardous material vehicles were recorded.
- b. A total of 741 hazardous materials were observed.
- c. Over 45 percent of the total hazardous material observations were Class 3 hazardous materials.
- d. The most common hazardous materials observed during the survey period were gasohol, gasoline, motor spirit, and petrol.

## 2. Pipelines

Lexington Fayette has major underground pipelines that can present fire and hazardous materials situations.

Pipelines of 6" to 36" carry natural gas and petroleum products across Lexington Fayette. Detailed maps and information on pipelines and companies are kept in the EOC.

## 3. Fixed Facilities

Approximately 59 facilities handle, store, or use extremely hazardous substances and 235 have submitted SARA Tier II and Tier III reports from year to year. These reports are kept on file at DEM for LEPC. There are also two large petroleum bulk plants that pose a significant risk to the surrounding neighborhoods.

Chemical munitions are stockpiled at the Blue Grass Army Depot (BGAD) in Madison County south of Lexington Fayette. These chemicals include never agents such as sulfur mustard, GB, and VX. The Chemical Stockpile Emergency Preparedness Program (CSEPP) is a partnership between FEMA and the U.S. Department of the Army which regulates response efforts. A release of a chemical agent traveling beyond the boundaries of BGAD could pose a threat to persons in Madison County and their environment. If it becomes necessary to evacuate Madison County

residences, Lexington Fayette will act as a host county for evacuees. Under certain weather conditions and specific type of incident Lexington Fayette residents may also be at risk from exposure to a chemical release. This hazard is addressed in a separate CSEPP Incident Specific Plan.

As a result of these hazards, the Division of Fire and Emergency Services (FES) has a level A trained hazardous materials response team and is a major component of the Bluegrass Emergency Response Team (BERT).

## **Transportation**

DEM has facilitated a plan of action to address road closures on Interstates I-75 and I-64. This comprehensive plan entails cooperation from officials and agencies in surrounding counties, Kentucky State Police, and the Kentucky Transportation Cabinet. The plan details the roles, responsibilities, and expectations of all agencies in road closure situations. There is a great potential for serious transportation accidents in Lexington Fayette. They may cause serious injuries, fatalities, property, and environmental damage, disrupt traffic flow, and possibly impact goods and services delivery.

### **A. Roadways**

Major transportation routes are I-75, I-64, Man-O-War Boulevard, New Circle Road, Richmond Road, Winchester Road, Paris Pike, Georgetown Road, Newtown Pike, Leestown Road, Versailles Road, Harrodsburg Road, Tates Creek Road, and Nicholasville Road. Lexington Fayette includes approximately 1,172 miles of urban county and state maintained roads.

The county is also served by Greyhound Bus Lines and the Lexington Transit Authority.

### **B. Railways**

Despite the predominance of road transportation, hazardous materials are also transported via rail. The three rail systems that run through Lexington Fayette are Norfolk Southern Railway, CSX, and R.J. Corman Railroad Group.

Railways are found primarily in the downtown area, but most significantly, throughout numerous residential areas. In the case of a derailment, there is a possibility for loss of life and extensive property damage.

### **C. Aircraft**

Aircraft risk for Lexington Fayette lies in its proximity to Blue Grass Airport. Many neighborhoods and businesses are in the flight path of arriving and departing aircraft.

Blue Grass Airport operates 7,000 and 4,000 foot runways. There are also many small private aircraft that land and depart at this airport.

Using the Average Annualized Loss model, LFUCG is able to predict which hazards will potentially occur more often as well as identify which hazards can cause the most damage on an annual basis. Reviewing the data demonstrates that the tornado hazard has the highest average annual cost potential at \$414,048 followed by severe storms (\$236,230), flooding (\$170,827), and hail (\$141,253).

Other hazards that have the potential for occurring in Lexington Fayette are:

- A. **National Security Threats:** National security events that potentially threaten Kentucky may occur. Such events can require mobilization of local personnel and resources.

Lexington Fayette is not considered a target in the event of nuclear war. It could be subjected to radioactive fallout as a result of an attack on other areas of the U.S. or another country. During a major conventional war, Lexington Fayette might be affected by national economic controls, including rationing.

If a disaster is in the United States, or an overseas conflict involving conventional weapons results in a large amount of casualties, the U.S. government can activate the National Disaster Medical System (NDMS). Lexington Fayette is the coordinating center for this region and would act as a reception center. It would coordinate triage, transport, and treatment for injured persons. NDMS may also be activated if a disaster caused major damage to medical facilities in Lexington Fayette.

- B. **Terrorism (all types):** Lexington Fayette is the urban center of central and eastern Kentucky. It is located at the crossroads of two major interstates and is served by a regional airport, three railroad companies, and a bus line. In addition to the easy access these transportation options provide, Lexington Fayette has a number of locations that may be considered potential targets. While the probability of terrorism or an incident involving WMD in Lexington Fayette is low, the potential for a terrorist act causing great destruction is high.
- C. **Utility Disruptions (Natural Gas, Electric, and Power):** Lexington Fayette depends upon a steady and adequate supply of energy in the forms of natural gas, electricity, gasoline, propane, and home heating oil. The disruption of any of these energy supplies for a significant period of time could cause loss of life, property damage, and economic costs.
- D. **Utility Disruptions (Sewer and Water):** Disruption of water supplies can result from drought, mechanical failure, and/or pollution, and can result in health hazards, property damage, voluntary conservation efforts, water advisories, and mandatory water usage restrictions. Disruption of sewer service can result from

mechanical failure, power failure, and /or flooding, and can result in health hazards, property damage, and water pollution.

- E. **Civil Disturbances:** Civil disturbances (such as riots) have occurred in Lexington Fayette.
- F. **Criminal Acts:** As with any city-county this size, acts of violence and other crimes do occur year round. Depending on the crime, such acts can cause many injuries and deaths and/or cost government and businesses significant amounts of money.
- G. **Dam Failures:** Lexington Fayette contains several dams in the rural areas. A dam failure could lead to flooding and property damage and cause dam owners a significant amount of money to repair.
- H. **Fire (Urban):** Fires occur frequently in Lexington Fayette and can cause multiple injuries, fatalities, and significant property damage.

## **Communications**

The need to ensure that first responders can communicate with one another when needed is vital in our efforts to keeping our community safe. Communications consist of both voice interoperability and data interoperability. Interoperability is the principle that different systems are compatible and able to work together. Voice interoperability is the ability for public safety officials to share information via voice signals on demand, in real time when needed, and as authorized. Data interoperability is the ability of public safety officials to share information via data signals on demand, in real time when needed, and as authorized. The use of mobile data communications in the roadside environment is the fastest emerging technology tool to assist first responders.

On a daily basis, communications occur through a variety of methods in Lexington Fayette. Some of these methods include the following:

- A. E911, located at the Lexington Division of Police, is the 24-hour warning point for Lexington Fayette. It is also the primary dispatch location for the Division of Police and the after-hours contact point for most other LFUCG divisions' on-call dispatch. E911 located at FES receives transfer from the primary warning point and dispatches fire and EMS services.
- B. Fayette County Sheriff, private ambulance services, and University Public Safety Agencies all have their own separate dispatch centers. The Communications room in the EOC has the capability to talk to all the above mention entities as well as Amateur Radio Emergency System (ARES). Communications capabilities are further defined in ESF 2.

### C. Amateur Radio

DEM has access to amateur radio communications through its association with the Bluegrass Area Radio Society (BARS) Club.

ARES is an organization of active amateur radio operators with the purpose of supporting and promoting the use of amateur radio in Lexington Fayette and surrounding counties by providing the following:

1. A forum by which licensed amateur radio operators and other interested individuals can meet on a monthly basis to discuss amateur radio technologies and practices as well as learn new methods of communicating.
2. Classes for interested individuals to become amateur radio operators.
3. Testing site for the various levels of amateur radio licensing.
4. Amateur radio communications at various community events.
5. Amateur radio communications during major disaster/emergency incidents.

### D. Satellite Phone/Radio

DEM owns/maintains two satellite phones/radios. One is through the Kentucky Department of Public Health (KDPH) program and one is through CSEPP. Both are fixed units installed in the EOC Communications room.

There is also a unit in E911 and one portable unit assigned to FES. It is portable in a pelican case and can be taken anywhere for operation as long as the antenna has a clear view of the sky and has a power source such as a portable charger.

DEM is responsible for, and does participate in, the regularly scheduled satellite phone/radio tests conducted quarterly by the KDPH **Public Health Preparedness Branch**.

### E. Department of Military Affairs Radio Communications System

Lexington Fayette has a Memorandum of Agreement with KyEM to communicate through the Kentucky Department of Military Affairs Radio Communications System. This allows for Lexington Fayette to communicate directly with the State EOC by two-way radio utilizing their established protocols. It also provides a means for statewide communications abilities. The Kentucky Department of Military Affairs Radio Communications System is part of the Kentucky Emergency Warning System (KEWS) which is a statewide telecommunications network designed to be shared by a wide range of state agencies. The KEWS

utilizes 144 wireless radio tower sites throughout the state with reliable battery and generator backup that provides an “always on” microwave backbone (transport) for state public-safety agencies.

#### F. KSP Mutual Aid and Interoperability MOU

DEM has a Memorandum of Understanding with the Kentucky State Police for mutual aid and interoperability. This provides authorization to operate on radio frequencies granted and assigned to the Kentucky State Police (KSP) by the Federal Communications Commission. These channels are collectively referred to as the Mutual Aid Frequencies and are offered to applicant agencies who agree to abide by the rules of use. The Mutual Aid program is provided to applicant agencies at no cost, and may be used with existing radios currently in use in the Commonwealth. By virtue of signing and submitting a Memorandum of Understanding, the applicant affirms it will comply with the operational and technical guidelines and the terms prescribed within the agreement.

#### G. Early Warning/Notifications/Alert System

The ability to save lives and protect property during an emergency activation depends upon rapid, accurate, and coordinated information distribution to all segments of the population using all available distribution mechanisms.

Notification of any natural or man-made threat to the residents of Lexington Fayette must be disseminated to the general public, response and recovery organizations, emergency management staff, vulnerable critical facilities, neighboring jurisdictions that may be impacted, and the Commonwealth EOC. Reliable early warnings can substantially improve and coordinate responses.

The emphasis during an emergency activation is timely, accurate, and coordinated information that employs available public information mechanisms. Lexington Fayette has established primary and multiple back-up dissemination systems to provide timely notification. Timely and accurate warnings can help people take actions that save lives, reduce their losses, and reduce human suffering.

More than one method of notification provides redundancy in addition to reaching a larger percentage of the population. Lexington Fayette has a multi-faceted warning system in place. Early warning is a method of alerting the public that a potential emergency situation exists. The public should quickly seek shelter and should listen to sources of communication that can provide information to them. Such information sources may include:

1. All hazards/weather radio with broadcasts by the National Weather Service (NWS).

DEM has an agreement with NWS to issue emergency alert messages over the weather/all-hazards radio receivers. An example of this would be a major hazardous materials incident in which the public might obtain information on the safest actions for them to take in response to such a situation. Such messages are carefully and collaboratively written between NWS and the EOC.

## 2. Outdoor warning sirens

Lexington Fayette has 27 outdoor warning sirens with Public Address (PA) capability (these are mainly in parks with large outdoor populations). The sirens are a collaborative effort between the DEM and E911. The sirens are activated by E911 (24-hour warning point) for tornado warnings issued by NWS, major hazardous materials incidents, and for any other events for which early warning is deemed necessary by the DEM Director.

## 3. AM Radio

The traveler's information network (TIN) radio station is licensed to LFUCG by the Federal Communications Commission in Washington, D.C. The station was first licensed in April of 2009 and operates at a frequency of 1620 KHz using AM standards. The station operates at a maximum output power of 10 watts. The station call sign is WQKE967.

The transmitters are positioned throughout the county so that the main roads and interstate highways receive adequate signal for reception by motorists. During non-emergency broadcast periods, the content consists of emergency preparedness messages, motorist awareness information, and tourism announcements. In case of severe weather, the local NOAA weather radio broadcast is re-transmitted with warning and other advisory information.

In case of a local emergency, messages pertaining to life safety and property protection will be broadcast. The system can be accessed through several means, including standard telephones to make live announcements. The emergency management office has the capability of broadcasting live on the station or recording messages for continuous broadcast.

## 4. Local Emergency Notification System (ENS)

ENS can be used with data sets, such as responders, EOC coordinators, policy groups, and/ or spatial notification of the community.

## 5. Alertus

Alertus is a web-based software system housed on a server located at the

University of Kentucky that allows the EOC to send a customized emergency dispatch using scrolling text, sounds, and visual alerts on beacons stationed in large public venues without access to radio, TV, or weather radios. The system is configured to automatically dispatch Common Alerting Protocol (CAP) messages and NOAA weather alerts (including flash floods) across all (or designated) beacons installed at LFUCG facilities, universities, civic center, and YMCAs throughout Lexington Fayette.

## 6. Integrated Public Alert and Warning System (IPAWS)

During an emergency, alert and warning officials need to provide the public with lifesaving information quickly. IPAWS is a modernization and integration of the nation's Emergency Alert System (EAS), an alert and warning infrastructure that saves time protecting life and property.

IPAWS will give public safety officials an effective way to alert and warn the public about serious emergencies using EAS, the Commercial Mobile Alert System (CMAS), NOAA Weather Radio, and other public alerting systems from a single interface.

IPAWS Open Platform for Emergency Networks (OPEN) is the backbone system that structures the alert and distributes the message from one interoperating and/or interconnected system (message sender) to another interoperating and/or interconnected system (message recipient). This platform is used by DEM's current alert and warning systems: WebEOC, ENS, Alertus, and Digital Alert System Decoder/Encoder (DASDEC).

## 7. Social media

DEM maintains a Facebook and a Twitter account for social media interaction. Several emergency management staff members are authorized to post relevant emergency preparedness information. The Public Information Officer monitors social media for relevant information to the Lexington Fayette community. Strategies and tactics are in place to manage and publish emergency information, monitor postings, and track/dispel rumors and false information. In case of a community emergency, social media would be used in the preparedness, response, and recovery operations.

Social media includes:

- a. EM Facebook: Lexington KY Emergency Management
- b. EM Twitter: lexkyem
- c. EM Email: dem@lexingtonky.gov

- d. EM Website: [www.bereadylexington.com](http://www.bereadylexington.com) and [www.lexingtonky.gov/dem](http://www.lexingtonky.gov/dem)

8. Local media, radio, print, and TV

## **Direction and Control**

### A. Policy

The safety and welfare of the citizens of Lexington Fayette ultimately rest with the elected officials. The Mayor sets the policies and direction for emergency operations and is the chief executive of the emergency service agencies.

### B. Operational Response

Under KRS 39B.020, the Mayor of the LFUCG appoints the DEM Director, who has the direct responsibility for the organization, administration, and operation of DEM and the EOC. The DEM Director is responsible for the coordination or response assets during activation of the EOP and or EOC. The DEM Director also acts as liaison with other local, county, regional, state, and federal emergency management agencies and local response agencies.

### C. Tactical Control

All on-scene incidents are managed using the Incident Command System and the National Incident Management System structures. The on-scene Incident Commander (s), whether Single or Unified Command, will maintain tactical operational control. The on-scene command will maintain contact with the DEM Director, or his/her designee, at the EOC (if the EOC is activated) for requests and coordination of assets. When assets are deployed to the scene, they will be controlled by their sponsoring agency and follow their own agency procedures but will be assigned by the Incident Commander(s).

### D. Operating Guidelines

Specific agency/department personnel are assigned responsibilities as stated in the Basic Plan of this EOP and in the ESF sections. As stated previously, supervisors will retain control over their assets, but will fulfill their responsibilities as assigned by the Incident Commander. Each agency/department assigned an ESF will also develop and maintain their own SOPs. These procedures will include the following:

1. Recall of personnel during non-duty hours.
2. Prioritization of tasks to guide recovery work.
3. Procedures to be followed when incidents deviate from the routine.

4. A plan of succession with specific emergency authorities that may be carried out by the designated successor.

Each agency/department will also designate an EOC liaison to report to the EOC as needed.

## **Concept of Operations**

### A. Local government

On behalf of local government, DEM will fulfill responsibilities which include, but are not limited to, the following:

1. Act as one of the primary “first providers” of emergency response services.
2. Activate public notification systems as warranted.
3. Activate partially or fully the EOC as warranted.
4. Coordinate the response of public and private organizations and agencies.
5. Notify KyEM of the situation by submitting periodic situation reports, signed emergency or disaster declarations, damage assessment reports, and requests for additional assets.
6. Maintain and activate local mutual aid agreements as needed.
7. Maintain and activate mutual aid agreements with State and/or Federal departments or agencies as needed.
8. Activate the Joint Information Center (JIC) as needed.

Memoranda of Understanding or Agreement between the DEM, local and regional agencies, non-profit organizations, and state and federal departments and agencies are kept on file at the EOC. Local inter-agency and jurisdictional Mutual aid agreements are kept on file by their respective agencies. Lexington Fayette is a signatory to the Commonwealth of Kentucky Statewide Emergency Management Mutual Aid and Assistance Agreement having approved and adopted the agreement. Thereby a mutual aid agreement is established with all other parties to this statewide agreement, ensuring the availability of mutual aid with other local governments throughout the commonwealth.

### B. Responsibility of private agencies and businesses

An essential element of almost any disaster relief effort is the assistance provided by private relief organizations in the distribution of food, medicine, and

supplies, in the provision of emergency shelter, and in the restoration of community services.

ARC, which operates under Federal Charter (Public Law 58-4, January 5, 1905, 33 Stat. 599), provides grants and other types of assistance to individuals and families in disasters and emergencies. The Salvation Army, Mennonite Disaster Service, other charitable organizations, and church groups also provide significant assistance.

#### C. State level, KyEM

The Governor is the Chief Executive of the Commonwealth and is the Commander-in-Chief of the military forces of the Commonwealth and is the general director of all disaster and emergency operations in Kentucky.

KyEM coordinates a system of mitigation, preparedness, response, and recovery systems to assist local governments to protect and save lives, the environment, and property. State response during an emergency or disaster will include, but is not limited to, the following:

1. Monitor the situation.
2. Activate the State EOC to coordinate available State assistance.
3. Review and evaluate local situation reports and other response efforts.
4. Review and, as possible, fulfill requests for assistance.
5. Determine if the situation is beyond state capabilities, and if so, request the activation of State- to-State, regional, or federal mutual aid agreements.
6. Recommend to the Governor that an emergency or disaster declaration for the State be made.
7. Request federal assistance as necessary.

#### D. Under state law, the Governor is authorized to perform the following:

1. Make rules and regulations concerning disaster and emergency operations.
2. Prepare a comprehensive emergency operations plan for the Commonwealth, which is compatible with the plans of the federal government and surrounding states.

3. Ascertain survival needs of the state in a nuclear war or major disaster and plan for the procurement and distribution of supplies to the disaster sites.
4. Initiate training and public information programs.
5. Utilize services, facilities, and supplies of state and local agencies to support disaster and emergency activities.
6. Enter into reciprocal aid agreements or compacts with other states, the federal government, and private agencies.
7. In an actual enemy attack upon the United States, ordered relocation of U.S. cities, or major disaster, the Governor may declare that a state of emergency exists. Under a state of emergency, the Governor has the following additional authorities:
  - a. To enforce all laws, rules and regulations relating to emergency operations and to assume direct operational control of all response organizations.
  - b. To seize, take, or condemn property for the protection of the public, to support the armed forces, or for the support of federal emergency operations, the following:
    - 1) All means of transportation and communications.
    - 2) All fuel supplies of whatever type.
    - 3) Food, clothing, equipment, materials, medicines, and all necessary supplies.
    - 4) Facilities, including buildings and plants.
  - c. To sell, lend, give, or distribute all or any such property to the citizens of the state and to account to the State Treasurer for any such funds received for such property.
  - d. To make compensation for the property seized, taken, or condemned.
  - e. To perform and exercise such other functions, powers, and duties as may be necessary to promote and secure the safety and protection of the civilian populations.

#### E. Emergency Management Assistance Compact (EMAC)

EMAC is a national Governor's interstate mutual aid compact that facilitates the sharing of resources, personnel, and equipment across state lines during times of disaster and emergency. EMAC is formalized into law by member parties (KRS 39A.950).

EMAC does not replace federal assistance but can be used alongside federal assistance or when federal assistance is not warranted. In Kentucky, KyEM may request resources from participating but non-impacted states who will respond at their discretion.

#### F. Federal Emergency Management Agency (FEMA)

FEMA is the responsible federal agency for reviewing, processing, assisting, training, mitigation, response, recovery, and preparedness of emergency management programs, disasters, and emergencies. This agency processes all requests for disaster or emergency declarations for approval by the President of the United States. If a disaster or emergency exceeds local, regional, and state resources and is major or catastrophic, KyEM may request FEMA to coordinate the activation and implementation of the National Response Framework. FEMA may assign a federal liaison to coordinate immediate response until such time the Governor submits a formal request for a presidential declaration of emergency or disaster.

If the President authorizes federal assistance, a Federal Coordinating Officer is appointed and is authorized to use the full authority of the Robert T. Stafford Disaster Relief and Emergency Assistance Act to reimburse response and recovery claims against the Disaster Relief Fund.

Federal response will include, but is not limited to, the following:

1. Conduct joint preliminary damage assessments with state and local governments to identify:
  - a. Damage to individuals, farms, and businesses.
  - b. Damage to public agencies, special districts, and private nonprofit organizations.
  - c. Potential mitigation activities that can occur during repairs and before another disaster.
2. Approve or deny requests for federal assistance. If approved:
  - a. Assign a Federal Coordinating Officer to head the Incident Management Assistance Team.

- b. Set up a Joint Field Office to coordinate response and recovery efforts.
  - c. Work with the State Coordinating Officer to address response and recovery efforts.
3. Activate the procedures outlined in the National Response Framework.
4. Establish an Emergency Support Team to monitor operations.
5. Identify the necessary ESFs to respond and activate those functions.

The FEMA Director is the general director of all disaster and emergency operations. Under federal law, through the FEMA Director, the President authorizes the following:

1. Support state and local governments in planning, preparedness, mitigation, response, and recovery operations.
2. Coordinate federal aid for presidential declared disasters and emergencies.
3. Coordinate civil emergency preparedness for the possibility of nuclear and/or radiation accidents.
4. Coordinate chemical or biological terrorism incidents in concert with the Justice Department.
5. Ensure continuity of government and coordinating mobilization of resources during national security emergencies.
6. Determine which materials are strategic and critical and setting goals for the national defense stockpile.
7. Administer the National Flood Insurance Program and other national programs related to disaster or emergency response, recovery, mitigation or preparedness.

#### G. Emergency Declarations

An emergency or disaster declaration may be declared by the Mayor. The Continuity of Government section describes the process if the Mayor is absent or incapable. Emergency/disaster declaration templates are kept on file at the EOC. There are templates for natural hazards and for chemical events. As conditions develop that indicate a need for a declaration, it is written and reviewed by the DEM Director or designee and then reviewed and signed by the Mayor or designee. It is the responsibility of the DEM Director to ensure the declaration is submitted to and received by KyEM.

#### H. Lexington Fayette Emergency Operations Center (EOC)

The Mayor, CAO, Public Safety Commissioner, or the DEM Director may authorize the partial or full activation of the EOC. The EOC may be activated due to an emergency or to monitor and prepare for imminent threat of an emergency.

The DEM Director serves as the EOC Director and assists in policy and decision-making in regard to incidents and/or impending threats of disaster. The DEM Director, or designee, is in charge of the EOC staff and acts as the operations lead in coordinating response assets from the EOC during activation.

All local responses during a declared emergency or disaster operations will require the expenditure of funds. The Mayor, through the declaration process, has the authority (per KRS 39A.100) to approve procurement without Council approval. Unless agreed to in writing, LFUCG will not be responsible for financial obligations incurred by volunteer or quasi-governmental organizations prior to, during, or after any type of disaster or emergency.

### **Emergency Operations Plan Implementation**

The EOP is in effect whenever an incident:

- A. Exceeds routine capabilities of a first response agency.
- B. Requires the response of multiple agencies.
- C. Requires the response of multiple jurisdictions.
- D. Requires the activation of multiple Emergency Support Functions.
- E. Requires the request(s) of additional resources beyond local availability.

In addition, this EOP is in effect whenever an incident or event is imminent and threatens the life and safety of any Lexington Fayette citizen or visitor, the environment, or property. The EOP may be in effect during events or incidents in which it is not necessary or not possible to fully activate the EOC. It is also in effect following an emergency during recovery efforts to return communities to as normal a state as is possible.

DEM may also conduct the following:

- A. Coordination of field support operations.
- B. Evaluate the situation and keep the local officials and Commonwealth EOC advised of the local situation when an impending disaster is predicted or a major emergency or disaster occurs.

C. If necessary, establish a mobile EOC in the immediate disaster area.

Each federal, state, local government, and private agency, as necessary, will appoint an Agency Coordinator who will coordinate the emergency response activities of their respective agencies with DEM and/or in the EOC. The Agency Coordinator designation will be in addition to the normal responsibilities of the person. This coordinator is empowered to commit agency resources to emergency response efforts as required. The coordinator is also responsible for the agency's ability to operate and maintain continuity of resources 24/7 for an extended period.

The EOP establishes policies and provisions for coordinating local, state and federal emergency response to natural, technological, man-made, terrorist, nuclear, chemical, or biological war related disasters and emergencies. The EOP also details preparedness actions to be taken by state and local government and agencies prior to a disaster or emergency. This plan provides concepts and procedures which are to be used by local agencies for plans written in support of the EOP.

The EOP is applicable to all local government jurisdictions and their agencies which have been assigned or may be assigned functional tasks and responsibilities by the elected officials, or their designees, of their jurisdictions. The EOP is applicable to all emergency incidents and disasters whether they are caused by natural, technological, or man-caused events.

## **Continuity of Operations (COOP) and Government**

Continuity of government involves the preservation, maintenance, and/or reconstitution of LFUCG's ability to carry out its responsibilities and provide essential services to the public during emergencies. This includes lines of succession for key officials, back-up government equipment/facilities, and records management. A LFUCG COOP plan (draft) was developed in 2011.

This plan is in effect whenever a disaster or emergency of catastrophic nature affects and/or inhibits the ability of government to function and serve the citizens of Lexington Fayette whether the emergency is due to a natural hazard, terroristic incident, or a man-caused accident or incident.

### A. Succession of Key Officials

1. The Urban County Council has the responsibility and authority to codify ordinances and/or orders that ensure the legal transference of power from the Mayor to his/her respective alternates. The LFUCG Charter Sec. 3.06 and Sec. 3.07 discuss the initial transference. For transference beyond the Charter, this document will apply. Formal approval and acceptance of the EOP, inclusive of this Continuity of Government plan, constitutes documented approval of this Continuity of Government plan by the Lexington Fayette Urban County Council.

2. The Mayor, as Chief Executive Officer, is responsible for ensuring continuity of government. In the absence of the Mayor, he or she may designate the Vice Mayor as the temporary acting Mayor per LFUCG Charter, Section 5.07. The Mayor can also designate other personnel to direct emergency operations and/or continuity of government on his or her behalf. If the Mayor dies, resigns, or is removed from office, the Vice Mayor serves as Mayor as per LFUCG Charter, Section 5.06.
3. The Vice Mayor serves as Mayor as per LFUCG Charter, Section 5.06-5.07. If designated, the Vice Mayor acts on behalf of the Mayor for ensuring continuity of government. If the Vice Mayor is absent, or incapable of performing his or her duties, then the council person at large who received the second most votes in the last general election will serve as Vice Mayor (as per LFUCG Charter Sec. 4.07).
4. In the event that the Mayor (or Vice Mayor or at-large Council member with the second most votes) is unavailable, the Chief Administrative Officer (CAO) is responsible for ensuring continuity of government. If designated, the CAO acts on behalf of the Mayor for ensuring continuity of government.
5. The Public Safety Commissioner follows the CAO in the line of succession for the purposes of ensuring continuity of government. If designated, the Commissioner acts on behalf of the Mayor for ensuring continuity of government.
6. The Mayor has appointed the DEM Director as the local emergency management director. The Director follows the Public Safety Commissioner in the line of succession for the purposes of ensuring continuity of government. During times of emergency or impending emergency, the elected officials have empowered the Lexington DEM Director to direct and control emergency management activities in Lexington Fayette. This includes, but is not limited to, preparedness, planning and mitigation activities, and the coordination of response, stabilization, and recovery activities. Responsibilities also include the running and maintaining the county's EOC and directing the EOC staff.
7. Commissioners and Directors are responsible for ensuring continuity of operations and services within their respective organizations. Every department or division follows a line of succession as per their SOPs.

#### B. Back-up Government Equipment/Facilities

1. The Computer Services Director is responsible for backing up LFUCG mainframes and networking services using Tivoli Storage Manager (TSM). Most, if not all, the Division of Police and Division of Fire non-IT systems

are also backed up by Computer Services using TSM. Non-I5 systems include Windows servers such as Email, SQL Server, Web Servers, and Network Shares.

2. The Chief of Police is responsible for ensuring the backup of the police mainframes.
3. The Chief of Fire and Emergency Services is responsible for ensuring the backup of the fire mainframes (AS400).
4. The DEM Director is responsible for ensuring the backup of the WebEOC system.
5. In the event that the LFUCG Government Center is unusable, appropriate departments and divisions relocate to the Phoenix Building at 101 East Vine Street. In the event that the Phoenix Building is unusable, appropriate departments and divisions relocate to Police Headquarters at 150 East Main Street. Per Kentucky Revised Statutes 39D.020, while the public business is being conducted at a temporary location, the governing body and other officers of an urban-county, shall have and exercise at that location all of the executive, legislative, administrative, judicial powers, and functions conferred upon that body and officers under state law.
6. In the event that other LFUCG facilities are unusable, operations relocate to alternate facilities per department and division SOPs.
7. When displacement necessitates a move to an alternate location, prompt action will be taken by all agencies to re-establish their normal site as soon as is possible.
8. Department and division heads may assign and or request additional personnel to assist in moving to and establishing governmental services at the alternate sites.
9. Department and division heads may assign and or request additional personnel to assist in returning and re-establishing services at the permanent site when possible.

### C. Vital Records Management

1. Vital records are those records that are essential to the preservation of the legal rights and interests of individual citizens and their governments. Protection of governmental resources must be maintained in order for the business of government – at all levels – to continue in order to provide security, protection, and assistance for recovery for its citizens.

2. Methods that will be used to protect the business of government may include, but are not limited to, the following:
  - a. Plans and operating guidelines
  - b. Electronic backup of data and records
  - c. Off-site storage of files
  - d. Backup generators
  - e. Memoranda of Understanding and Memoranda of Agreement
3. The Council Clerk is responsible for records management. Each department and division is responsible for ensuring adequate redundancy of critical records and those records stored electronically, along with software programs that can be accessed and restored during and after a disaster.
4. DEM is responsible for backing up critical documents in WebEOC.

## **Emergency Support Functions**

During a disaster, Lexington Fayette may activate the EOC to support the responding agencies through the Incident Commander(s). The EOC serves as the point for collection, analysis, and dissemination of disaster related information for response agencies and the public. The EOC is staffed and operated by governmental representatives and other key response and recovery organizations.

The agencies and departmental representatives are organized according to the function they are tasked to support such as Law Enforcement, Firefighting, and Mass Care and Social Services. These functions are designated ESFs, each of which has an appointed ESF coordinator and reports to the EOC as requested. While operating in an activated EOC, each ESF coordinator will act as a liaison for their agency(ies) and coordinate all information through the EOC.

The ESF provides the structure for coordinating interagency support for this community's response to an incident. The ESFs are mechanisms for grouping functions most frequently used to provide support to responders during disasters and emergencies. The Incident Command System provides for the flexibility to assign ESF and other stakeholder resources according to their capabilities, tasks, and requirements to augment and support the other sections of the EOP in order to respond to incidents in a more collaborative and cross-cutting manner.

Each ESF identifies the coordinator and the primary and supporting agencies pertinent to the ESF. Several ESFs incorporate multiple components, with primary agencies designated for each component to ensure seamless integration of and transition

between preparedness, response, and recovery activities. ESFs with multiple primary agencies designate an ESF coordinator for the purposes of pre-incident planning and coordination of primary and supporting agency efforts throughout the incident.

## **ESF Coordinator**

The lead ESF coordinator is the person with coordination/management oversight for that particular ESF. The coordinator has ongoing responsibilities throughout the preparedness, response, and recovery phases of incident management. The role of the ESF coordinator is defined in each ESF and is supported by the designated primary agencies and supporting agencies. Some of the responsibilities are:

- A. Identify alternates and maintain a current list of their names and phone numbers.
- B. Review and update the ESF at least annually.
- C. Develop implementing procedures to support ESF activities.
- D. Develop and maintain resource lists.
- E. Identify and procure equipment and supplies necessary to implement the ESF.
- F. Develop forms and systems to manage and document data pertinent to the ESF during a disaster.
- G. Develop and conduct training courses for alternates and support staff.
- H. Attend and participate in training courses and exercises. Identify strategy and develop tactics to accomplish the ESF mission.
- I. Commence emergency response operations.
- J. Report to the EOC upon request. The ESF coordinator or alternate will maintain a presence in the EOC until released by the EOC Operations Manager.
- K. Develop and implement an emergency work schedule.
- L. Maintain accurate and complete records including, but not limited to, operations log, personnel assignments, personnel standard and overtime work records, purchases, rentals and requisitions, equipment used, and supplies expended.
- M. Evaluate response efforts and develop and implement different strategy and tactics, if needed.
- N. Provide update reports concerning response activities to the EOC Operations Manager.

- O. Monitor status of personnel, equipment, and supplies. Obtain additional assistance or supplies, if needed.
- P. Implement recovery implementing procedures.
- Q. Complete and submit all records and reports as directed.
- R. Conduct a critique of emergency response operations to identify strengths and weaknesses.
- S. Review and revise ESF implementing procedures to reflect the needs identified as a result of the critique.
- T. Return personnel to normal duties and work schedules.
- U. Inventory supplies. If needed, obtain supplies to return stock to normal inventory levels.
- V. Return to readiness phase.

## **Primary Agency**

An ESF primary agency is an agency with significant authorities, roles, resources, or capabilities for a particular function within an ESF. Only ESF 12 has multiple primary agencies and the specific responsibilities of those agencies are articulated within the relevant ESF. An agency designated as an ESF primary agency serves as an agent under the EOC to accomplish the ESF mission. When an ESF is activated in response to an incident, the primary agency is responsible for:

- A. Supporting the ESF coordinator and coordinating closely with the other primary and supporting agencies.
- B. Providing staff for the operations functions at fixed and field facilities.
- C. Notifying and requesting assistance from supporting agencies.
- D. Managing mission assignments and coordinating with supporting agencies, as well as appropriate officials, EOCs, and applicable local agencies.
- E. Working with appropriate private-sector organizations to maximize use of all available resources.
- F. Supporting and keeping other ESFs and organizational elements informed of ESF operational priorities and activities.
- G. Conducting situational and periodic readiness assessments.
- H. Executing contracts and procuring goods and services as needed.
- I. Ensuring financial and property accountability for ESF activities.

- J. Planning for short- and long-term incident management and recovery operations.
- K. Maintaining trained personnel to support interagency emergency response and support teams.
- L. Identifying new equipment or capabilities required to prevent or respond to new or emerging threats and hazards, or to improve the ability to address existing threats.

## **ESF Supporting Agency**

Supporting agencies are those entities with specific capabilities or resources that support the primary agency in executing the mission of the ESF. When an ESF is activated, supporting agencies are responsible for:

- A. Conducting operations when requested by the designated ESF primary agency or EOC Director consistent with their own authority and resources.
- B. Participating in planning for short and long-term incident management and recovery operations and the development of supporting operational plans, SOPs, checklists, or other job aids in concert with existing first responder standards.
- C. Assisting in the conduct of situational assessments.
- D. Furnishing available personnel, equipment, or other resource support as requested by the ESF primary agency or EOC Director.
- E. Providing input to periodic readiness assessments.
- F. Maintaining trained personnel to support interagency emergency response and support teams.
- G. Identifying new equipment or capabilities required to prevent or respond to new or emerging threats and hazards or to improve the ability to address existing threats.

## Lexington Fayette EOC Liaison Organization and ESF Assignments

**P= Primary**

**S= Secondary**

Agency	ESF 1	ESF 2	ESF 3	ESF 4	ESF 5	ESF 6	ESF 7	ESF 8	ESF 9	ESF 10	ESF 11	ESF 12	ESF 13	ESF 14	ESF 15	Policy	Support
41 <sup>st</sup> Civil Support Team		S					S			S							
Agriculture Trade Assocs											S						
ARC						S	S										
ARC (Bluegrass)				S	S	S		S	S					S			
ARES		S			S	S											
Assisted living centers								S									
Asst Sec of Prep/Response								S									
Attorney General												S					
BARS		S			S	S											
BERT					S					S							
Bluegrass Army Depot															S		
Bluegrass Army Chem Activity															S		

Agency	ESF 1	ESF 2	ESF 3	ESF 4	ESF 5	ESF 6	ESF 7	ESF 8	ESF 9	ESF 10	ESF 11	ESF 12	ESF 13	ESF 14	ESF 15	Policy	Support
BGAD Fire Department				S													
Bluegrass ADD														S			
Bluegrass Airport Pub Sfty				S													
Bluegrass Comp Care								S									
Blue Grass Energy												S					
Bluegrass Stockyard											S						
Cardinal Hill Rehab Center								S									
Centers for Disease Control								S			S						
Chemtrac										S							
Christian Appalachian Project							S							S			
Clark Energy												S					
Columbia Gas of Kentucky										S		P					
Columbia Gas Transmission												S					

Agency	ESF 1	ESF 2	ESF 3	ESF 4	ESF 5	ESF 6	ESF 7	ESF 8	ESF 9	ESF 10	ESF 11	ESF 12	ESF 13	ESF 14	ESF 15	Policy	Support
Commerce Lexington														S			
CSX Railroad					S												
Dept for Local Government					S												
Dept of Homeland Sec	S																
Dept of Military Affairs					S												
Eastern State Hospital								S									
Faith based organizations						S	S										
Fayette Coop Ext 4-H Club											S						
Fayette Co Coroner				S				S					S				
Fayette Co Pub School Transp	S					S	S										
Fayette Co Public Schools					S	S									S		
Fayette Co Sheriff						S							S				
Fayette Emerg Planning Comm					S												

Agency	ESF 1	ESF 2	ESF 3	ESF 4	ESF 5	ESF 6	ESF 7	ESF 8	ESF 9	ESF 10	ESF 11	ESF 12	ESF 13	ESF 14	ESF 15	Policy	Support
FBI (local)													S				
FEMA		S	S		S		S			S				S	S		
Fire Depts (MOAs)				S													
Firefighting crews (regional)				S													
First United Methodist														S			
Future Farmers of America											S						
God's Pantry						S											
Hazard Mit Steering Comm					S												
Health care entities (local)					S												
Home health care agencies								S									
KAWC				S									P				
KCCRB					S	S		S		S				S			
Keeneland											S						

Agency	ESF 1	ESF 2	ESF 3	ESF 4	ESF 5	ESF 6	ESF 7	ESF 8	ESF 9	ESF 10	ESF 11	ESF 12	ESF 13	ESF 14	ESF 15	Policy	Support
Kentucky Blood Center								S									
Kentucky Farm Bureau											S						
Kentucky Horse Park											S				S		
KET		S															
KU										S		P					
Ky Board of EMS								S									
Ky Civil Air Patrol	S	S		S					S				S				
Ky Comm on Deaf/Hard Hear								S									
Ky Comm on Volunteer/Svc						S											
Ky Dept for Aging/Ind Living								S									
Ky Dept for BH/MD/ID								S									
Ky Dept for Comm Svcs						S		S									
Ky Dept for Energy Dev/Ind												S					

Agency	ESF 1	ESF 2	ESF 3	ESF 4	ESF 5	ESF 6	ESF 7	ESF 8	ESF 9	ESF 10	ESF 11	ESF 12	ESF 13	ESF 14	ESF 15	Policy	Support
Ky Dept for Local Gvt (DLG)														S			
Ky Dept for Natural Res												S					
Ky Dept for Env Protection							S	S							S		
Ky Dept for Medicaid Svcs								S									
Ky Dept for Public Health	S		S			S	S			S				S	S		
Ky Dept House, Bldg, Construct			S														
Ky Dept of Agriculture					S	S		S		S		S		S	S		
Ky Dept of Corrections	S							S									
Ky Dept of Education	S					S		S									
Ky Dept of Fish and Wildlife	S	S							S		S		S				
Ky Dept of Highways													S				
Ky Dept of Military Affairs								S	S				S				
Ky Dept of Parks/Tourism	S																

Agency	ESF 1	ESF 2	ESF 3	ESF 4	ESF 5	ESF 6	ESF 7	ESF 8	ESF 9	ESF 10	ESF 11	ESF 12	ESF 13	ESF 14	ESF 15	Policy	Support
Ky Dept of Transportation			S		S	S	S			S				S	S		
Ky Dept of Veterans Affairs								S									
Ky Dept of Workforce Dev								S									
Ky Div of Forestry	S			S					S								
Ky Economic Dev Cabinet												S		S			
Ky Energy/ Env Cabinet			S		S					S		S		S			
Ky Finance Cabinet	S				S							S					
Ky Fire Commission				S	S												
Ky Fire Marshal's Office										S							
Ky Health/Fam Svcs Cabinet		S			S			S		S	S	S		S	S		
Ky Hospital Association								S									
Ky Housing Authority						S								S			
Ky Justice/Pub Sfty Cabinet		S		S				S									

Agency	ESF 1	ESF 2	ESF 3	ESF 4	ESF 5	ESF 6	ESF 7	ESF 8	ESF 9	ESF 10	ESF 11	ESF 12	ESF 13	ESF 14	ESF 15	Policy	Support
Ky Labor Cabinet								S									
Ky Language Access Prog															S		
Ky local health departments								S									
Ky Medical Examiner								S	S								
Ky Medical Reserve Corps								S									
Ky Motor Vehicle Enf													S				
Ky Natl Guard	S	S		S		S	S	S		S	S						
Ky Office of Homeland Sec												S					
Ky Pharmacists Association								S									
Ky Pub Srv Commission	S	S										S					
Ky Regional Poison Center								S									
Ky State Police	S				S	S		S	S	S	S		S		S		
Ky Transportation Cabinet								S	S		S	S					

Agency	ESF 1	ESF 2	ESF 3	ESF 4	ESF 5	ESF 6	ESF 7	ESF 8	ESF 9	ESF 10	ESF 11	ESF 12	ESF 13	ESF 14	ESF 15	Policy	Support
KyEM	S		S				S	S	S		S	S	S	S	S		
KyEM Mobile Command		S															
KyWARN			S														
LDESO					S												
LEPC (Fayette)										S							
Lex Fay Animal Care Control						S					S						
Lex Fay Co Health Dept					S	S		P			S				S		
LexCall/311		S			S										S		
Lexington Economic Dev														S			
Lexington Humane Scty						S					S						
LexTran	P			S	S	S		S									
LFUCG Dept of EQ/Pub Wrks			P	S	S				S	S				S			
LFUCG Dept of Finance														S			

Agency	ESF 1	ESF 2	ESF 3	ESF 4	ESF 5	ESF 6	ESF 7	ESF 8	ESF 9	ESF 10	ESF 11	ESF 12	ESF 13	ESF 14	ESF 15	Policy	Support
LFUCG Dept of Law														S			
LFUCG Dept of Social Svcs					S	P											
LFUCG Div of Bldg Insp														S			
LFUCG Div of Comm Correct	S				S	S		S					S		S		
LFUCG Div of Computer Svc		S	S		S		S					S		S	S		
LFUCG Div of E911		S			S			S		S	S		S		S		
LFUCG Div of EM		P			P		P			S			S	P	P		
LFUCG Div of EM/CERT				S		S			S		S						
LFUCG Div of Engineering			S											S			
LFUCG Div of Env Policy			S												S		
LFUCG Div of Fac/Fleet Mgt	S						S						S				
LFUCG Div of Family Svcs	S																
LFUCG Div of Fire/Emerg Svc		S		P	S			S	P	P					S		

Agency	ESF 1	ESF 2	ESF 3	ESF 4	ESF 5	ESF 6	ESF 7	ESF 8	ESF 9	ESF 10	ESF 11	ESF 12	ESF 13	ESF 14	ESF 15	Policy	Support
LFUCG Div of Gvt Commo															S		
LFUCG Div of Grants/Sp Prog														S			
LFUCG Div of Parks and Rec	S		S														
LFUCG Div of Planning														S			
LFUCG Div of Police	S	S		S	S	S			S	S			P		S		
LFUCG Div of Risk Mgt														S			
LFUCG Div of Streets/Roads			S														
LFUCG Div of Waste Mgt			S								S						
LFUCG Div of Water Quality			S									S					
Long term care centers								S									
Louisville/Jeff HazMat Team										S							
Mayor															S		
Media (local)															S		

Agency	ESF 1	ESF 2	ESF 3	ESF 4	ESF 5	ESF 6	ESF 7	ESF 8	ESF 9	ESF 10	ESF 11	ESF 12	ESF 13	ESF 14	ESF 15	Policy	Support
Mobile Commo Group		S															
National Aero Space Admin									S								
National Cyber Security Div		S															
Natural Res Cons Service			S														
NOAA		S			S												
Norfolk Southern RR										S							
Northern Ky HazMat Team										S							
Office for the Blind								S									
Office of Comm Admin Review								S									
Office of the Governor															S		
Office of Inspector Gen								S									
Office of State Entomologist											S						
Office of State Fire Marshal							S										

Agency	ESF 1	ESF 2	ESF 3	ESF 4	ESF 5	ESF 6	ESF 7	ESF 8	ESF 9	ESF 10	ESF 11	ESF 12	ESF 13	ESF 14	ESF 15	Policy	Support
Office of Technologies		S															
Ohio Valley Geriatric Ed Ctr								S									
Old Dominion Freight Line	S																
Private business partners group												S					
Private sector constr/eng firms			S														
Private sector group							S										
PVA Office														S			
R.J. Corman Railroad				S	S					S							
Red Mile											S						
Ridge Behavior Health System								S									
Rural Metro Ambulance								S									
Salvation Army						S								S			
Shriners Hosp								S									

Agency	ESF 1	ESF 2	ESF 3	ESF 4	ESF 5	ESF 6	ESF 7	ESF 8	ESF 9	ESF 10	ESF 11	ESF 12	ESF 13	ESF 14	ESF 15	Policy	Support
Southern Bapt Disaster Relief						S								S			
Sprint/AT&T		S										S					
St Joseph Hospital								S									
St Joseph East Hospital								S									
Tennessee Valley Auth				S													
Time Warner Cable												S					
Transy Univ Commo Ctr		S															
Transylvania University	S																
Transylvania Univ Police													S				
U.S. Army				S				S									
U.S. Army Corps of Eng	S		S						S	S				S			
U.S. Coast Guard									S								
U.S. Dept of Agriculture				S						S	S			S			

Agency	ESF 1	ESF 2	ESF 3	ESF 4	ESF 5	ESF 6	ESF 7	ESF 8	ESF 9	ESF 10	ESF 11	ESF 12	ESF 13	ESF 14	ESF 15	Policy	Support
U.S. Dept of Agri, Forest Svc									S								
U.S. DOD, Air Force Rescue									S								
U.S. Dept of Health/Hum Svc								S		S				S			
U.S. Dept of Interior				S						S	S			S			
U.S. Dept of Int/Ntl Park Svc									S								
U.S. Dept of Justice (AFT)													S				
U.S. Dept of Transportation	S							S		S				S			
U.S. Dept of Veterans Affairs																	
U.S. EPA										S				S			
U.S. Food and Drug Admin								S			S						
U.S. Marshal's Office													S				
UK County Extension Agency					S						P						

Agency	ESF 1	ESF 2	ESF 3	ESF 4	ESF 5	ESF 6	ESF 7	ESF 8	ESF 9	ESF 10	ESF 11	ESF 12	ESF 13	ESF 14	ESF 15	Policy	Support
UK Dept of Agriculture											S						
UK Healthcare-Good Sam Hosp								S									
UK Dept of Plant Pathology											S						
UK Police													S				
UK Public Inf Office															S		
UK Pub Sfty Commo Ctr		S															
University of Kentucky (UK)	S					S		S									
United Methodist Relief						S											
United Way/211		S													S		
UPS	S																
Utilities (local)					S									S	S		
VA Hospital								S									
VA Police													S				

Agency	ESF 1	ESF 2	ESF 3	ESF 4	ESF 5	ESF 6	ESF 7	ESF 8	ESF 9	ESF 10	ESF 11	ESF 12	ESF 13	ESF 14	ESF 15	Policy	Support
Veterinarians (local)											S						
VOAD						S	S							S			
Wheels	S					S											
Windstream		S										P					

## **Emergency Operations Center (EOC)**

A local EOC is the physical location at which the coordination of information and resources to support incident management activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g. federal, state, regional, county, city, tribal), or by some combination thereof.

The primary EOC is located at 115 Cisco Road. This location offers sufficient working space for members of the EOC staff, television capabilities, commercial telephone system, public safety communications, amateur radio communications, the state satellite telephone/radio system, kitchen, bathroom facilities, and is not located in a high threat zone. This facility has an emergency generator so that 24-hour operations can be maintained. There are working tools available at the EOC including flip charts, white boards, and maps. There is the ability to access internet resources, although wireless internet is not available by agency security policy.

The alternate EOC site is located at 150 E Main Street. This site is limited in space. E911 is in the same building but there are no communication capabilities in the EOC other than Internet, landline, and cell phone. This facility has an emergency generator so that 24-hour operations can be maintained. This site has kitchen and bathroom facilities. Because it is located in our central communications facility, it should be classified as a high threat zone.

### **EOC Activation Levels**

DEM has established local operational levels as a means to communicate its alert level for any hazard or threat that may affect the community. The Mayor has adopted the National Department of Homeland Security Threat level to indicate an existing terrorism threat. The two systems will be used together to identify the community's level of operation.

**Normal Operations:** DEM and the EOC are conducting normal daily activities with operations being handled with existing policies, procedures, and staff members.

**Level 5:** This is the lowest response level for an incident or event and can generally be coordinated by the designated on call staff and doesn't require deployment of more than one (1) or two (2) additional resources operating under normal procedures. The incident or event is of limited duration and will be closed out within two operational periods (24 hours).

**Level 4:** This is the next response level for an incident or event and will require a higher level of coordination than the designated on call staff. The level of incident or event will require multiple resources, but is not a long-term event. A limited activation of the EOC-ICS structure may be required, but only to maintain situational awareness and adequately report actions taken by deployed assets. The incident or event is of limited duration and will be closed out within two to four operational periods, which may extend

beyond the regular workday and require around the clock operation of the EOC but on a scaled back or limited staffing of the various ESFs.

**Level 3:** This response level for an incident or event is of greater complexity than the previous two and requires immediate activation of the EOC-ICS structure to manage multiple resources over an extended period of time to meet requests received by the EOC. This will require the development and implementation of an EOC-Action Plan and will require activation of the affected ESFs. The incident is of an extended duration and will be managed through several 24-hour operational periods. A disaster declaration is being considered or has been issued. An event or incident has occurred with significant property damage and/or threat to human life (This may require activation of the 24-hour public number).

**Level 2:** This response level for an incident or event will require all actions taken under a Level 3 response plus activation of all the EOC-ICS structure. Resources will be drawn from multiple assets across Lexington Fayette and may include mutual aid from other counties and/or State resources. The incident is of an extended duration and cannot be closed out within a clearly defined number of operational periods. A disaster declaration has been issued as a result of an incident or event that has caused significant property damage and threat to human life (this will require activation of the public 24-hour public number).

**Level 1:** This response level for an incident or event may be considered a catastrophic incident or of high impact that will require the full activation of all local and State assets and the full integration of the EOC-ICS structure with State and Federal resources requested. This response level of activation will be characterized by the full integration of EOC operations for long-term operations over many operational periods as needed. A disaster declaration has been issued as a result of an incident or event that has caused significant property damage and threat to human life (24-hour public phone number activated).

## Organization

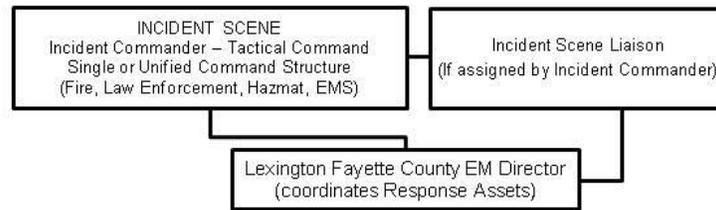
Under KRS 39B.020, the LFUCG Mayor shall appoint an emergency management director who has direct responsibility for the organization, administration, and operation of the local organization for disaster and emergency response. The Mayor retains legal responsibility for development and implementation of the emergency preparedness program. In Lexington Fayette, the DEM Director has these responsibilities.

The EOC SOP describes the activation, staffing, assigned responsibilities of EOC personnel and agency representatives, and the operations of the EOC. These are maintained by the DEM Director. Copies are kept at all EOC sites.

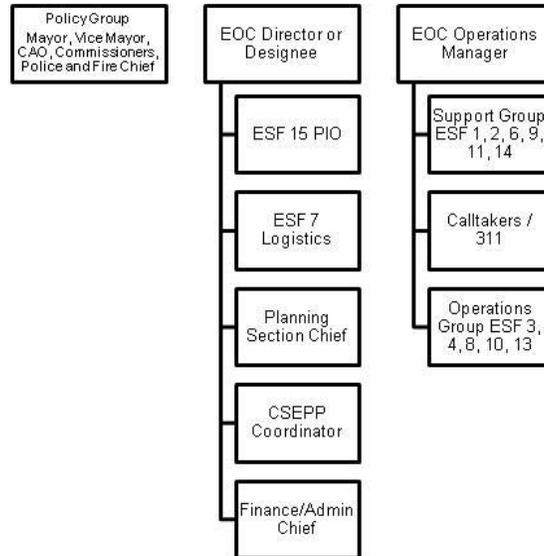
When requested by the county, KyEM will initiate and coordinate the response operations of state agencies assisting the county.

All responses shall utilize an Incident Command or Incident Management System as outlined in KRS 39A.230. Below is the structure under which the EOC operates:

## Lexington Fayette Tactical and Operational Response Structure



## Lexington Fayette Emergency Operations Center (if activated)



## Deactivation of EOC

The deactivation of the EOC is determined by the progress made on the objectives of the Incident Action Plans. The plan to scale down the size of the EOC will be a joint decision of the EOC Director, the primary response agency, the incident commander, and the Mayor or designee. Some of the ESFs may deactivate prior to others depending on the situation as determined by the EOC management team. The EOC may also remain “activated” but be working virtually rather than all together in one location. The deactivation of the EOC does not automatically indicate that the event is complete. The divisions may continue to coordinate recovery activities from their offices rather than maintaining an active EOC.

## Resource Management

Preparation and readiness for emergency/disaster events require knowledge of the public and private sector assets and resources that Lexington Fayette has available to address the hazards which have been identified in the community. Resource management is a systematic development of methods for using personnel, services, materials, and major items of equipment for essential emergency functions. The preparedness activities (resource typing, credentialing, and inventorying) are conducted on a continual basis to help ensure that resources are ready to be mobilized when called to an incident. Resource typing is the categorization and description of response

resources by capacity and capability that are commonly exchanged in emergency/disaster situations through mutual aid agreements. In this manner, resources are typed, or clearly described by function and capability, using universal terms and classified by levels of capability and capacity.

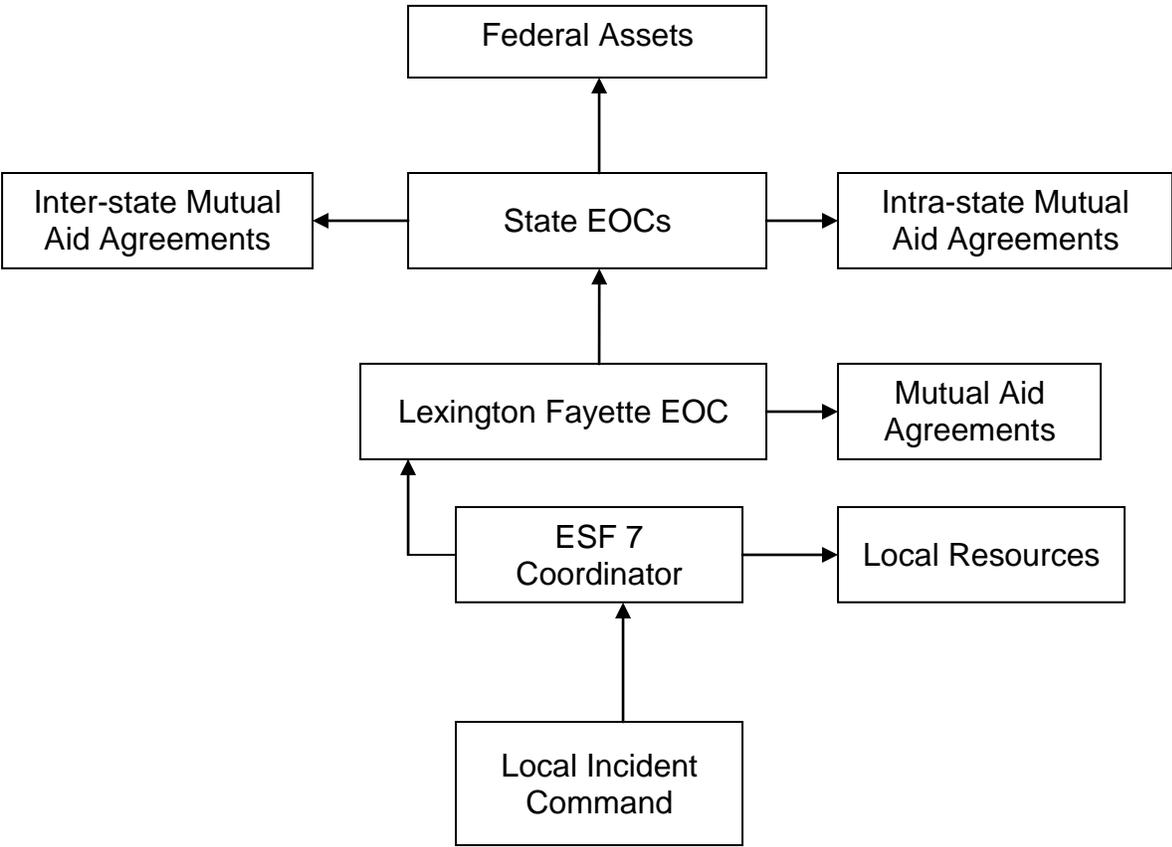
Resource management includes implementing procedures which provide information on the resources in the community. DEM maintains an Emergency Resource List (ERL) both on paper and in WebEOC. This list is updated annually or as new information is reported from ESF coordinators or other sources. Resources are requested by the Incident Commander or other entities via WebEOC.

All requests will be processed by ESF 7 with support from other ESFs as appropriate. If requests are needed from other jurisdictions, the State of Kentucky, or other entities, these requests will be made by the EOC Director.

Resources and supplies that are received from other counties or resources outside Lexington Fayette will require a location for staging and distribution of the resources. Locations that may be utilized for staging are:

- A. Fire Training Center
- B. Lexington Fayette County Health Department warehouse
- C. Old County landfill

**Requests for Emergency Assistance Flow Upward from the Lowest Level**



**Organizational Roles And Responsibilities**

A. Federal Government

If a disaster or emergency exceeds local, regional, and state resources and is major or catastrophic, KyEM may request FEMA to coordinate the activation and implementation of the National Response Framework. FEMA may assign a Federal Liaison to coordinate immediate response until such time the Governor submits a formal request for a Presidential Declaration of Emergency or Disaster.

If the President authorizes federal assistance, a Federal Coordinating Officer is appointed and is authorized to use the full authority of the Robert T. Stafford Disaster Relief and Emergency Assistance Act to reimburse response and recovery claims against the Disaster Relief Fund.

1. Federal response will include, but is not limited to, the following:

- a. Conduct joint preliminary damage assessments with state and local governments.
  - b. Approve or deny requests for federal assistance. If approved:
    - 1) Assign a Federal Coordinating Officer to head the Incident Management Assistance Team.
    - 2) Set up a Joint Field Office to coordinate response and recovery efforts.
    - 3) Work with the State Coordinating Officer to address response and recovery efforts.
  - c. Activate the procedures outlined in the National Response Framework.
  - d. Establish an Emergency Support Team to monitor operations.
  - e. Identify the necessary ESFs to respond and activate those functions
2. The federal government is responsible for the following areas of planning and operations:
- a. Supporting state and local governments in planning, preparedness, mitigation, response, and recovery operations.
  - b. Coordinating federal aid for presidential declared disasters and emergencies.
  - c. Coordinating civil emergency preparedness for the possibility of nuclear accidents, radiation accidents and attack, terrorism, chemical, or biological incidents.
  - d. Ensuring continuity of government and coordinating mobilization of resources during national security emergencies.
  - e. Determining which materials are strategic and critical and setting goals for the national defense stockpile.
  - f. Providing training and education for personnel.
  - g. Training and research to reduce losses from fire.
  - h. Administering the National Flood Insurance Program.
  - i. Developing public information programs.
  - j. Researching disaster and emergency operations.

3. Upon declaration of a major disaster or emergency by the President, the Governor and FEMA, Region IV, will execute a Federal-State Assistance Agreement. In the agreement, the Governor designates the State Coordination Officer who works with the Federal Coordinating Officer.
4. The Federal Coordinating Officer is responsible for organizing and coordinating the administration of federal assistance, including those quasi-public-organizations agreeing to operate under the officer's direction.
5. The federal government, through FEMA, shall provide assistance in a timely manner to save lives and to protect property, the economy, and the environment. Federal response will be organized through the use of the National Response Framework to facilitate the delivery of all types of federal response assistance to help deal with the consequences of significant emergencies and disasters.

#### B. Federal Bureau of Investigation

1. Supports law enforcement operations.
2. Directs and controls responses to acts of terrorism.
3. Refer to ESF 13 for additional roles and responsibilities.

#### C. U.S. Marshal's Office

1. Supports law enforcement operations.
2. Refer to ESF 13 for additional roles and responsibilities.

#### D. Department of Defense

The Department of Defense (DOD) serves as a supporting agency to the FBI for Crisis Management functions, including technical operations and a supporting agency to FEMA for Consequence Management. DOD has many unique capabilities for dealing with a WMD and combating terrorism, such as the U.S. Army Medical Research Institute for Infectious Diseases, Technical Escort Unit, and U.S. Marine Corps Chemical Biological Incident Response Force. These and other DOD assets may be used in responding to a terrorist incident if requested by the LFA and approved by the Secretary of Defense.

#### E. Health and Human Services (HHS)

HHS serves as a supporting agency to the FBI for technical operations and a supporting agency to FEMA for Consequence Management. HHS can also provide regulatory follow-up when an incident involves a product regulated by the Food and Drug Administration. Technical assistance to the FBI may include identification of agents, sample collection and analysis, on-site safety and protection activities, and medical management planning. Operational support to

FEMA may include mass immunization, mass prophylaxis, mass fatality management, pharmaceutical support operations (National Pharmaceutical Stockpile), contingency medical records, patient tracking and patient evacuation, and definitive medical care provided through the National Disaster Medical System (NDMS).

#### F. National Weather Service Office - Louisville

The National Weather Service (NWS/NOAA) is the responsible agency for providing weather reports and activating the NOAA weather radio during weather warning and watches. This includes alerting the community by activating the Emergency Alert System (EAS) when necessary for all hazards when requested by Lexington Fayette.

#### G. Veterans Affairs Medical Center

1. Directs and coordinates activations of NDMS.
2. Provides equipment to shelters.
3. Provides volunteer nursing staff to shelters.
4. Refer to ESF 8 for additional roles and responsibilities.

#### H. State Government

1. The Commonwealth of Kentucky, through its EOP and EOC, shall coordinate all emergency management activities of the state, to protect lives and property of the people, and preserve the environment. Further, it will take appropriate actions to mitigate the effects of, prepare for, respond to, and recover from, the impacts of emergencies or disasters. State government departments are responsible for providing various services such as specialized skills, equipment, and resources in support of state and local government emergency operations.
2. Disaster assistance provided by the state is a supplement to, and not a substitute for, relief which can be provided by local governments. The Governor may declare that an emergency exists when local resources are insufficient to cope with the situation. State agencies will utilize their available services and resources to support the situation when such an emergency is declared.
3. State disaster relief can be provided to local governments without declaration of a State of Emergency when, in the opinion of the Governor, such resources are needed for lifesaving missions, or to relieve suffering and hardships.
4. State agency heads assigned emergency responsibilities are accountable for planning and preparing in the pre-emergency period. This planning should include, but not be limited to, developing an organization, detailing

operating procedures, training, and establishing an alert system for key personnel.

5. The KyEM Area Manager will coordinate operations among local, state, and federal officials. The Area Manager will endeavor to enlist support and cooperation of local government officials in planning and recovery operations. All key operational decisions to include evacuation, cleanup procedures, termination of evacuation, and media control or related matters will be a result of joint consultation and consensus decision-making involving all appropriate state and federal agencies on the scene when the state response is invoked under this plan. If these agencies cannot reach agreement, all relative information and operations will be relayed to senior managers in Frankfort for a final decision. Subsequently, the state's position must be presented to local authorities for further discussion and evaluation. After this plan has been enacted, under no circumstances may a single agency invoke a response action without consultation with other agencies.
  6. KyEM coordinates a system of mitigation, preparedness, response, and recovery systems to assist local governments to protect and save lives, the environment, and property. State response during an emergency or disaster will include, but is not limited to, the following:
    - a. Monitor the situation.
    - b. Activate the State EOC to coordinate available state assistance.
    - c. Review and evaluate local situation reports and other response efforts.
    - d. Review and fulfill as possible requests for assistance.
    - e. Determine if the situation is beyond state capabilities and if so, request the activation of state-to-state, regional, or federal mutual aid agreements.
    - f. Recommend to the Governor that an emergency or disaster declaration for the state be made.
    - g. Request federal assistance as necessary.
- I. Key State Agencies
1. Civil Air Patrol
    - a. Civil Air Patrol is the Air Force Official Auxiliary
    - b. Lead agency for ESF 2 Communications coordination
    - c. Assist with search and rescue

- d. Assist with damage assessment
  - e. Provide aerial photographs
  - f. Communication support
2. Kentucky Community Crisis Response Board
    - a. Provide mental healthcare to victims, responders, families, and community.
    - b. Refer to ESF 8 for additional roles and responsibilities.

3. Kentucky Department of Public Health

The Cabinet for Health and Family Services is the primary agency for supporting the American Red Cross in providing reception and care. Reception and care is to provide the recording, clothing, social services, and shelter for the population.

4. Kentucky National Guard

Upon activation by the Governor, the Kentucky National Guard, Department of Military Affairs, will support state and local agencies in disaster and emergency operations by allocating available resources to mission-type requests made to the Commonwealth EOC. Military commanders have the authority to take immediate action to save human life, to prevent suffering, or to mitigate damage or destruction of property. During emergency operations, the National Guard may assist in these areas: access control, law enforcement, evacuations, transportation of supplies, ground and air transportation, emergency transport of injured persons in MEDEVAC helicopters, radiological monitoring, communications, warning, search and rescue, and debris removal. Certain units may assist in damage assessment.

5. Kentucky Division of Agricultural

- a. Ensure safety and security of food supply, soil, air and water supply
- b. Protect natural resources and restoration of historic properties
- c. Activate resources for pet/animal sheltering as is possible
- d. Coordinate emergency care and transport of livestock as is possible
- e. Maintain surveillance for possible animal/zoonotic diseases

6. Kentucky Division of Forestry

- a. Direct wildfire operations as appropriate.

- b. Assist with debris removal and disposal.
- c. Refer to ESF 4 and ESF 3 for additional roles and responsibilities.

#### 7. Kentucky State Police

- a. Support law enforcement operations.
- b. Refer to ESF 13 for additional roles and responsibilities.

#### J. Local Governments

In an emergency situation that prompts activation of this EOP, DEM is authorized by the Mayor to coordinate emergency response efforts within Lexington Fayette.

Memoranda of Understanding or Agreements between DEM and local and regional agencies, non-profit organizations, and state and federal departments and agencies are kept on file at the EOC. Local inter-agency and jurisdictional mutual aid agreements are kept on file by their respective agencies.

Lexington Fayette is a party to the Commonwealth of Kentucky Statewide Emergency Management Mutual Aid and Assistance Agreement having approved and adopted the agreement. Thereby, a mutual aid agreement is established with all other parties to this statewide agreement, ensuring the availability of mutual aid with other local governments throughout the Commonwealth.

In time of emergency, local government will, to the maximum extent possible, assume the responsibility for providing mass care and for coordinating the various agencies and organizations normally providing assistance to victims and emergency response.

Requests for assistance from a lower level of government will be forwarded to a higher level of government only after resources at the requesting level are clearly inadequate to cope with the situation.

Local situations will, if the situation warrants, activate the local EOC, coordinate multiple service operations, request outside assistance, and implement local emergency broadcasts as necessary.

The Mayor, as chief executive of LFUCG, has the following functions and duties in addition to those granted under other laws, ordinances, and plans:

1. Overall direction and control of all emergency operations and resources in Lexington Fayette. The Mayor can declare a state of emergency in order to exercise certain emergency powers. He or she may also seek assistance from state, federal, or other jurisdictions. The Mayor may also activate the Emergency Operations Center.
2. Direct payment for emergency operations. Pursuant to KRS 39A.100 to 39A.140 and 39B.070, he/she may requisition or use any private property

found necessary to perform emergency operations. The Mayor may suspend normal procurement procedures by declaring a state of emergency pursuant to KRS 39A.100 to KRS 39A.140 and KRS 39B.075. The LFUCG Council determines how emergency operations (and all related activities) are funded.

3. In the event that the Mayor is absent or incapable of performing his/her functions, the Vice Mayor will serve as Acting Mayor as per LFUCG Charter Sec. 5.07.

The following are basic responsibilities for emergency management operations provided by and through Lexington Fayette. Detailed responsibilities and essential activities are found in the appropriate ESFs and Appendices to this document. These include department level operating procedures detailing how individual departments shall perform their responsibilities:

1. Ensure that all employee work areas are safe, clear of equipment and supplies that may compromise access/egress routes, and that no equipment or supplies can injure employees.
2. Participate in emergency management training, drills, and exercises to test emergency plans and procedures.
3. Train department employees on disaster plans and procedures to ensure operational capabilities and to facilitate an effective response.
4. Ensure that equipment and tools are protected from seismic activity (computer and file server tie-downs, secure file cabinets, shelving, and storage areas, etc.).
5. Ensure that adequate disaster supplies and equipment are available for department staff.
6. Develop mutual support agreements with other "like" departments or organizations in other jurisdictions.
7. Develop procedures to re-establish department operations, including notification of critical personnel, assessment of damage and resources, relocation of critical department functions, and estimated time to open for business.
8. Provide department resources (supplies, equipment, services, personnel), as coordinated through the EOC.
9. Develop procedures to document all costs of disaster response and recovery.
10. Provide continuity of local government in order to continue legislative duties.
11. Pass ordinances and motions pursuant to emergency proclamations.

12. Appropriate revenue and expenditures as needed for disaster mitigation, preparedness, response, and recovery.
13. Conduct public meetings and actions to assist in reassuring and informing the public and indentifying public needs.
14. Audit the emergency financial operations of local government and emergency performance audits.
15. Assist in public information and the dissemination of emergency information through local offices coordinated with the EOC and public information officers of all affected jurisdictions in Lexington Fayette.
16. Direct citizen's requests for assistance to appropriate governmental agencies.
17. Provide public information officers or support personnel as required.
18. Collect information and compiling data for operational reports necessary to emergency operations.
19. Re-establish local operations.
20. Providing resources (supplies, equipment, services, personnel) as coordinated through the EOC.
21. Support response and recovery activities.

K. Mayor and Urban County Council

As the Chief Elected Officials of Lexington Fayette, the roles and responsibilities of the Mayor and the Urban County Council include the following:

1. Formulating major policy decisions for Lexington Fayette.
2. Preserving the continuity of the executive branch of LFUCG.
3. Coordinating emergency operations and provide liaison as required.
4. Coordinating and managing the use of all available resources in Lexington Fayette.
5. Issuing emergency proclamations for Lexington Fayette when needed.
6. Requesting mutual aid for Lexington Fayette when needed.
7. Reporting damages of department facilities, equipment, or resources to the EOC.
8. Requesting support for Lexington Fayette from KyEM.

#### L. Chief Administrative Officer (CAO)

The CAO oversees the daily operations of LFUCG. In the event that the Mayor (or Acting Mayor) or designee is unavailable, the CAO is responsible for ensuring continuity of government. If designated, the CAO acts on behalf of the Mayor for ensuring continuity of government.

#### M. Commissioner of Public Safety

The Commissioner may also activate the EOC. In the absence of the Mayor, or designee, the Commissioner manages the EOC

#### N. Commissioners and Directors

Commissioners and Directors have direction and control of their respective organizations. Specific departments and divisions also serve as lead agencies for specific ESFs (refer to the Basic Plan). Each department or division follows a line of succession to ensure continuity of operations as per their SOPs.

#### O. Lexington Division of Emergency Management (DEM)

1. Establishing and managing the EOC.
2. Advising and assisting merged government officials on direction and control of emergency operations and acting as liaison with appropriate organizations, as required.
3. Acting as coordinating agent and preparing requests for emergency resources to KyEM or federal agencies.
4. Providing advice and assistance for the preparation and dissemination of emergency information.
5. Collecting emergency operations information, analyzing data, and preparing operational reports.
6. Coordinating with the Department of Military Affairs and Commonwealth Office of Technology to ensure that a system of communications is in place capable of meeting the emergency operations requirements of LFUCG.
7. Maintaining, operating, coordinating, and recommending the appropriate use of Emergency Alert System (EAS) messages through the National Weather Service as it pertains to Lexington Fayette.
8. Advising Lexington Fayette executive heads on direction and control of its emergency operations and coordination with LFUCG emergency operations and plans.
9. Advising LFUCG officials on emergency administrative and recovery procedures and requirements.

10. Developing and coordinating the preparation and use of emergency plans necessary to local government's accomplishing essential emergency management phases of mitigation, preparedness, response, and recovery.
11. Advising and assisting LFUCG officials in obtaining and using military support to civil authority.

P. Fayette County Sheriff

1. Supporting law enforcement operations.
2. Providing wellness checks on an as needed basis.
3. Providing alternate coordinator in the EOC.
4. Assisting with transportation needs.
5. Assisting with food and medication transports.
6. Coordinating crime prevention and detection programs and the apprehension of criminals.
7. Providing efficient service to the public through crowd and traffic control, emergency aid, and safety programs.
8. Preventing and controlling civil disorder.
9. Providing security to the EOC, shelters, food and water distribution staging areas, and transportation as needed.
10. Providing personnel and equipment to assist in the rapid dissemination of warnings and emergency.
11. Providing the use of available resources required to conduct search and rescue.
12. Reporting damages of department facilities, equipment, or resources to the EOC.
13. Providing representatives to the EOC as required.
14. Collecting information and compiling data for operational reports necessary to emergency.
15. Supporting response and recovery activities.
16. Returning department activities to normal levels unless involved with recovery activities.
17. Refer to ESF 13, ESF 6, and ESF 8 for additional roles and responsibilities.

#### Q. Division of E911

1. Working with appropriate telephone companies to assure high quality and continuous operation of the E911 system and the timely restoration of E911 services in the event of service.
2. Reporting damages of department facilities, equipment, or resources to the EOC.
3. Providing representatives to the EOC as required.
4. Collecting information and compiling data for operational reports necessary to emergency.
5. Supporting response and recovery activities.
6. Returning department activities to normal levels unless involved with recovery activities.

#### R. Lexington Division of Streets and Roads

1. Assessing damage, blockage, debris (including ice and snow) removal, and determine clearance strategies.
2. Closing flooded and damaged roadways.
3. Providing repairs to damaged roadways.
4. Providing personnel and equipment to assist in the rapid dissemination of warnings and emergency.
5. Reporting damages of department facilities, equipment, or resources to the EOC.
6. Providing representatives to the EOC as required.
7. Collecting information and compiling data for operational reports necessary to emergency.
8. Supporting response and recovery activities.
9. Returning department activities to normal levels unless involved with recovery activities.

#### S. Lexington Fayette Commissioner of Finance and Administration

1. Providing assistance in the preparation of LFUCG emergency operating reports by providing budgetary, fiscal, and program development analysis and data relevant to emergency operations and management provided by LFUCG.

2. Reporting damages of department facilities, equipment, or resources to the EOC.
3. Providing representatives to the EOC as required.
4. Providing public information officers or support personnel as required.
5. Assisting in collecting information and compiling data for operational reports necessary to emergency resources.
6. Returning department activities to normal levels unless involved with recovery activities.
7. Providing assistance in emergency financial management.
8. Providing assistance in the preparation of LFUCG emergency financial reports.
9. Providing for the receipt, disbursement, and accounting of federal and other funds provided to LFUCG for emergency welfare services.
10. Providing emergency procedures for purchasing of equipment and supplies needed by all LFUCG departments and other outside governmental agencies required to provide local government emergency services.
11. Planning for and developing procedures to manage disaster procurement operations and staging areas as part of the EOC Logistics Section.
12. Collecting information and compiling data for operational reports necessary to emergency operations.
13. Supporting response and recovery activities.

#### T. Fayette County Clerk

1. Establishing and making available services to Lexington Fayette agencies for the protection of Vital Records.
2. Consulting with agencies regarding the management of Vital Records.
3. Reporting damages of department facilities, equipment, or resources to the EOC.
4. Providing agencies with guidelines for recovery of records after an emergency.
5. Assisting agencies in the recovery of damaged records after an emergency when feasible.
6. Providing resources for elections as soon as is feasible.

7. Collecting information and compiling data for operational reports necessary to emergency operations.
8. Supporting response and recovery activities.
9. Returning office activities to normal levels unless involved with recovery.

#### U. Lexington Fayette County Animal Care and Control

1. Conducting assessment of damages to animal services in Lexington Fayette.
2. Reporting to the EOC any damage of department occupied facilities, equipment, or resources.
3. Keeping the EOC apprised of emergency repair and restoration of animal control services.
4. Reporting damages of department facilities, equipment, or resources to the EOC.
5. Supporting response and recovery activities as required.
6. Returning department activities to normal levels as soon as possible unless involved with recovery activities.
7. Providing representatives to the EOC when required.
8. Providing public information officers or support personnel as required.
9. Collecting information and compiling data for operational reports necessary to emergency operations.
10. Supporting response and recovery activities.
11. Returning office activities to normal levels unless involved with recovery.

#### V. Fayette County Coroner

1. Conducting assessment of damages to affecting fatality management in Lexington Fayette.
2. Keeping the EOC apprised of emergency repair and restoration of fatality management services.
3. Reporting damages of department facilities, equipment, or resources to the EOC.
4. Supporting response and recovery activities as required.
5. Returning department activities to normal levels as soon as possible unless involved with recovery activities.

6. Providing representatives to the EOC when required.
7. Providing public information officers or support personnel as required.
8. Collecting information and compiling data for operational reports necessary to emergency operations.
9. Supporting response and recovery activities.
10. Returning office activities to normal levels unless involved with recovery.

#### W. Lexington Division of Fire

1. Responding to and providing fire protection/suppression and rescue operations to Lexington Fayette and pursuant to mutual aid agreements with other jurisdictions.
2. Responding with trained and certified personnel to calls for emergency medical care pursuant to protocol.
3. Offering safety programs to the public.
4. Providing personnel and equipment to assist in the rapid dissemination of warnings and emergencies.
5. Providing the use of available resources required to conduct search and rescue.
6. Reporting damages of department facilities, equipment, or resources to the EOC.
7. Providing representatives to the EOC as required.
8. Collecting information and compiling data for operational reports necessary to emergency operations.
9. Supporting response and recovery activities.
10. Returning department activities to normal levels unless involved with recovery activities.

#### X. Lexington Division of Police

1. Coordinating crime prevention and detection programs and the apprehension of criminals.
2. Providing efficient service to the public through crowd and traffic control, emergency aid, and safety programs.
3. Preventing and controlling civil disorder.

4. Providing security to the EOC, shelters, food and water distribution staging areas, and transportation as needed.
5. Providing personnel and equipment to assist in the rapid dissemination of warnings and emergencies.
6. Providing the use of available resources required to conduct search and rescue.
7. Reporting damages of department facilities, equipment, or resources to the EOC.
8. Providing representatives to the EOC as required.
9. Collecting information and compiling data for operational reports necessary to emergency operations.
10. Supporting response and recovery activities.
11. Returning department activities to normal levels unless involved with recovery activities.

Y. Lexington Department of Environmental Quality and Public Works

1. Assessing damage, blockage, debris (including ice and snow) removal, and determines clearance strategies.
2. Closing flooded and damaged roadways.
3. Providing repairs to damaged roadways.
4. Providing personnel and equipment to assist in the rapid dissemination of warnings and emergency.
5. Reporting damages of department facilities, equipment, or resources to the EOC.
6. Providing representatives to the EOC as required.
7. Collecting information and compiling data for operational reports necessary to emergency operations.
8. Supporting response and recovery activities.
9. Returning department activities to normal levels unless involved with recovery activities.
  - a. Assessing damages to sewer service in Lexington Fayette.
  - b. Reporting damages to facilities, equipment, or resources to the EOC.

- c. Keeping the EOC apprised of emergency repair and restoration of water and sewer service.
- d. Supporting response and recovery activities.
- e. Returning department activities to normal levels as soon as possible unless involved with recovery activities.
- f. Providing representatives to the EOC when required.
- g. Providing public information officers or support personnel as required.
- h. Collecting information and compiling data for operational reports necessary to emergency operations.

## Z. Other Agencies

### 1. American Red Cross

- a. Managing the shelters, providing shelter staffing, food, clothing, and medical needs.
- b. Supporting emergency operations during storms, droughts, heat waves, and other disasters.
- c. Providing a liaison in the EOC.
- d. Providing wheels transport to shelter or other transportation needs.
- e. Refer to ESF 6 and Support Plan Volunteers for additional roles and responsibilities.

### 2. Salvation Army

- a. Providing shelter, food, and clothing to victims.
- b. Providing food to emergency workers.
- c. Refer to ESF 6 and Support Plan Volunteers for additional roles and responsibilities.

### 3. United Way of the Bluegrass

- a. Supporting ESF 6 with coordinator support.
- b. Supporting LexCall/311 with call taking support.

### 4. Lexington Humane Society

- a. Assisting with pet sheltering.

- b. Sheltering stray and abandoned animals in an emergency.
  - c. Assisting in locating the owners of stray animals.
  - d. Refer to ESF 11 for additional roles and responsibilities.
5. Amateur Radio Emergency Services (ARES)
- a. Providing a liaison in the EOC.
  - b. Providing trained weather spotters during severe weather and report to E911 and DEM.
  - c. Providing communications support to the EOC, field operations, medical facilities, shelters, or other locations as requested.
  - d. Refer to ESF 2 and ESF 5 for additional roles and responsibilities.
6. Fayette County Property Valuation Administrator (PVA)
- a. Assisting with assessing property damage and provide assessments to the Planning Chief in EOC.
  - b. Providing information to DEM for damage assessment reports.
  - c. Providing department resources (supplies, equipment, services, personnel), as coordinated through the EOC.
  - d. Reporting damages of department facilities, equipment, or resources to the EOC.
  - e. Supporting response and recovery activities.
  - f. Returning department activities to normal levels as soon as possible unless involved with recovery activities.
  - g. Providing representatives to the EOC when required.
7. Utilities (KU, Columbia Gas, Bluegrass Energy Cooperative, Clark Energy, Windstream, KAWC, Time Warner)
- a. Assessing damages to utility services in Lexington Fayette.
  - b. Reporting damages to facilities, equipment, or resources to the EOC.
  - c. Keeping the EOC apprised of emergency repair and restoration of electrical and gas service.
  - d. Supporting response and recovery activities.

- e. Returning department activities to normal levels as soon as possible, unless involved with recovery activities.
- f. Providing representatives to the EOC when required.
- g. Providing public information officers or support personnel as required.
- h. Collecting information and compiling data for operational reports necessary to emergency operations.
- i. Refer to ESF 12 for additional roles and responsibilities.

8. Lexington Fayette Hospitals

- a. Maintaining a cache of pharmaceuticals for a WMD event.
- b. Providing medical treatment and care.
- c. Assisting with medical transport.
- d. Supporting the mass prophylaxis/immunization locations.
- e. Maintaining conformity with each other, EMS, and DEM/E911 in emergency procedures.
- f. Assisting with medical care at shelter locations.
- g. Refer to ESF 8 and ESF 13 for additional roles and responsibilities.

9. Kentucky Blood Center

- a. Providing adequate and safe blood supply.
- b. Refer to ESF 8 for additional roles and responsibilities.

10. Lexington Fayette County Health Department (LFCHD)

LFCHD is the lead agency for coordinating health and medical services. The department's roles and responsibilities include the following:

- a. Collecting information and compiling data for operational reports necessary to emergency operations.
- b. Conducting public information and education programs on emergency health treatment, prevention, and control.
- c. Coordinating reception of the Strategic National Stockpile (SNS).
- d. Coordinating with the ESF 6 coordinator regarding the determination of the health requirements of the population affected by the incident.

- e. Coordinating/providing pharmaceutical needs.
- f. Coordinating and providing emergency health services, including communicable disease control, immunizations, and quarantine procedures.
- g. Coordinating and providing environmental health services, including inspections for water and food contamination, vector control, inspections of temporary emergency housing and schools for proper sanitation, and disposal of disaster related solid waste.
- h. Designating and staffing mass immunization/prophylaxis locations.
- i. Inspecting food service and storage facilities.
- j. Providing a coordinator in the EOC.
- k. Providing medical care at special needs shelters.
- l. Providing medical support during a CSEPP event.
- m. Providing surveillance and epidemiologic information for a biological event.
- n. Providing public information officers or support personnel as required.
- o. Providing representatives to the EOC when required.
- p. Providing staff and resources as the lead agency in Lexington Fayette for bioterrorism planning, response, recovery, and mitigation.
- q. Reporting damages to facilities, equipment, or resources to the EOC.
- r. Returning department activities to normal levels as soon as possible unless involved with recovery activities.
- s. Supporting emergency operations during hazmat releases, heat waves, and other emergencies with potential health hazards.
- t. Supporting response and recovery activities.
- u. Refer to ESF 8 and ESF 10 for additional roles and responsibilities.

11. Fayette County Public Schools (FCPS)

FCPS is the lead agency for coordinating response to Lexington Fayette public schools during disasters. FCPS roles and responsibilities include the following:

- a. Hosting schools for Madison County evacuation.
  - b. Providing schools as shelter locations.
  - c. Assisting with security as needed.
  - d. Providing transportation resources.
  - e. Providing crisis counselors to serve in the recovery phase.
  - f. Providing a coordinator in the EOC.
  - g. Refer to ESF 2, ESF 6, Support Plan Schools, and Incident Specific Plan CSEPP for additional roles and responsibilities.
12. Transylvania University Police
- a. Supporting law enforcement operations.
  - b. Refer to ESF 13 for additional roles and responsibilities.
13. University of Kentucky Division of Police
- a. Supporting law enforcement operations.
  - b. Refer to ESF 13 for additional roles and responsibilities.
14. Blue Grass Airport Department of Public Safety
- a. Supporting fire suppression and law enforcement during emergency operations.
  - b. Supporting response to transportation accidents.
  - c. Supporting NDMS activation.
  - d. Supporting receipt of SNS.
  - e. Refer to ESF 4, ESF 13, ESF 8, and ESF 10 for additional roles and responsibilities.
15. LexTran
- LexTran is the lead agency to coordinate transportation assets. LexTran roles and responsibilities include the following:
- a. Providing a coordinator in the EOC.
  - b. Refer to ESF 2 for additional roles and responsibilities.
16. Rural Metro Ambulance

- a. Providing ambulance service.
- b. Refer to ESF 8 and ESF 1 for additional roles and responsibilities.

## **Attachment A**

Americans with Disabilities Act of 1990 as amended by the Americans with Disabilities Act Amendments Act of 2008, Public Law 110-325

Architectural Barriers Act of 1968, 41 U.S.C. 4151 et seq.

Civil Rights Act of 1964, Title VI, Public Law 88-352

Code of Federal Regulations, Title 44, Chapter 1, Federal Emergency Management Agency, October 1, 2009

Consolidated Appropriations Act, 2008, Public Law 110-161

Disaster Mitigation Act of 2000, Public Law 106-390

Executive Order 13166, *Improving Access to Services for Persons with Limited English Proficiency*, August 11, 2000

Executive Order 13347, *Individuals with Disabilities in Emergency Preparedness*, July 26, 2004

Fair Housing Act as amended in 1988, 42 U.S.C 3601

Homeland Security Act of 2002, 6 U.S.C. 101, et seq., as amended

Homeland Security Presidential Directive 5, *Management of Domestic Incidents*, February 28, 2003

Homeland Security Presidential Directive 7, *Critical Infrastructure Identification, Prioritization, and Protection*, December 17, 2003

Homeland Security Presidential Directive 8, *National Preparedness*, December 17, 2003

Homeland Security Presidential Directive 8, Annex I, *National Planning*, February 2008

National Security Presidential Directive 51/ Homeland Security Presidential Directive 20, *National Continuity Policy*, May 4, 2007

Pets Evacuation and Transportation Standards Act of 2006, Public Law 109-308

Post-Katrina Emergency Management Reform Act of 2006, Public Law 109-295

Rehabilitation Act of 1973, Public Law 93-112

Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, 42 U.S.C. 5121, et seq., as amended

Superfund Amendments and Reauthorization Act of 1986, Public Law 99-149, as amended

# ESF 1 Transportation



Primary Coordinating Agency

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## Primary Coordinating Agency

LexTran is the primary coordinating agency and will provide staff to serve in the Emergency Operations Center (EOC) to coordinate Emergency Support Function 1 Transportation (ESF 1) activities.

The Lexington Fayette Division of Emergency Management (DEM) develops and maintains the overall ESF 1 Plan and accompanying Attachments and References that govern response actions related to emergencies. Supporting agencies shall develop and maintain their own similar documents for internal use, which must be compatible with, and in support of, the overall Emergency Operations Plan (EOP). All such documents must be compliant with the National Response Framework, National Incident Management System, and Incident Command System.

During an activation of the EOC, a LexTran member will serve as a member of the EOC staff and liaison to ESF 1 for receipt/facilitation of the local transportation needs/resource requests. Staffing will be provided 24 hours/day, 7 days/week, during EOC activation.

During an emergency or disaster event, the EOC will coordinate resources from supporting agencies.

## Local Supporting Agencies

Supporting agencies will provide assistance to the ESF 1 coordinator with services, staff, equipment, and supplies that complement the entire emergency response effort. Services and resources needed are subject to change. Supporting agencies are responsible for frequently updating their resource capabilities with ESF 1.

Local supporting agencies and entities for ESF 1 include public transportation providers operating in Lexington Fayette, agencies and departments that participate in the determination of emergency evacuation routes and the safety of those routes, and agencies and departments that maintain transportation system infrastructures, including roadways, railways, and air traffic landing sites. This list is not inclusive of all agencies that may be available. The agencies will be utilized based on the type and scale of the emergency.

Support is provided by the following agencies:

- A. Lexington Division of Fleet Management
- B. Fayette County Public Schools Transportation
- C. Lexington Division of Police
- D. Lexington Division of Parks and Recreation
- E. Lexington Division of Family Services

- F. Lexington Division of Community Corrections
- G. Old Dominion Freight Line
- H. Transylvania University
- I. University of Kentucky
- J. Red Cross/Wheels
- K. United Parcel Service

## State, Regional, and Federal Agencies and Organizations

The following list includes state and federal agencies and regional organizations that assist during emergency evacuations, the restoration of transportation systems, transportation resources, the security and safety of transportation systems, or provide transportation resources such as vehicles, equipment, and personnel during specific types of hazards. These agencies may also participate in the mitigation and policy making process to protect the interest of public health during the relocation or evacuation of citizens or to ensure the needs of access and functional needs populations. If additional resources are required beyond local or regional capacity, the ESF 1 coordinator may reach out to the Kentucky Division of Emergency Management (KyEM) ESF 7 coordinator to request additional assets. Transit Authority of Northern Kentucky and Transit Authority of River City may also be contacted to help with transportation needs via a Memorandum of Agreement. Requests to KyEM will be made through WebEOC.

- A. Kentucky Civil Air Patrol
- B. Kentucky Division of Emergency Management
- C. Kentucky State Police
- D. Kentucky National Guard
- E. Kentucky Division of Forestry
- F. Kentucky Fish and Wildlife
- G. Kentucky Department of Parks and Tourism
- H. Kentucky Finance Cabinet
- I. Kentucky Department of Education
- J. Kentucky Department of Public Health
- K. Kentucky Department of Corrections

- L. Kentucky Public Service Commission
- M. Department of Homeland Security (U.S. Coast Guard)
- N. U.S. Army Corps of Engineers
- O. U.S. Department of Transportation (Region 4 Response Coordination Center in Atlanta)

## Purpose

The purpose of ESF 1 is to provide, in a coordinated manner, the resources (human, technical, equipment, facility, materials, and supplies) to better enable multiple governmental departments and agencies and public and private entities to prepare, respond, recover, and mitigate transportation issues during emergencies.

ESF 1 can provide personnel and resources to support preparedness, response, recovery, and mitigation in support of the primary emergency management objectives. LexTran, as the ESF 1 coordinator, directs all aspects of emergency transportation to include resource allocation.

The priorities for resource allocation are:

- A. Support and coordinate emergency transportation needs during an emergency or disaster.
- B. Provide transportation of evacuated persons from immediate peril and assisting with re-entry of threatened areas.
- C. Coordinate the transport of materials, personnel, and supplies to support emergency activities during the response phase.
- D. Coordinate the transport of persons, materials, and supplies during the demobilization and recovery phase.
- E. Evaluate need for any other types of transportation such as planes, refrigerated trucks, dump trucks, etc.
- F. Provide guidance for use of transportation assets during a winter storm.

## Situations and Assumptions

General situations, assumptions, and policies are found in the Basic Plan and are not repeated in this ESF. Only statements specific to ESF 1 are stated here:

- A. Most disasters occur with little or no warning; however, ESF 1 may be activated when there is imminent threat or advance warning of floods, winter storms, tornadoes, etc.
- B. Essential resources (personnel, vehicles, fuel, critical supplies, heavy equipment, etc.) may be pre-positioned and readied for activation when an area is under imminent threat.
- C. Essential resources (personnel, vehicles, fuel, critical supplies, heavy equipment, etc.) will be relocated for safety if they are in an area under imminent threat.
- D. Emergencies can quickly reach a magnitude that require additional resources from local, state, federal, or other organizations through mutual aid agreements. Requests for additional assistance from outside of Lexington Fayette will be made through and by ESF 7 to KyEM, or with organizations with which Lexington Fayette and/or coordinating agencies has mutual aid agreements.

## Direction and Control

ESF 1 coordinators organize, coordinate, and direct the transportation resources needed to effectively prepare for, respond to, and recover from the effects of disaster. The coordinator assigns drivers, determines routes, is in contact with the National Weather Service for weather conditions, and works closely with other coordinators, private transportation firms, the National Guard, and the airlines.

During an emergency or disaster, the EOC will coordinate resources from supporting agencies.

During the response phase, ESF 1 will evaluate and analyze information regarding transportation requests. ESF 1 will develop and update assessments of transportation status in the impact area(s) and undertake contingency planning to meet anticipated demands and needs.

Depending on the type of incident, the Emergency Medical Services Battalion Chief, Search and Rescue Coordinator, and DEM Director or a safety officer will be in charge of Helicopter Landing Zone (LZ). The safety officer will ensure all necessary safety precautions are observed.

Supporting agencies will provide assistance to ESF 1 with services, staff, equipment, and supplies that complement the entire emergency response effort as the EOC addresses the consequences generated by the hazards that may affect the county (i.e., severe weather, earthquake, environmental, biological, and/or terrorism). Services and resources are subject to change. Emergency coordinators are responsible for frequently updating their resource capabilities with ESF 1.

DEM will provide EOC support, conduct briefings, direct needs assessments, distribute key information, and serve as liaison to the State EOC for resource requests.

## Concept of Operations

### General

Actions initiated by ESF 1 are grouped into the phases of emergency management: preparedness, response, recovery, and mitigation. Each phase requires specific skills and knowledge. Each phase 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.

ESF 1 is organized consistent with the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System. This structure and system supports incident assessment, planning, procurement, deployment, and coordination of support operations to Lexington Fayette.

Procedures, protocols, and plans for disaster response activities provide guidelines for operations at the EOC and in the field. The EOP and corresponding Appendices, Incident Specific Plans, Support Plans, and Standard Operating Procedures that describe ESF 1 capabilities are the basis of these guidelines. Periodic training and exercises are also conducted to enhance effectiveness.

A large event requiring regional, state, and/or interstate mutual aid assistance will require ESF 1 implementation. ESF 1 will coordinate with supporting agency counterparts to seek and procure, plan, coordinate, and direct the use of any required assets.

### Preparedness

Actions and activities that develop transportation response capabilities may include planning, training, orientation sessions, and exercises for ESF 1 personnel (i.e., county, state, regional, and federal) and other emergency support functions that will respond with ESF 1. This involves the active participation of local inter-agency preparedness organizations, which collaborate in such activities on a regular basis. Local agencies will jointly address planning issues on an ongoing basis to identify response zones, potential staging areas, potential medical facilities, and the maintenance and future development of specialized teams. Initiatives also include the following:

- A. Conduct planning with ESF 1 supporting agencies and other emergency support functions to refine transportation operations.
- B. Develop and refine procedures for rapid impact assessment per field surveys.
- C. Conduct training and exercises for EOC and transportation response team members.

Preparing and maintaining emergency operating procedures, resource inventories, personnel rosters, and resource mobilization information necessary for implementation are the responsibilities of the lead agency. Other responsibilities include:

- A. Manage inventory of equipment and other pre-designated assets that are essential to meet transportation needs of special needs groups.
- B. Maintain a list of ESF1 assets that can be deployed during an emergency.
- C. Assign and schedule sufficient personnel to implement ESF1 tasks for an extended period of time.
- D. Ensure lead agency personnel are trained in their responsibilities and duties.
- E. Develop and implement emergency response and transportation strategies.
- F. Develop and present training courses for ESF 1 personnel.
- G. Maintain liaison with supporting agencies.
- H. Conduct all hazards exercises involving ESF 1.

## Mitigation

ESF 1 will perform the following:

- A. Coordinate with the All Natural Hazards Mitigation Committee to identify potential hazards and their impacts and seek funding for resources to mitigate those hazards.
- B. Provide personnel with the appropriate expertise to participate in activities designed to reduce or minimize the impact of future disasters.

## Alert and Notification

DEM functions as the official disaster organization for preparedness, mitigation, response, and recovery within Lexington Fayette. The DEM Director will activate ESF 1 and notify the ESF 1 coordinator (LexTran) when an event, or threat of an imminent event, may result in the need for relocation/evacuation of Lexington Fayette citizens. The EOC will serve as the central location for interagency coordination and multijurisdictional executive decision-making, including all activities associated with ESF 1.

The EOC will be activated, as will ESF 1, upon the direction of the Mayor of Lexington, Chief Administrative Officer, Commissioner of Public Safety, or the DEM Director. The DEM Director may make the decision to selectively activate ESF 1 agencies based on the type of threat, event, or incident. DEM will notify ESF 1 primary and supporting agencies of activation and request liaisons to report to the EOC. However, there will be times when it is necessary for the liaisons of primary or secondary agencies to work from the field or their own company operations center. In these cases, they will maintain telephone or radio contact with the EOC and ESF 1.

Upon instructions to activate ESF 1, ESF 1 and supporting agencies will implement their procedures to notify and mobilize all personnel, facilities, and physical resources potentially needed, based on the emergency.

## Response

DEM and ESF 1 will prioritize activities and deploy transportation resources based on information and requests received from the Incident Commander, from ESF 1 primary and supporting agencies, and requests from the other activated ESFs to assist in providing transport of access and functional needs populations, critical emergency response workers, and critical equipment and supplies. First and foremost, decisions and priorities will be based on lifesaving and public safety functions.

Tactical operations will be controlled by the Incident Commander(s) of an event who will communicate the need for additional local or state resources, including requests for transport of personnel or supplies, to the DEM Director, or to the EOC when activated.

Each primary and supporting agency will retain administrative control over its own personnel and resources, but will follow the operational direction of the DEM Director or ESF 1 coordinator, who in turn supports the tactical decisions of the Incident Commander. Resources from outside the county or other jurisdictions will be controlled by protocols outlined in mutual aid agreements and under direct control of the sponsoring agency.

ESF 1 activities will include:

- A. Observe, monitor, and report status of damage to transportation systems and infrastructure as a result of the incident, including the vehicles, equipment and their operators, and roadways.
- B. Identify temporary alternative transportation solutions that can be implemented by others when systems or infrastructure are damaged, unavailable, or overwhelmed.
- C. Participate in the group decision-making process and coordination of the restoration and recovery of the transportation systems and infrastructure.
- D. Maintenance and restoration of normal operations at transportation facilities are primarily the responsibility of the owners of those facilities. Public and private owners of transportation systems are responsible for the maintenance and restoration of their systems and/or equipment. However, ESF 1 endeavors to provide the appropriate assistance and transportation support resources during emergencies as is possible to preserve the safety and well-being of citizens in Lexington Fayette.
- E. Lexington Fayette has mutual aid agreements in place with surrounding jurisdictions to augment critical resources during emergencies. Additionally, there are limited public and/or private sector resources available to provide alternate transportation resources.
- F. All applicable maps of roadways, railways, and gas transmission pipelines, pre-determined evacuation routes, shelters and critical facilities, including transportation staging areas, are kept on file at the EOC.
- G. American Red Cross Wheels will provide transportation for wheelchair and other special needs and relocation of affected populations as required.
- H. Fayette County Public Schools will provide transportation to the extent capable as requested.
- I. Fayette County Sheriff's Office, Lexington Division of Corrections, and Lexington Division of Police will provide crowd control, security measures, roadway assessments, and ingress/egress in areas involved in ESF 1 operations.
- J. Requests for transportation resources will be submitted to the ESF 1 coordinator in the EOC via WebEOC.
- K. The ESF 1 coordinator shall develop and maintain lists of transportation resources that may be needed to respond to and recover from a disaster. These lists are contained in the Emergency Resource List (ERL).
- L. The ESF 1 coordinator will prioritize transportation resources requests.

- M. Transportation resources from both public and private agencies in Lexington Fayette will be utilized.
- N. If requests for transportation services exceed Lexington Fayette's resources, the ESF 1 coordinator shall request additional resources from the EOC Director or the Emergency Operations Manager.
- O. The ESF 1 coordinator may develop and implement schedules for transporting essential Lexington Fayette Urban County Government (LFUCG) personnel to and from their workplaces.
- P. The ESF 1 coordinator shall maintain accurate and complete records of all resources used during an emergency or disaster.
- Q. During a biological incident, the ESF 1 coordinator will direct and coordinate assets for transporting medication from the Strategic National Stockpile staging area to dispensing site locations. Warehouse needs will be coordinated with the ESF 7, ESF 6, and/or ESF 8 coordinators.
- R. If an incident requires an evacuation, the ESF 6 coordinator will provide estimates of the number of people with special needs who require transportation to shelters and/or other special facilities, staging points, central pick up locations, and refueling points.
- S. The Mayor, working through the Public Works Commissioner, will implement the LFUCG snow plan.
- T. Parking may be banned on certain roads and streets to facilitate snow/ice removal.
- U. People with four wheel drive vehicles or snow removal equipment may be identified and screened for possible use during a winter storm.
- V. All requests for aid will be considered evaluating both the risk to those seeking aid and those providing aid.

## Recovery

- A. Contact each transportation agency for initial damage assessment of personnel, equipment, and supplies.
- B. Maintain documentation of all reported damage by transportation agencies.
- C. Continue to provide support as required until response activities are concluded or until they can be managed and staffed by primary incident agency or jurisdictions.
- D. Initiate financial reimbursement process for recovery activities when such support is available.

- E. Assist in recovery operations of the EOC. Supporting agencies will continue to provide necessary emergency transportation, transportation of persons with special needs, transportation of emergency personnel, and transportation of emergency goods and services.

## Responsibilities

### Roadways

- A. Fire and EMS will provide transportation for the medically critical. American Red Cross Wheels will provide transportation for other special needs persons.
- B. LexTran and Fayette County Public Schools will provide general transportation from evacuated areas to shelters, reception centers, and/or Disaster Assistance Centers. They will also assist with movement of first responders to or from the field and provide buses to serve as rehabilitation facilities.
- C. Private trucking companies will be utilized for trucks with refrigeration, large storage requirements, flat beds, or other types of specialized vehicles.

### Rail

The rail systems that travel through Lexington Fayette are part of larger state or regional systems. If an emergency event takes place that affects these systems, and requires an emergency response or a request for special assistance, the owner(s) and KyEM will be notified by the EOC. The owners and KyEM will maintain contact with the EOC for coordination purposes, but the owners are under direct authority of the Kentucky Department of Transportation (KyEM ESF 1 coordinator) and the U.S. Department of Transportation.

### Air Transportation

Setting up a Helicopter Landing Zones (LZ) includes the following:

- A. The minimum area necessary for landing is a 100 feet by 100 feet (1000 square feet).
- B. The LZ should be reasonably level, flat, and free of major obstructions and debris and have a fairly hard surface (sand and fine, loose gravel should be avoided because not only will the helicopter sink into loose surfaces, but the loose material could be scattered violently, causing extensive damage).
- C. Special attention should be given to overhead obstacles, particularly wires, tree limbs, light poles, and radio antennas.

Ideally the LZ should be marked with flares, or light sticks, at each corner (note: extreme care should be taken that the flares are not blown away during the helicopter's

approach).

The owners/operators of air transportation systems in Lexington Fayette will be tasked with providing information and coordination as necessary to the ESF 1 coordinator. The owners/operators include University of Kentucky Medical Center helipad, Bluegrass Airport helipad, the Civil Air Patrol, and Lexington Division of Police.

An emergency event may take place of such magnitude to affect air traffic systems, or require their use in mass evacuation, or import of critical emergency workers, equipment, and supplies. In such an event, KyEM must be notified to contact the Kentucky Department of Transportation, the U.S. Department of Transportation, and the Federal Aviation Administration for direction and control.

## Attachment

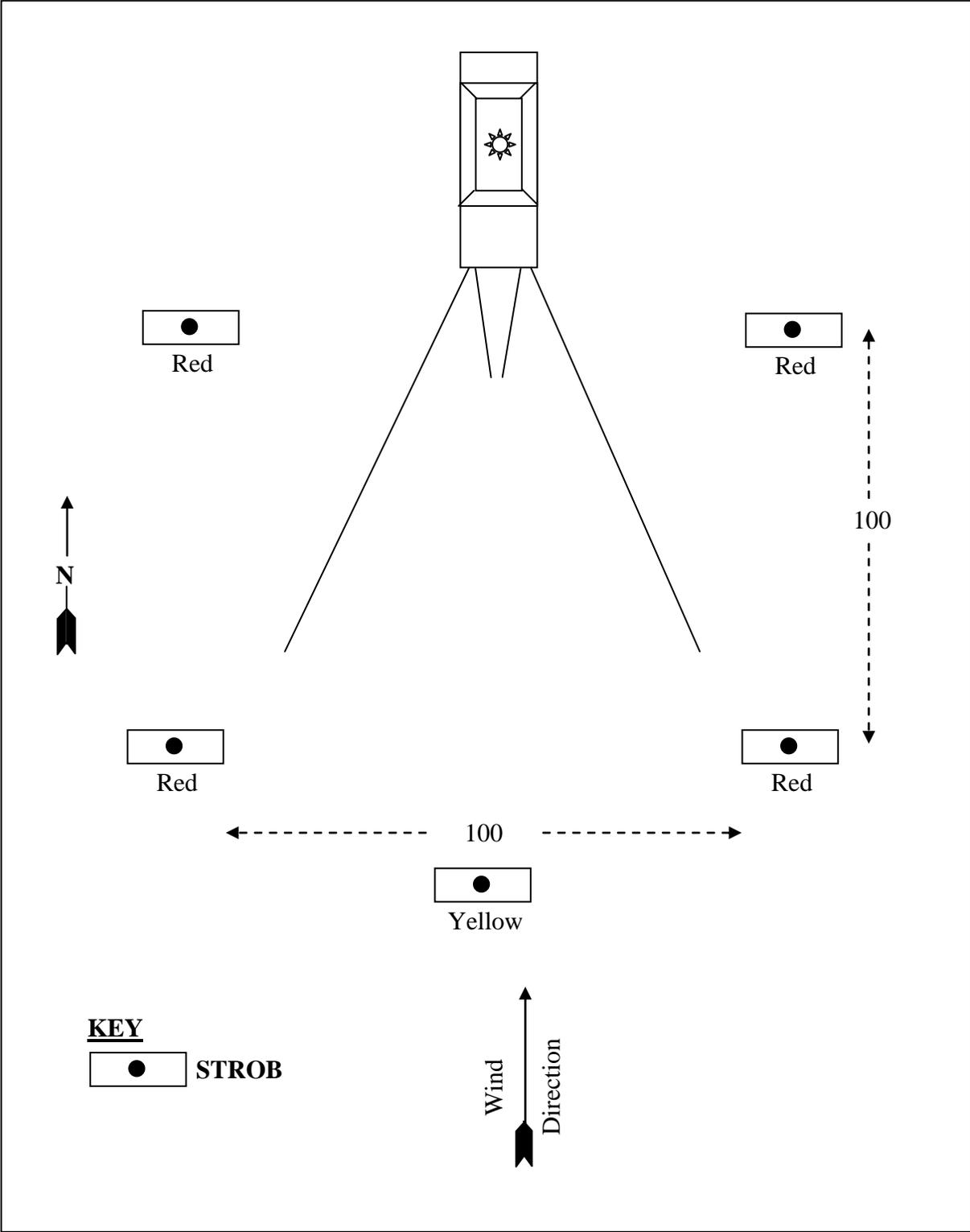
# Potential Helicopter Landing Zones

Designated Landing Zones for Lexington Fayette by Latitude and Longitude

ES Good Barn	N 3801.5	W 8430.5
UK Medical Center	N 3801.8	W 8430.5
St. Joseph Hospital	N 3801.99	W 8431.5
Central Baptist Hospital	N 3801.2	W 8430.7
Bluegrass Field	N 3802.3	W 8436.1
St. Joseph Hospital East	N 3800	W 8426.1

(See next page for Layout of Field Helicopter Landing Zone)

# Layout of Field Helicopter Landing Zone



## References

- A. LFUCG Snow Plan
- B. LexTran Snow Plan
- C. University of Kentucky Emergency Operations Plan
- D. Red Cross/Wheels Emergency Plan
- E. Fayette County Schools Resource Listing
- F. Fayette County Schools Snow Plan

# ESF 2 Communications



**Primary Coordinating Agency**  
Division of Emergency Management



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## Primary Coordinating Agency

The Lexington Division of Emergency Management (DEM) is the primary coordinating agency for Emergency Support Function 2 Communications (ESF 2).

DEM maintains a Manned Interoperable Tactical Operations Center (MITOC) that is mounted in a GMC Suburban vehicle to have significant communications capability and a smaller MITOC unit that is carried in a suitcase to provide mobile communications.

## Local Supporting Agencies

The Lexington Division of Fire and Emergency Services and Lexington Division of Police maintain separate radio systems and dispatch systems.

The Lexington-Fayette Urban County Government (LFUCG) Emergency Operation Center (EOC) will be the primary coordinating agency during periods of declared emergencies for the EOC.

This list of supporting agencies may be shortened or expanded based on the specific needs of each emergency. These agencies maybe primary agencies in other ESFs or support and assist other ESFs during crises. However, they also play critical roles in the communications systems throughout Lexington Fayette whether it is collecting and disseminating or providing and confirming vital information as necessary to ESF 2.

- A. Lexington Division of E911
- B. Lexington Division of Police
- C. Lexington Division of Fire and Emergency Services (FES)
- D. Amateur Radio Emergency System (ARES)
- E. Bluegrass Area Radio Society (BARS)
- F. Windstream
- G. Sprint / AT&T
- H. Lexington Division of Computer Services
- I. United Way/211
- J. LexCall
- K. University of Kentucky Public Safety Communications Center
- L. University of Transylvania Communications Center

During times of crises, local broadcast stations and news publications share a commitment to warn and inform local citizenry of actions that can save lives and protect the environment and property. WUKY FM 91.3 is Lexington's primary broadcast station for the Emergency Alert System.

## State, Regional, and Federal Agencies and Organizations

The Kentucky Division of Emergency Management (KyEM) has access to the following resources:

- A. KyEM Mobile Command Post
- B. Kentucky National Guard (KyNG)
- C. Mobile Communications Group
- D. 41<sup>st</sup> Civil Support Team
- E. Office of Technologies
- M. Kentucky Civil Air Patrol
- F. Kentucky Educational Television
- G. Kentucky Fish and Wildlife
- H. Kentucky Justice and Public Safety Cabinet
- I. Kentucky Cabinet for Health and Family Services
- J. Kentucky Public Service Commission
- K. National Oceanic and Atmospheric Administration/national Weather Service
- L. Federal Emergency Management Agency
- M. National Cyber Security Division

The following emergency telecommunication services are available for local and state government agencies:

A. Government Emergency Telecommunications Service (GETS)

This service consists of a user card that is carried by emergency responders and provides the capability to complete a telephone call through the local Public Switching Telephone Network (PSTN) during times of network congestion due to emergencies and disasters. GETS cards are recommended for all command level staff. All DEM personnel have these cards.

B. Wireless Priority Service (WPS)

This service is added to an existing cell phone and provides priority end-to-end call completion across the wireless network during times of wireless network congestion. WPS is recommended for all command level staff personnel.

C. Telecommunications Service Protection (TSP)

This service can be applied to all voice and data circuits that are deemed critical and ensures priority restoration by the applicable telecommunications provider.

## Purpose

- A. Maintain and coordinate a reliable communications capability for the response to and recovery from any natural or man-made disasters in Lexington Fayette.
- B. E911 is the primary warning point for Lexington Fayette. It provides dispatch services for both the Division of Police and the Division of Fire and Emergency Services (FES).
- C. The coordination and maintenance of an effective communications system or systems for use in emergency or disaster operations.
- D. The coordination and execution of Alert and Warning systems.
- E. The coordination and maintenance of the equipment and the technology used to support communications systems.
- F. The coordination and assignment of communications responsibilities and coordination and assignment of available resources.

## Situations and Assumptions

General policies and assumptions are found in the Basic Plan and are not repeated in this ESF. Only statements specific to Lexington Fayette and to ESF 2 are stated here. Accepted policies and assumptions include, but may not be limited to, the following:

- A. When the EOC is activated, the DEM Communications Officer will lead ESF 2 activities unless otherwise directed by the DEM Director.
- B. In addition to local, regional, state, and federal agencies, ESF 2 informs the population via Alert and Warning systems of emergency events that may be occurring and how best to take action to protect against them.
- C. During times of emergency, the public may report from the field situational awareness information or data useful to emergency response agencies.
- D. Local print and broadcast media will cooperate in warning and informing the public of actions to take during an emergency.

Lexington Fayette Urban County Government agencies and other agencies (both public and private) will use their normal communications systems during an emergency. Support facilities and equipment will be provided through coordination with the EOC and ESF 2.

The Division of Police Communications and Division of FES Communications will maintain adequate spare parts, resources, and plans to ensure operational continuity during a disaster or emergency.

The DEM Director will establish priorities for restoration, if required, of public safety communications resources.

Timely warning of an impending disaster may save lives, prevent injuries and reduce property damage.

LFUCG will use all systems available to provide warnings to the public.

Depending on the severity of the emergency, telephone communication and electrical power may be affected. This may prompt two unrelated actions: (1) door-to-door (route alerting) and/or public address systems to warn the public of impending danger; (2) dependence on internet and social media capabilities to send information to media outlets that can inform the public inside the affected area.

## Direction and Control

ESF 2 complies with the National Response Framework, the National Incident Management System, and uses the Incident Command System (composed of Planning, Operations, Logistics, and Finance/Administration Sections with their standardized

units, teams, positions, forms, and terminology) to manage its emergency/disaster responsibilities. Key to this system is DEM, which functions as the official disaster organization for preparedness, mitigation, response, and recovery within Lexington Fayette. The agency also serves as the focal point for ESF 2 activities. It is responsible for ensuring that all appropriate program departments, supporting agencies, other ESFs, and private voluntary agencies have knowledge about the system and ESF 2 expectations.

The ESF 2 system operates at two levels: EOC and field operations.

All management decisions regarding county and/or regional resource allocation are made at the EOC by the EOC Director/manager in conjunction with the ESF 2 coordinator during emergency activations. Per the Incident Command System structure, the Planning, Logistics, Finance/Administration, and Operations section coordinators, plus staff at the EOC, assist the EOC Manager in achieving the overall mission. Sections, units, teams, staffing levels, etc., are modular and scalable, depending on the type, size, scope, and complexity of the emergency or disaster event.

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. Delegation of mission operational control may be delegated to a management Support Unit, Multi-Agency Coordination Team, or a local entity.

Declaration of a State of Emergency proclaimed by Lexington Fayette County, the State of Kentucky, or the President of the United States may suspend selected rules and regulations that affect support operations.

Each agency is responsible for providing and maintaining its intra-agency communications systems. Methods for interagency communications during a disaster include:

- A. Land line or cellular telephones
- B. Fax machines
- C. Amateur Radio Operators - Bluegrass Amateur Radio Society
- D. Sharing of radio frequencies and equipment between agencies
- E. Face to face communications between agency representatives at the EOC
- F. DEM radio network
- G. Email
- H. Paging systems

- I. Satellite phones - both CSEPP and Kentucky Public Health
- J. Madison County radio
- K. Civil Air Patrol radio
- L. WebEOC
- M. Alertus Beacons

Requests for the augmentation or replacement of communications systems shall be directed to the Communications coordinator.

The ESF 2 coordinator shall be responsible for providing internal and external communications in the EOC, at field command posts, and support locations such as shelters, traffic control points, and medical facilities, etc.

Priorities for allocation of emergency communication will be:

- A. Lifesaving organizations essential to the survival, health, and safety of the population.
- B. Essential industry/commerce/transportation organizations which are needed to maintain military operations and economic stability.

Federal support to this ESF, if requested, will be provided in conformity to ESF 2, Information Technology, and Telecommunications of the National Response Plan.

The DEM Director establishes priorities for restoration, if required, of public safety communications resources.

Division of Police Communications, Division of FES Communications, and LFUCG Information Technology will support the establishment of communications between key facilities that have an integral role in emergency response and recovery under the National Incident Management System. The following are those facilities and general communications requirements:

- A. Communications Systems Linkages.
- B. EOC and local government agencies to include telephone, fax, paging and, when applicable, radio and commercial wireless applications.
- C. Lexington Fayette EOC and State EOC to include telephone and fax and commercial wireless, when applicable.
- D. ESF and Incident Command System field operations to include radio communications.

- E. EOC and area hospitals via BARS/ARES.
- F. Shelters and feeding sites to include radio, telephone, and BARS/ARES.
- G. Distribution sites, staging areas, and disaster resource centers to include radio, telephone, commercial wireless, and BARS/ARES.

## Concept of Operations

### General

ESF 2 is organized consistent with the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System. This structure and system supports incident assessment, planning, procurement, deployment, and coordination of support operations to Lexington Fayette.

Actions initiated by ESF 2 are grouped into the phases of emergency management: prevention, preparedness, response, recovery, and mitigation. Each phase 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.

All operations will be conducted in adherence to Kentucky Occupational Safety and Health Program standards and regulations with life safety issues being a priority.

Procedures, protocols, and plans for disaster response activities provide guidelines for operations at the EOC and in the field. The Emergency Operations Plan (EOP) and corresponding Appendices, Incident Specific Plans, Support Plans, and Standard Operating Procedures that describe ESF 2 capabilities (based on National Planning Scenarios, Universal Task List, and Target Capabilities) are the basis of these guidelines. Periodic training and exercises are also conducted to enhance effectiveness.

DEM maintains the overall ESF 2 Plan and accompanying Attachments and References that govern response actions related to emergencies. Supporting agencies shall develop and maintain their own similar documents for internal use, which must be compatible with, and in support of, the overall EOP. All such documents will be in compliance with the National Response Framework, the National Incident Management System, the Incident Command System, and the EOP.

### Preparedness

Actions and activities that develop communications response capabilities may include planning, training, orientation sessions, and exercises for ESF 2 personnel (i.e., county, state, regional and federal) and other ESFs that will respond with ESF 2. This involves the active participation of local interagency preparedness organizations, which

collaborate in such activities on a regular basis. Local agencies will jointly address planning issues on an ongoing basis to identify response zones, potential staging areas, potential medical facilities, and the maintenance and future development of specialized teams. Initiatives also include the following:

- A. Conduct planning with ESF 2 supporting agencies and other ESFs to refine communications operations.
- B. Develop and refine procedures for rapid impact assessment per field surveys.
- C. Conduct training and exercises for EOC and communications response team members.
- D. Prepare and maintain emergency operating procedures, resource inventories, personnel rosters, and resource mobilization information necessary for implementation of the responsibilities of the lead agency.
- E. Manage inventory of equipment and other pre-designated assets that are essential to meet the requirements of special needs groups.
- F. Maintain a list of ESF 2 assets in compliance with the NIMS resource typing that can be deployed during an emergency. These assets will be organized in the Emergency Resource List (ERL).
- G. Assign and schedule sufficient personnel to implement ESF 2 tasks for an extended period of time.
- H. Ensure lead agency personnel are trained in their responsibilities and duties.
- I. Develop and implement emergency response and communications strategies.
- J. Develop and present training courses for ESF 2 personnel.
- K. Maintain liaison with supporting agencies.
- L. Conduct All Hazards exercises involving ESF 2.
- M. Development and maintenance of a resource management system including an inventory tracking system and a resource request system.
- N. Coordination of county assets to best meet the demands of Incident Action Plans as set forth by the Emergency Planning Section (ICS command structure) or DEM Director.

## Mitigation

ESF 2 will perform the following:

- A. Maintain and improve communications infrastructure.
- B. Provide personnel with the appropriate expertise to participate in activities designed to reduce or minimize the impact of future disasters.

## Alert and Notification

E911 will notify the DEM Director and the primary on-call person when the county or an area of the county has been threatened or impacted by an emergency or disaster event.

E911 or DEM will initiate ESF 2 notification using the Emergency Notification System. E911 will request, as directed by DEM, assistance from the primary on-call person to staff the ESF 2 position in the EOC on a 24-hour basis.

Upon instructions to activate ESF 2, ESF 2 and supporting agencies will implement their procedures to notify and mobilize all personnel, facilities, and physical resources potentially needed, based on the emergency.

## Response

- A. Coordinate operations at the ESF 2 position in the EOC and/or at other locations as required.
- B. Coordinate needs and response actions with each response agency.
- C. Establish and maintain a system to support on-scene direction and control and coordinate with the EOC, State EOC, or other coordination entities as appropriate.
- D. Establish mutual aid procedures for interoperable communications and other communication resources.
- E. Implement Disaster Assessment Teams to determine post-event effect on Monitor and direct communication resources and response activities to include pre-positioning for response/relocation due to the potential impact(s) of the emergency situation.
- F. Participate in EOC briefings, development of Incident Action Plans and Situation Reports, and attend meetings.
- G. Coordinate with supporting agencies, as needed, to support emergency activities.

- H. Obtain other resources through KyEM, ESF 2, ESF 7, or through an agency that Lexington has a mutual aid agreement.
- I. Coordinate all resources into the affected areas from designated staging areas.
- J. Coordinate with other jurisdictions' ESFs or like function to obtain resources and facilitate an effective emergency response among all participating agencies.
- K. Initiate the Emergency Alert System (EAS) to include the Integrated Public Alert Warning System (IPAWS). EAS/IPAWS messages can be broadcast from the Madison County EOC by the Communications Officer and are also faxed to broadcast stations to verify the information for them. For assistance, and as a backup to ensure broadcast stations receive the information, the ESF 15 coordinator ensures EAS/IPAWS messages are emailed to broadcast stations and to the media. If necessary, DEM has the 24-hour capability in the EOC to override cable programming and broadcast EAS/IPAWS messages directly over the airwaves. The capability to initiate the EAS/IPAWS also exists at the E911 Center and the alternate Lexington Fayette EOC location (in the event the EAS/IPAWS messages cannot be initiated from the Lexington Fayette EOC or by the Communications Officer).

Alert and Warning Systems and Methods			
System or Tool	Initiated Primarily by	Communicates to	Task Accomplished
Alert and Warning Roster	EOC, E911	First Response and Supporting agencies	Early Warning
Emergency Notification System (Communicator NXT)	EOC, E911	First Response and Supporting agencies Public	Early Warning Early Warning and Immediate Warning
Outdoor Sirens	E 911-EOC	Public	Early Warning – CSEPP, Natural or Man made
1620 AM Radio Lexington	EOC, NOAA	Public	Early Warning – CSEPP, Natural or Man made
Emergency Alert System/ Integrated Public Alert and Warning System	EOC, E911	EAS/IPAWS Broadcast Stations, Media , Public	Early Warning and Immediate Warning
BGANS	Blue Grass Army Depot	CSEPP County EOCs and/or 24 hour warning points, and KyEM EOC	Early Warning and on-going Emergency Communication
Satellite Phone – CSEPP	Blue Grass Army Depot EOC, CSEPP County EOCs and KyEM EOC	CSEPP County EOCs and/or 24 Hour Warning Points and KyEM EOC	
Satellite Phone – Public Health	EOC Medical Group	Hospitals/ KY State Public Health	
Alertus Beacons	EOC, NOAA	Public Venues	Early Warning
American Pagers Messaging	Lexington Fire	First Response and Support Personnel	Immediate Warning Fayette

Communications System and Methods		
System or Method	Used by	Agency or Public Use
E911	All	Agency and Public
800 MHz	Fayette County First Response Lexington Fire and Partners	Agency
Telephone (landline and cell)	All	Agency and Public
Emergency Notification System (Communicator NXT)	DEM, E911	Agency and Public
Fax	Fayette County First Response Agencies and partners	Agencies and Media
Internet	All	All
WebEOC	DEM, KyEM, Partners	Agency
Madison County 800 MHz	CSEPP Community	CSEPP Community
WebPuff	CSEPP Community	CSEPP Community
EAS/IPAWS	DEM/ EOC, E911	Public
HAM Radio	ARES , BARS	Agency and Public
Satellite Phone	EOC Medical Group	Agency
Police (VHF)	Lexington Police	Agency
National Guard (VHF)	State EOC and State Police	Agency
Satellite Phone	CSEPP Community	Agency

## Recovery

- A. Continue to communicate protective actions to take for personal protection as necessary to the public.
- B. Communicate ongoing emergency information and/or the transition to normal operations to the public.
- C. Report initial damage assessment of assets and communications infrastructure as necessary following an emergency.
- D. Provide support, liaison, and coordination for restoration of impacted communications infrastructure due to the emergency or disaster.
- E. Facilitate the coordinated recovery of damaged systems and applications, including Information Technology, whether from cyber attack or other cause.
- F. Demobilize resources and deactivate the ESF 2 function upon direction from the coordinating agency.
- G. Participate in After-Action meetings and in the development of the After-Action Report inclusive of corrective actions and due dates.
- H. Continue to work with DEM and all other departments and agencies throughout the stabilization and recovery period.
- I. Assist primary and coordinating agencies as needed.
- J. Contact each Public Safety Answering Point (PSAP) for initial damage assessment of personnel, equipment, and supplies.
- K. Maintain documentation of all reported damage by PSAPs.
- L. Continue to provide support as required until response activities are concluded or until they can be managed and staffed by the primary incident agency or jurisdiction(s).
- M. Accumulate damage information obtained from assessment teams, the telecommunications industry, and other local government and state agencies.
- N. Query wireless providers and local media for damage reports.
- O. Contact other ESFs to determine their communications requirements.
- P. Assess the need for, and obtain, telecommunications industry support as required.

- Q. Prioritize the deployment of services based on available resources and critical needs.
- R. Prepare and process reports using established procedures, focusing specific attention to the production of After Action Reports.
- S. Coordinate communications support to all governmental, quasi-governmental, and volunteer agencies as required.

## Responsibilities

### A. E911 Communications

1. Provide and maintain communications during an emergency.
2. Provide the EOC updates on the potential impacts of damage to communications systems, resource shortfalls, and potential impacts on accomplishing the ESF 2 mission.
3. Maintain an inventory of personnel, equipment, and vendors that will be used in the restoration of services.

### B. Computer Services

Computer services provide support for computers and networking systems in the EOC and other field locations.

### C. Lexington Division of Fire

Fire maintains fire dispatch, the secondary 911 system, and the 800 MHz radio system including the DES stations. Fire can deploy its mobile command post.

### D. General Services

Lexington Division of General Services supports telephone systems in the EOC.

### E. KyEM

KyEM provides communications support through its EOC, 24-hour warning point, BGANS, and WebPuff.

### F. Lexington Division of Police

1. Operate the E911 system, Communications Center, and mobile communications van.
2. Provide security for communications facilities and sites.

3. Serve as an overflow mechanism via 311 for information and non-emergent requests from the public.

G. Amateur Radio/Bluegrass Amateur Radio Society (BARS)

BARS consist of amateur radio operators mobilized to provide additional communications.

H. Amateur Radio Emergency Services (ARES)

ARES provides communications at shelters, feeding sites, distribution centers, disaster resource centers, and other sites as appropriate.

I. Time Warner Cable and other private vendors

These vendors provide hardware, infrastructure, and software support necessary to maintain their respective communication networks.

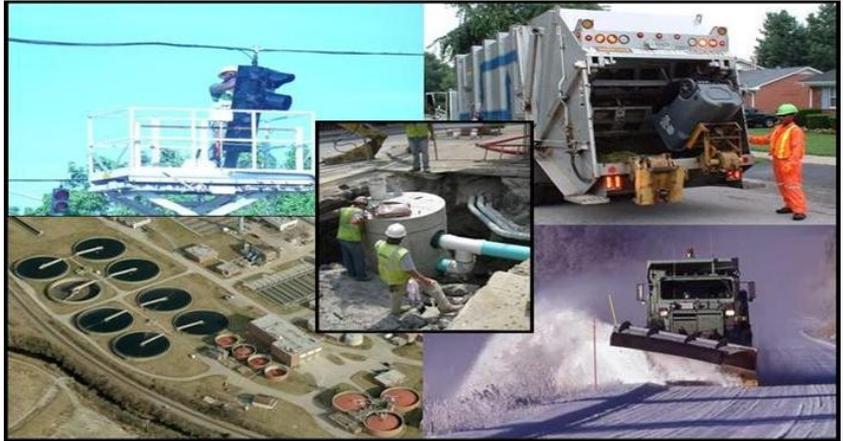
J. National Weather Service

NWS provides broadcast capability through EAS.

K. United Way

The United Way provides an overflow mechanism via 211 for information and non-emergent requests from the public.

# ESF 3 Public Works



Primary Coordinating Agency

Department of Environmental Quality and Public Works



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## Primary Coordinating Agency

The Department of Environmental Quality and Public Works is the primary coordinating agency that will provide staff to serve in the Emergency Operations Center (EOC) to coordinate Emergency Support Function 3 Public Works (ESF 3) activities.

The Lexington Division of Emergency Management (DEM) develops and maintains the overall ESF 3 Plan and accompanying Appendices and Standard Operating Procedures that govern response actions related to emergencies. Supporting agencies shall develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan (EOP). All such documents will be in compliance with the National Response Framework, the National Incident Management System, and the Incident Command System.

During an emergency or disaster, the EOC will coordinate resources from supporting agencies.

## Local Supporting Agencies

Supporting agencies will provide assistance to ESF 3 with services, staff, equipment, and supplies that complement the entire emergency response effort as the EOC addresses the consequences generated by the hazards that may impact Lexington Fayette (i.e., severe weather, environmental biological, terrorism, technological, etc.). Services and resources are subject to change.

Supporting agencies are responsible for frequently updating their resource capabilities with ESF 3 in Lexington Fayette. ESF 3 is often interdependent with ESF 1 and ESF 12. The following is a list of local supporting agencies (this list is not inclusive of all agencies that may be utilized to support this function):

- A. Lexington Division of Waste Management
- B. Lexington Division of Water Quality
- C. Lexington Division of Streets and Roads
- D. Lexington Division of Engineering
- E. Lexington Division of Parks and Recreation
- F. Lexington Division of Environmental Policy
- G. Lexington Division of Computer Services
- H. Private sector construction and engineering firms

## State, Regional, and Federal Agencies and Organizations

- A. Kentucky Division of Emergency Management (KyEM)
- B. Kentucky Transportation Cabinet District 7
- C. Kentucky Energy and Environment Cabinet – Division of Water, Division of Waste Management
- D. Kentucky Department for Public Health
- E. Kentucky Water/Wastewater Agency Response Network (KyWARN)
- F. Kentucky Department of Housing, Buildings, Construction
- G. United States Army Corps of Engineers
- H. Natural Resource Conservation Service
- I. Federal Emergency Management Agency (FEMA)

## Purpose

The purpose of ESF 3 is to provide public works coordination and support services in support of emergency events in Lexington Fayette. ESF 3 can provide personnel and resources to support preparedness, response, recovery, and mitigation in support of the primary emergency management objectives. ESF 3 will evaluate infrastructure damage and coordinate emergency debris cleaning of essential roads within Lexington Fayette. ESF 3 will also coordinate emergency contracting, engineering services, and demolitions. ESF 3 will allocate debris clearing and public works equipment and process all requests for needs and donations of public works and debris clearing equipment. ESF 3 resources are used when individual agencies are overwhelmed.

ESF 3 priorities include, but are not limited to, the following:

- A. Infrastructure protection and emergency restoration, including road systems, wastewater and sanitation systems, and other vital utilities and utility systems.
- B. Structural inspections to ensure the safety of responders and emergency workers.
- C. Private and public property damage assessments.
- D. Construction and engineering technical advice and evaluations to prioritize the use of resources in response and restoration activities.

- E. Debris management, including the clearance of critical routes used for emergency response, and for emergency relocation and/or evacuation.

## Situations and Assumptions

General situations, assumptions, and policies are found in the Basic Plan and are not repeated in this ESF. Only statements specific to ESF 3 are stated here:

- A. Most disasters occur with little or no warning; however, ESF 3 may be activated when there is imminent threat or advance warning of floods, winter storms, tornadoes, etc.
- B. Essential resources (personnel, vehicles, fuel, critical supplies, heavy equipment, etc.) may be pre-positioned and readied for activation when an area is under imminent threat. Essential resources (personnel, vehicles, fuel, critical supplies, heavy equipment, etc.) will be relocated for safety if they are in an area under imminent threat.
- C. Emergencies can quickly reach a magnitude that require additional resources from local, state, federal, or other organizations through mutual aid agreements. Requests for additional assistance from outside of Lexington Fayette will be made through and by ESF 7 to KyEM or with organizations with which Lexington Fayette and/or coordinating agencies have mutual aid agreements.
- D. Additional assistance from public and private entities may be needed to complete all assigned tasks for ESF 3 to include debris clearance, damage assessments, structural evaluations, repairs to public facilities, and meeting basic health needs.
- E. Lexington Fayette Urban County Government (LFUCG) agencies, as well as volunteer organizations and private companies with assigned ESF 3 responsibilities, have their own plans and procedures. This ESF is not designed to replace those plans and procedures but to complement and support them.
- F. ESF 3 primary and supporting agencies will assist law enforcement, fire, and search and rescue in monitoring, clearing, and maintaining transportation routes for relocation and evacuation and as critical lifeline routes for emergency medical personnel.
- G. ESF 3 primary and supporting agencies will assist law enforcement, fire, and search and rescue by determining the safety and/or making safe structural environments prior to entry and use by emergency responders. This includes buildings, roadways, bridges, dams, towers, etc.

## Direction and Control

DEM functions as the official disaster organization for preparedness, mitigation, response, and recovery. The EOC serves as the central location for interagency coordination and multijurisdictional executive decision-making, including all activities associated with ESF 3. DEM is also responsible for coordinating critical resource management during emergencies and disasters and will assist in the acquisition of alternate emergency resources from outside of Lexington.

DEM and the designated coordinator(s) for ESF 3 activities will prioritize and deploy resources based on information and requests received from the Incident Commander, from ESF 3 primary and supporting agencies, and from the other activated ESFs to assist in providing assessment and safety surety of critical infrastructure and utilities, and/or clearance and restoration of vital infrastructure systems to ensure public safety and health. First and foremost, decisions and priorities will be based on lifesaving and public safety functions.

Tactical operations will be controlled by the Incident Commander(s) of an event who will communicate the need for additional local or state resources, including requests for transport of personnel or supplies to the DEM Director or to the EOC when activated.

Each primary and supporting agency will retain administrative control over its own personnel and resources but will follow the operational direction of the DEM Director or ESF 3 coordinator who in turn supports the tactical decisions of the Incident Commander.

Resources from outside the county or other jurisdictions will be controlled by protocols outlined in mutual aid agreements and under direct control of the sponsoring agency.

- A. ESF 3 complies with the National Response Framework, the National Incident Management System, and uses the Incident Command System (composed of Planning, Operations, Logistics, and Finance/Administration sections with their standardized units, teams, positions, forms, and terminology) to manage its emergency/disaster responsibilities. It is responsible for ensuring that all appropriate program departments, supporting agencies, other ESFs, and private voluntary agencies have knowledge about the system and ESF 3 expectations.
- B. The ESF 3 system operates at two levels: the EOC and field operations. It operates within the EOC and staffs a Department Operations Center (DOC) and field staff.
- C. All public works service decisions regarding county and/or regional resource allocation are made at the EOC by the ESF 3 coordinator during emergency activations.
- D. In accordance with a mission assignment from ESF 3 and further mission tasking by the Commissioner of Environmental Quality and Public Works, each support

organization assisting in an ESF 3 assignment will retain administrative control over its own resources and personnel but will be under the operational control of ESF 3. Delegation of mission operational control may be delegated to a management support unit, multi-agency coordination team, or a local entity.

## Concept of Operations

### General

- A. ESF 3 is organized consistent with the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System. This structure and system supports incident assessment, planning, procurement, deployment, and coordination of support operations to Lexington Fayette.
- B. All operations will be conducted in adherence to Kentucky Occupational Safety and Health Program standards and regulations with life safety issues being a priority.
- C. Procedures, protocols, and plans for disaster response activities provide guidelines for operations at the EOC and in the field. The EOP and corresponding Appendices, Incident Specific Plans, Support Annexes, and Standard Operating Procedures that describe ESF 3 capabilities (based on National Planning Scenarios, Universal Task List, and Target Capabilities) are the basis of these guidelines. Periodic training and exercises are also conducted to enhance effectiveness.
- D. When an event requires a specific type or response mode, technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with skills relevant to the type of event. The individual will advise and/or direct operations within the context of the Incident Command System structure.
- E. Once a Presidential Disaster Declaration has been issued, KyEM will request federal assistance through FEMA, if required. Federal aid in the form of both direct assistance and grants for governmental or contractual debris removal services may be available.
- F. Generally, assistance will not be provided directly to an individual or private organization, or to an eligible applicant for reimbursement of individual or private organization, for the cost of removing debris from their own property. Exceptions to this provision are:
  - 1. Private, non-profit organizations operating eligible facilities.
  - 2. The debris is life threatening or endangers the health, safety, or welfare of the private entity.

- G. Protect and/or provide emergency restoration of potable water and wastewater systems and coordinate the procurement of potable water (when applicable).
- H. Provide technical advice, expertise and evaluation of critical structures and infrastructure systems affected by an emergency event, including government and/or public buildings, dams, bridges, roads, communications systems (i.e. towers), and water and sanitation systems.
- I. Determine the safety of critical infrastructure and the necessity of emergency demolition or emergency stabilization. Support emergency clearance of debris for inspection of damaged areas and passage of emergency personnel, supplies, and equipment for lifesaving and public health.
- J. DEM maintains the overall ESF 3 Plan and accompanying Attachments and References that govern response actions related to emergencies. Supporting agencies shall develop and maintain their own similar documents for internal use which must be compatible with, and in support of, the overall EOP. All such documents will be in compliance with the National Response Framework, the National Incident Management System, the Incident Command System, and the EOP.

## Preparedness

Actions and activities that develop public works service response capabilities may include planning, training, orientation sessions, and exercises for ESF 3 personnel (i.e., county, state, regional, and federal) and other ESFs that will respond with ESF 3.

Local agencies will jointly address planning issues on an ongoing basis to identify response zones, potential staging areas, potential medical facilities, and the maintenance and future development of specialized teams. Initiatives also include the following:

- A. Coordinate with ESF 5 to assess potential damage, loss of functionality of essential facilities, and volume of debris (by category) to scale missions requirements for each function under ESF 3.
- B. Identify anticipated resource shortfalls.
- C. Prepare and maintain emergency operating procedures, resource inventories, personnel notification systems, and resource mobilization information necessary for implementation of the responsibilities of the lead agency.
- D. Ensure lead agency personnel are trained in their responsibilities and duties.
- E. Develop and present training courses for ESF 3 personnel and develop protocols for frequently provided services.
- F. Maintain liaison with supporting agencies.

- G. Conduct vulnerability analyses at critical facilities and make recommendations to improve physical security.
- H. Conduct all hazards exercises involving ESF 3.
- I. Annually update and maintain inventory of personnel, vehicles, and equipment to be used during the preparation, response, and recovery phases of an emergency or disaster.
- J. Preparation and maintenance of a list of personnel to ensure that the 24-hour staffing needs are met to facilitate the restoration of vital infrastructure.
- K. Maintain a list of construction contractors and engineering firms with active contracts who would be available for infrastructure repairs.
- L. Prioritize and implement emergency clearing of debris from transportation routes to provide access for emergency response personnel, equipment, and supplies in areas affected by an emergency or disaster.
- M. Prioritize and implement the clearing, repair, or reconstruction of transportation facilities (i.e., streets, roads, bridges, ports, waterways, airfields) necessary to restore transportation capabilities.
- N. Develop and maintain a list of debris removal resources such as dump trucks, front loaders, bulldozers, cranes, etc., in the Emergency Resource List (ERL). This list will contain details such as type of equipment, contact names and phone numbers, costs, and availability.

## Mitigation

ESF 3 will perform the following:

- A. Identify and seek funds for retrofitting critical facilities and providing auxiliary power.
- B. Provide personnel with the appropriate expertise to participate in activities designed to reduce or minimize the impact of future disasters, such as the local mitigation strategy group.

## Alert and Notification

DEM functions as the official disaster organization for preparedness, mitigation, response, and recovery within Lexington Fayette. The DEM Director will activate ESF 3 and notify the ESF 3 coordinator when an event, or threat of an imminent event, may result in the need for relocation/evacuation of Lexington Fayette citizens. The EOC will serve as the central location for interagency coordination and multijurisdictional executive decision-making, including all activities associated with ESF 3.

The EOC will be activated, as will ESF 3, upon the direction of the Mayor of Lexington, Chief Administrative Officer, Commissioner of Public Safety, or the DEM Director. The DEM Director may make the decision to selectively activate ESF 3 agencies based on the type of threat, event, or incident. DEM will notify ESF 3 primary and supporting agencies of activation and request liaisons to report to the EOC. However, there will be times when it is necessary for the liaisons of primary or secondary agencies to work from the field or their own company operations center. In these cases, they will maintain telephone or radio contact with the EOC and ESF 3.

Upon instructions to activate ESF 3, ESF 3 and supporting agencies will implement their procedures to notify and mobilize all personnel, facilities, and physical resources potentially needed, based on the emergency.

## Response

- A. A critical function during disaster recovery is debris removal from roadways. Until debris is cleared from the county's thoroughfares, other vital recovery functions cannot be pursued. Roadways must be cleared to allow search and rescue teams into damaged areas, to open access to hospitals, utilities and emergency response agencies, and to permit damage assessment teams to pursue their surveys.
- B. Coordinate operations between the DOC, the EOC, and/or other locations as required.
- C. Establish mutual aid procedures for additional resources.
- D. Implement Damage Assessment Teams to determine post-storm impact to infrastructures.
- E. Pre-position response resources when it is apparent that environmental quality and public works resources will be necessary.
- F. Relocate environmental quality and public works resources when it is apparent that they are endangered by the likely impacts of the emergency situation.
- G. Monitor and direct environmental quality and public works resources and response activities.

- H. Participate in EOC briefings, assist in the development of Incident Action Plans and Situation Reports, and attend meetings.
- I. Coordinate with supporting agencies, as needed, to support emergency activities.
- J. Obtain state resources through the Commonwealth EOC and coordinate all resources into the affected areas from designated staging areas and response among all participating agencies.
- K. Implement other lifesaving functions such as flood control measures, closing dangerous roadways, and similar requests.
- L. During the response phase, ESF 3 will evaluate and analyze information regarding public works related requests. ESF 3 will develop and update assessments of the status in the impact area and will do contingency planning to meet anticipated demands and needs. ESF 3 will staff and operate a NIMS compliant command and control structure as needed.
- M. Continually analyze affected areas to determine priorities and emergency repair, procedures, and assign appropriate personnel and equipment.
- N. Work with appropriate government and nongovernmental organizations to maximize use of all available resources.
- O. Conduct debris removal and disposal operations.
- P. Establish priorities to repair damaged roadways, water systems, sanitation systems, and other vital infrastructure and buildings, coordinate the provision of temporary, alternate, or interim critical services, such as potable water.
- Q. Conduct situational and periodic assessments.
- R. Plan for future operational periods.

## Recovery

- A. Continue to provide support as required until response activities are concluded or until they can be managed and staffed by the primary incident agency or jurisdiction.
- B. Continue to provide support as required to support the recovery phase.
- C. Initiate financial reimbursement process for these activities when such support is available.

- D. The Lexington Division of Solid Waste will be 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.
- E. There are local and regional sources of assistance in debris removal. Private firms may be contracted for this task. DEM will contract for this assistance if required and firms are available. The debris management firm would have several duties and responsibilities. One duty would include the management of individual debris hauling/removal contractors selected through a competitive bid process. Another duty would be the training and management of debris monitors. The debris management firm would also be responsible for the preparation and retention of all appropriate documentation necessary to meet local, state, and federal reporting guidelines.
- F. Humanitarian organizations may be available to provide assistance. The ESF 6 coordinator will coordinate this kind of assistance. In order for the debris clearance task to progress in a timely manner, critical equipment must be available in sufficient numbers and must be kept in operational condition.
- G. Implement mitigation steps to protect roadway systems, waterways systems, water and sanitation systems, and critical structures when imminent threats are present (floods, severe storms, etc.).

## Responsibilities

- A. Commissioner of Environmental Quality and Public Works
  - 1. Assign staff to serve in the EOC as the ESF 3 coordinator.
  - 2. Coordinate debris disposal generated from roadways. A major disaster will generate large quantities of debris from damaged homes and businesses. The total amount of debris may exceed the capacity of existing disposal sites. Accordingly, the department may have to seek alternatives such as opening emergency sites for the landfill and/or burning of debris. The department will be requested to seek necessary permits/waivers from the State Department of Environmental Protection.
- B. Parks and Recreation

Provide staff for assistance with debris and snow removal and conduct damages assessment for parks facilities.
- C. Division of Fleet and Facilities Maintenance

Provide vehicle maintenance and service to other divisional vehicles.
- D. Division of Engineering

Provide staff to assist with inspection of bridges, pedways, and other critical infrastructure.

#### E. Division of Water Quality

1. Provide damage assessment information on the two wastewater treatment plants, sanitary sewer pump stations and infrastructure, and report the results to the Planning Chief and the ESF 3 coordinator.
2. The ESF 3 coordinator will determine the priority of repair and/or replacement activities to restore the sewer systems. The coordinator will submit initial and updated reports on the status of the sewer systems to the EOC Operations Manager and EOC Director.
3. If the sanitary sewer system is inoperable, temporary toilet facilities will be provided as needed.
4. Use of the sanitary sewer system may be restricted to disposal of waste only. Other uses of the system (bathing, laundry, etc.) may be limited or not allowed.
5. Provide staff to assist with debris and snow removal.
6. Provide staff and equipment to pump sewage out of habitable areas.

#### F. Division of Waste Management

1. Provide staff and equipment for debris disposal.
2. Provide trash and recycling containers at incident and/or command locations.
3. Provide alternate disposal methods for the impacted area.

#### G. Division of Streets and Roads

1. Provide staff and equipment for snow removal, debris removal, and other activities as identified.
2. Schedule for the collection of debris developed and implemented.
3. Establish temporary debris storage sites identified and guidelines for the disposal of debris developed and implemented.
4. Conduct damage assessment surveys of infrastructure, bridges, overpasses, pedways, public buildings, residences, and other structures, as needed, to determine safety and structural integrity in accordance with ESF 14.

5. The Division of Streets and Roads Director, or designee, will assess the status of the storm water system and report the results to the Planning Chief and the ESF 3 coordinator.

#### E. Damage Control

The ESF 3 coordinator will develop and implement tactical operations to limit or control damage to the infrastructure during and after a disaster.

# ESF 4 Fire



Primary Coordinating Agency

Lexington Division of Fire and Emergency Services



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## Primary Coordinating Agency

The Lexington Division of Fire and Emergency Services (FES) is the primary coordinating agency and will provide staff to serve in the Emergency Operations Center (EOC) to coordinate Emergency Support Function 4 Fire (ESF 4) activities.

The basic role of government is to provide services that are not available via the private sector or an individual acting on its behalf. Generally, local governments cannot feasibly finance special services to operate only during a disaster and remain dormant at other times. Lexington Fayette must rely primarily on existing emergency response service agencies augmented by business and citizen volunteers to meet wide scale disaster situations.

ESF 4 can provide personnel and resources to support preparedness, mitigation, response, and recovery in support of the primary emergency management objectives. ESF 4 resources are used when individual agencies are overwhelmed and additional fire service assistance is requested.

The Lexington Fayette Division of Emergency Management (DEM) develops and maintains the overall ESF 4 Plan and accompanying Attachments and References that govern response actions related to emergencies. Supporting agencies shall develop and maintain their own similar documents for internal use which must be compatible with, and in support of, the overall Emergency Operations Plan (EOP). All such documents must be compliant with the National Response Framework, National Incident Management System, and Incident Command System.

Firefighting requires fire companies and equipment to be decentralized. FES is the largest manpower/equipment resource trained and ready for use during a disaster. Although the decentralized nature of firefighting is clearly recognized, a large wide-area disaster dictates coordination on an inter-jurisdictional basis.

A fire disaster affecting a large area and/or population is similar (not in magnitude) to emergencies that the fire service responds to routinely. It will be necessary to summon resources from other areas where firefighting capability has not been committed prior to the depletion of local resources and fire containment. Available resource locations include surrounding counties.

The purpose of this plan is to provide a mechanism for use of those resources for fire suppression on an inter-jurisdictional basis.

## Local Supporting Agencies

During an emergency or disaster event, the EOC ESF 4 coordinators will coordinate resources from the following supporting agencies:

- A. Bluegrass Airport Public Safety

- B. Lexington Division of Police
- C. Kentucky American Water Company
- D. DEM/Community Emergency Response Team (CERT)
- E. Bluegrass Chapter American Red Cross
- F. Fayette County Coroner
- G. LexTran

## State, Regional, and Federal Agencies and Organizations

- A. The Kentucky Fire Commission when activated as ESF 4 will manage the delivery of fire and fire prevention services using all fire resources within the Commonwealth. The Kentucky Fire Commission will assist in the planning for, tracking of, and delivery to, areas of need all fire resources requested from out of state agencies as well as those fire resources conducting mutual aid within the Commonwealth.
- B. Commercial entities with specialized firefighting crews that operate on a regional basis and which may have primary firefighting responsibilities during emergencies involving utilities, public works, railroads, and gas transmission lines.
- C. State, regional, or federal fire departments that have Memorandums of Agreement (MOA) with local firefighting departments.
- D. Kentucky Division of Forestry
- E. Kentucky Justice and Public Safety Cabinet
- F. Kentucky National Guard
- G. U.S. Department of the Army
- H. U.S. Department of the Interior
- I. U.S. Department of Agriculture
- J. Tennessee Valley Authority
- K. R.J. Corman Railroad
- L. Blue Grass Army Depot Fire Department

## M. Kentucky Civil Air Patrol

### Purpose

The purpose of ESF 4 is to provide protection of life and property and conduct rescue operations through fire suppression, response, and mitigation, and to provide fire service coordination and support services for emergency events in Lexington Fayette. ESF 4 resources are used when individual agencies are overwhelmed and additional fire service assistance is requested.

### Situations and Assumptions

General situations, assumptions, and policies are found in the Basic Plan and are not repeated in this ESF. Only statements specific to ESF 4 are stated here:

- A. Emergencies requiring an ESF 4 response could reach a magnitude that requires additional resources from local, regional, state, federal, or other organizations through mutual aid agreements.
- B. Urban, rural, and wildland fires may result from, or occur simultaneously with, other significant emergencies or disasters that can cause large damaging fires.
- C. FES is trained in urban, rural, and wildland firefighting methods.
- D. ESF 4 has the potential of being activated for other reasons than fire such as weather related emergencies, natural disasters, search and rescue, chemical emergencies, biological emergencies, terrorist activities, and other public endangerment situations. In these situations, FES supports the lead agencies and abides by existing mutual aid agreements and the Incident Command structure.
- E. Efficient and effective mutual aid among various local firefighting departments, jurisdictions, state, and federal agencies will require the use of the National Incident Management System, compatible equipment, and interoperable communications.

### Direction and Control

ESF 4 complies with the National Response Framework, the National Incident Management System, and uses the Incident Command System (composed of Planning, Operations, Logistics, and Finance/Administration sections with their standardized units, teams, positions, forms, and terminology) to manage its emergency/disaster responsibilities. Key to this system is DEM which functions as the official disaster organization for preparation, mitigation, response, and recovery within Lexington Fayette. It is responsible for ensuring that all appropriate program departments, supporting agencies, other ESFs, and private voluntary agencies have knowledge about the system and ESF 4 expectations.

- A. The ESF 4 system operates at two levels: the EOC and field operations.
- B. All management decisions regarding county and/or regional resource allocation are made at the EOC by the ESF 4 coordinator during emergency activations.
- C. 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. Mission operational control may be delegated to a management support unit, multi-agency coordination team, or a local entity.

## Concept of Operations

### General

- A. ESF 4 is organized consistent with the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System. This structure and system supports incident assessment, planning, procurement, deployment, and coordination of support operations to Lexington Fayette.
- B. All operations will be conducted in adherence to Kentucky Occupational Safety and Health Program standards and regulations with life safety issues being a priority.
- C. Procedures, protocols, and plans for disaster response activities provide guidelines for operations at the EOC and in the field. The EOP and corresponding Appendices, Incident Specific Plans, Support Plans, and Standard Operating Procedures (SOPs) that describe ESF 4 capabilities (based on National Planning Scenarios, Universal Task List, and Target Capabilities) are the basis of these guidelines. Periodic training and exercises are also conducted to enhance effectiveness.
- D. A large event requiring regional, state, and/or interstate mutual aid assistance will require ESF 4 implementation. ESF 4 will coordinate with supporting agency counterparts to seek and procure, plan, coordinate, and direct the use of any required assets.
- E. Throughout the response and recovery periods, ESF 4 will evaluate and analyze information regarding fire detection, suppression, and prevention requests for response, develop and update assessments of the fire service situation and status in the impact area, and implement contingency planning to meet anticipated demands or needs.

- F. When an event requires a specific type of response mode, technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with skills relevant to the type of event. The individual will advise and/or direct operations within the context of the Incident Command System structure.
- G. The EOC uses WebEOC (crisis management software) to supplement disaster management through communicative integration of ESFs, agency based EOCs, and other facilities or functions as appropriate.
- H. Actions initiated by ESF 4 are grouped into the phases of emergency management: preparation, mitigation, response, and recovery. Each phase requires specific skills and knowledge.
- I. FES and other departments who have MOAs maintain their own Standard Operating Guidelines, specific procedures, and plans for firefighting disaster response activities.
- J. To enhance preparedness and effectiveness, FES and supporting agencies maintain an ongoing training and drill schedule.
- K. Each phase 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.

## Preparedness

- A. DEM will maintain up-to-date listings of fire services in Lexington Fayette, including names of responsible officials, readiness status, and major items of fire apparatus.
- B. The ERL is maintained by DEM. Notification lists are reviewed/updated at least quarterly and all other documents at least annually.
- C. Actions and activities that develop fire service response capabilities may include planning, training, orientation sessions, and exercises for ESF 4 personnel (i.e., county, regional, and state) and other emergency support functions that will respond with ESF 4. This involves the active participation of local interagency preparedness organizations, which collaborate in such activities on a regular basis. Local agencies will jointly address planning issues on an ongoing basis to identify response zones, potential staging areas, potential medical facilities, and the maintenance and future development of specialized teams.
- D. Initiatives also include the following:
  - 1. Conduct planning with ESF 4 supporting agencies and other emergency support functions to refine fire service operations.

2. Develop and refine procedures for rapid impact assessment per field surveys.
  3. Conduct training and exercises for EOC and fire service response team members.
- E. Prepare and maintain emergency operating procedures, resource inventories, personnel rosters, and resource mobilization information necessary for implementation of the responsibilities of the lead agency.
1. Manage inventory of equipment and other pre-designated assets that are essential to meet the requirements of special needs groups.
  2. Maintain a list of ESF 4 assets that can be deployed during an emergency.
  3. Assign and schedule sufficient personnel to implement ESF 4 tasks for an extended period of time.
  4. Ensure lead agency personnel are trained in their responsibilities and duties.
  5. Develop and implement emergency response and logistics strategies.
  6. Develop and present training courses for ESF 4 personnel.
  7. Maintain liaison with supporting agencies.
  8. Conduct all hazards exercises involving ESF 4.

## Mitigation

ESF 4 will perform the following:

- A. Identify and seek funding for retrofitting critical facilities and providing auxiliary power.
- B. Provide personnel with the appropriate expertise to participate in activities designed to reduce or minimize the impact of future disasters.

## Alert and Notification

DEM functions as the official disaster organization for preparedness, mitigation, response, and recovery within Lexington Fayette. The DEM Director will activate ESF 4 and notify the ESF 4 coordinator when an event, or threat of an imminent event, may result in the need for relocation/evacuation of Lexington Fayette citizens. The EOC will serve as the central location for interagency coordination and multijurisdictional executive decision-making, including all activities associated with ESF 4.

The EOC will be activated, as will ESF 4, upon the direction of the Mayor of Lexington, Chief Administrative Officer, Commissioner of Public Safety, or the DEM Director. The DEM Director may make the decision to selectively activate ESF 4 agencies based on the type of threat, event, or incident. DEM will notify ESF 4 primary and supporting agencies of activation and request liaisons to report to the EOC. However, there will be times when it is necessary for the liaisons of primary or secondary agencies to work from the field or their own company operations center. In these cases, they will maintain telephone or radio contact with the EOC and ESF 4.

Upon instructions to activate ESF 4, ESF 4 and supporting agencies will implement their procedures to notify and mobilize all personnel, facilities, and physical resources potentially needed, based on the emergency.

## Response

- A. FES is the lead agency for fire suppression in Lexington Fayette and will prioritize which fires to fight if multiple fires occur.
- B. Tactical procedures will be determined and implemented by the Incident Commander at the scene of each incident in accordance with the ICS and divisional SOPs.
- C. ESF 4 will coordinate the following:
  - 1. Assessment of fire service needs and potential impacts.
  - 2. Evacuation and re-entry support.
  - 3. Emergency responder health and safety.
  - 4. Radiological/chemical/biological hazards monitoring/mitigation, which may include ESF 8 and ESF 10.
  - 5. Mental health and crisis counseling for responders, which will be done in coordination with ESF 6 and the Kentucky Community Crisis Response Board.
- D. In the event that fires surpass local suppression capabilities, the Division of Fire and/or the Incident Commander may request mutual aid assistance. Mutual aid shall be coordinated through the EOC (see attachment Fire Services Mutual Aid Agreements).
- E. During an emergency, the Division of Fire may also perform the duties of disconnecting or turning off utilities at a facility or residence.

- F. The Division of Fire will perform fire inspections in facilities that will be used as public shelters, mass feeding sites, or dispensing locations. Any deficiencies found will be reported to the ESF 4 coordinator.
- G. ESF 4 will participate in EOC briefings, meetings and in the development of Incident Action Plans and Situation Reports.
- H. Reports will be made in compliance with the National Fire Incident Report System (NFIRs) and Reporting Systems (located in ESF 5).
- I. All federal assistance in fire suppression will be coordinated under ESF 4 of the National Response Framework.

## Recovery

- A. Contact each fire district for initial damage assessment of personnel, equipment, and supplies.
- B. Maintain documentation of all reported damage by fire district.

## Responsibilities

- A. Division of Fire and Emergency Services (FES)

FES is the lead agency for ESF 4 coordination providing fire suppression.

- B. Incident Commander

Direct all responses using the Incident Command System.

- C. Blue Grass Airport Public Safety

Provide support in staff and equipment to the primary agency for firefighting in Lexington Fayette.

- D. EOC ESF 4 Coordinator

During events requiring EOC activation, this position will coordinate between the EOC, FES, E911, and the Incident Commander(s). Additional duties include, but are not limited to, the following:

1. Provide leadership in directing, coordinating, and integrating overall Lexington Fayette efforts to provide fire service assistance to affected areas and populations.

2. Staff and operate a National Incident Management System command and control structure (i.e., Incident Command System) and to assure that services and staff are provided in areas of need.
3. Coordinate and direct the activation and deployment of urban and suburban fire agencies' personnel, supplies and equipment, and provide certain direct resources.
4. Jointly evaluate the emergency (ESF 4 representatives and designees), make strategic decisions, identify resource needs, and secure resources required for field operations.
5. Task supporting agencies as necessary to accomplish ESF 4 support responsibilities.
6. Monitor firefighting emergency response and recovery operations. ESF 4 Incident Commanders or designees will coordinate all state and federal firefighting resources into the affected locations from staging areas.
7. Manage firefighting and other emergency incidents in accordance with each department's Standard Operating Guidelines and under the direction of ESF 4 representatives or designee.
8. Make specific requests for firefighting assistance to the State ESF 4 as needed. The state will activate resources through the State Emergency Response Plan.
9. Re-assess priorities and strategies throughout the emergency according to the most critical fire service needs.
10. Assist with emergency evacuations and re-entry of threatened areas.
11. Demobilize resources and deactivate the ESF 4 function upon direction from the EOC Manager.

## Attachment

### Fire Services Mutual Aid Agreements

#### LFUCG fire assets sent outside Lexington Fayette

LFUCG Code of Ordinances Sec. 9-15:

Pursuant to KRS 95.830, fire apparatus of the Division of Fire and Emergency Services of the Urban County Government may be operated and used outside the urban county in conformity with the following regulations:

- (1) Upon the order of the Fire Chief or acting chief, the Division of Fire and Emergency Services shall have the authority to respond to all fires, hazardous materials releases, or other similar emergencies at the West Hickman Creek Treatment Plant located in Jessamine County.
- (2) An emergency will be deemed to exist when the chief or officer in charge at the scene of the fire believes that serious danger of loss of property or life may reasonably result unless assistance is had from the Division of Fire and Emergency Services of the Urban County Government.
- (3) In the event fire units from both Jessamine County and the Urban County Government respond to an emergency at the West Hickman Creek Treatment Plant, by virtue of the fact that the Urban County Government units are responding for the purpose of protecting property of the Urban County Government, the ranking officer of the Division of Fire and Emergency Services shall be deemed the Incident Commander.
- (4) In the event of a serious conflagration or other emergency in a surrounding county in which a disastrous and extensive loss of property or life of citizens of that jurisdiction is involved or is threatened and the fire department of such jurisdiction cannot reasonably be expected to prevent such loss, the Mayor or his/her designee may, in his/her discretion, order such units of the Division of Fire and Emergency Services of the Urban County to assist in the prevention of such loss upon call for assistance from the chief executive officer of such nearby jurisdiction or the chief of the fire department thereof. Units of the Division of Fire and Emergency Services may likewise respond to surrounding counties when there are incidents which do not pose a threat of disastrous and/or extensive loss of life, but which require special equipment and/or training which the local jurisdiction does not possess.
- (5) When units from the Division of Fire and Emergency Services respond to such calls for assistance, the ranking fire officer of the jurisdiction making the request shall be deemed the Incident Commander.

- (6) In exercising the discretion to send equipment of the Division of Fire and Emergency Services out of the corporate limits of the Urban County as above set out, the Mayor and the Fire Chief shall at all times ascertain to the best of their ability the necessity for such assistance and shall also give primary and due consideration to the requirements of adequate fire protection for the Urban County.

## Non-LFUCG fire assets used in Lexington Fayette

Kentucky Revised Statutes: 39B.040:

- (1) The local director of each local emergency management agency in the Commonwealth may develop or cause to be developed mutual aid arrangements with special districts and other public and private agencies within this Commonwealth for reciprocal disaster and emergency response aid and assistance in case of disaster or other emergency too great to be dealt with unassisted. The arrangements shall be consistent with the Kentucky Emergency Operations Plan, the local Emergency Operations Plan, and the comprehensive emergency management program of the Commonwealth, and in time of emergency it shall be the duty of each local disaster and emergency services organizational unit, including each special district, and each public or private agency, to render assistance in accordance with the provisions of these mutual aid arrangements.

Kentucky Revised Statutes: 39B.070:

- (1) Subject to the order of the Governor, or the chief executive of the county, Urban County Government, charter county government, or city, to assign and make available for duty, the employees, property, or equipment of the county or city relating to firefighting, engineering, rescue, health, medical and related services, police, transportation, construction, and similar items or services for disaster and emergency response purposes within or outside of the physical limits of the county, Urban-County Government, charter county government, or city.



# ESF 5 Emergency Management

Primary Coordinating Agency

Lexington Fayette Urban County Government - Division of  
Emergency Management



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## Primary Coordinating Agency

Lexington Fayette Urban County Government (LFUCG) Division of Emergency Management (DEM) is the primary coordinating agency for Emergency Support Function 5 Emergency Management (ESF 5).

DEM develops and maintains the ESF 5 Plan and accompanying Attachments and References that govern response actions related to emergencies. Supporting agencies shall develop and maintain their own similar documents for internal use, which must be compatible with, and in support of, the overall Emergency Operations Plan (EOP). All such documents must be compliant with the National Response Framework, National Incident Management System, Incident Command System, and the EOP.

## Local Supporting Agencies

This list of major local supporting agencies may be shortened or expanded based on the specific needs of each emergency. The local supporting agencies below represent the agencies with education, policy making, and primary response responsibilities during the most likely emergency events as listed in the Basic Plan and Incident Specific Plans for Lexington Fayette. These agencies may be primary agencies in other ESFs and/or support and assist other ESFs during crises. In addition, these agencies have staff that train and exercise and have specific knowledge or skill sets to assist DEM during the preparedness, response, recovery, or mitigation phases of an incident or event.

- A. Local Disaster Emergency Service Organization (LDESO)
- B. Hazard Mitigation Steering Committee
- C. Fayette Emergency Planning Committee
- D. Bluegrass Chapter American Red Cross (ARC)
- E. E911
- F. Lexington Division of Fire and Emergency Services (FES)
- G. Lexington Division of Police
- H. LexTran
- I. Amateur Radio Emergency System/Bluegrass Area Radio Society (ARES/BARS)
- J. Lexington Department of Environmental Quality and Public Works
- K. Lexington Department of Social Services

- L. Lexington Fayette County Health Department (LFCHD)
- M. University of Kentucky County Extension Agency
- N. Local utilities
- O. Lexington Division of Community Corrections
- P. Lexington Division of Computer Services
- Q. LexCall/311
- R. Fayette County Public Schools (FCPS)
- S. Local healthcare entities

## State, Regional, and Federal Agencies and Organizations

The following list includes state and federal agencies and organizations and private companies that assist in specific types of hazards or perform specific mitigation task to reduce a threat from a specific hazard. This list may be shortened or expanded based on the specific needs of each emergency and is inclusive, but not limited to, the following:

- A. Bluegrass Emergency Response Team (BERT)
- B. CSX Railroad
- C. R.J. Corman Railroad Company
- D. Kentucky Transportation Cabinet
- E. Department of Military Affairs
- F. Kentucky Finance Cabinet
- G. Kentucky Fire Commission
- H. Cabinet for Health and Family Services
- I. Kentucky Energy and Environment Cabinet
- J. Kentucky Department of Agriculture
- K. Kentucky State Police
- L. Department for Local Government

- M. Federal Emergency Management Agency (FEMA)
- N. Kentucky Community Crisis Response Board (KCCRB)
- O. National Oceanic and Atmospheric Administration (NOAA)

## Purpose

ESF 5 is responsible for the overall coordination and integration of activities necessary to prepare for, respond to, recover from, and mitigate against threats or actual hazards that occur in Lexington Fayette. The threats or hazards may be natural disasters, acts of terrorism, or man-made disasters. During the pre and post-response phases, ESF 5 engages in support and planning functions critical for coordinating multi-agency and multijurisdictional operations. This includes the facilitation of planning, training, and exercise activities that enhance the emergency preparedness and response in Lexington Fayette agencies and departments and private and volunteer agencies that routinely respond and manage incidents and maintain their own operational guidelines and capabilities.

In addition to serving citizens and agencies in Lexington Fayette, DEM may also respond to requests from the Kentucky Division of Emergency Management (KyEM) and other entities. Under these conditions, ESF 5 may be activated to coordinate Lexington Fayette assets when deployed to assist jurisdictions outside of Fayette County.

The core functions of ESF 5 include, but are not limited to, the following:

- A. Emergency Operations Center (EOC) activation, configuration, management, and staffing.
- B. Emergency Alert and Notification.
- C. Emergency decision-making and the local declaration process.
- D. Information collection, analysis, organization, and dissemination.
- E. Facilitate the flow of information among first response agencies and the organizations supporting those agencies.
- F. Issue situational reports, bulletins, and advisories as necessary to partnering agencies and departments or to the public and, as required or necessary, to regional, state, and federal agencies.
- G. Identify critical resource needs and establish priorities with on scene commanders and elected officials.

- H. Coordinate resource requests and the deployment of assets (including requests to and from regional, state, and federal authorities).
- I. Action planning and resource tracking.
- J. Technology support (GIS mapping to include spatial modeling and information display).
- K. Overall coordination of mutual aid and regional operations. Provide broad guidance to local agencies as to responsibilities in a natural, technological, terrorist, or war related crisis.
- L. Provide procedures to determine the severity and magnitude of natural, technological, terrorist, or war related disasters or emergencies.
- M. Outline the aid and assistance available to Lexington Fayette government, individuals, and businesses when a Presidential Disaster Declaration is issued.
- N. Ensure maximum use of local resources to save lives, protect the environment, and minimize property damage in a disaster. This will be a coordinated effort by emergency response agencies under the direction of the Chief Executives operating from a pre-designated EOC, which contains adequate communications, working area, and administrative support.
- O. Develop a standard reporting system during an emergency. This will allow LFUCG to conduct initial assessments, prioritize resources, evaluate information, process updates concerning disaster intelligence, disseminate updates, and provide other disaster intelligence to other agencies and the public.
- P. Provide an effective training and exercise program in order to prepare personnel from all emergency response disciplines to operate safely and effectively. Training efforts should be coordinated to reduce redundancy and establish common standards.

## Situations and Assumptions

General situations, assumptions, and policies are found in the Basic Plan and are not repeated in this ESF. Only statements specific to ESF 5 are stated here:

- A. Most disasters occur with little or no warning; however, ESF 5 may be activated when there is imminent threat or advance warning of floods, winter storms, tornadoes, etc.
- B. On a continual basis, DEM will assess the capabilities of local government, the business community, and volunteer agencies to effectively prepare for, respond to, and recover from emergencies and disasters.

- C. Essential resources (personnel, vehicles, fuel, critical supplies, heavy equipment, etc.) may be pre-positioned and readied for activation when an area is under imminent threat.
- D. Essential resources (personnel, vehicles, fuel, critical supplies, heavy equipment, etc.) will be relocated for safety if they are in an area under imminent threat.
- E. Emergencies can quickly reach a magnitude that require additional resources from local, state, federal, or other organizations through mutual aid agreements. Requests for additional assistance from outside of Lexington Fayette will be made through and by ESF 7 to KyEM or with organizations with which Lexington Fayette and/or coordinating agencies have mutual aid agreements.
- F. All ESFs will collect and process information; however, ESF 5 will collect critical information of common value or need to all ESFs and/or operational elements to provide an overall perspective of an incident. All ESFs will also provide critical information to ESF 5 which will be used to develop action plans, reports, briefings, and displays.
- G. Upon announcement that a natural, man-made, technological disaster or a war of mass destruction is threatening, LFUCG will take planned measures to accomplish increased readiness postures.

## Direction and Control

- A. ESF 5 complies with the National Response Framework, the National Incident Management System, and uses the Incident Command System (composed of Operations, Logistics, and Finance/Administration Sections with their standardized units, teams, positions, forms, and terminology) to manage its emergency/disaster responsibilities. Key to this system is DEM, which functions as the official disaster organization for preparedness, mitigation, response, and recovery within Lexington Fayette. The agency also serves as the focal point for ESF 5 activities. It is responsible for ensuring that all appropriate departments, supporting agencies, other ESFs, and other private voluntary agencies have knowledge about the system and ESF 5 expectations.
- B. The ESF 5 system operates in two arenas: the Emergency Operations Center (EOC) and field locations. Tactical operations will be controlled by the Incident Commander(s) at the scene within the Incident Command Structure. The Incident Commander(s) will assess the need for additional resources and request ESF 5 to deploy assets. Decisions and priority of ESF 5 actions will be based on information and requests received from the on-scene Incident Commander and based on lifesaving and public safety functions.
- C. The Mayor of Lexington Fayette County (or designees), with advisement and recommendations by the DEM Director, establishes policy and overall direction of ESF 5. DEM functions as the official disaster organization for preparedness,

mitigation, response, and recovery within Lexington Fayette County. All management decisions regarding county or regional response are made at the EOC by the EOC Director, Operations Manager, and ESF coordinators with input from the policy group in achieving the overall mission. The Emergency Operations Plan (EOP) plus accompanying Appendices, Incident Specific Plans, Support Plans, and Standard Operating Procedures (SOPs) are maintained by DEM with notification lists updated at least monthly and all other documents at least annually.

- D. In accordance with a mission assignment from ESF 5 and further mission tasking by a local primary agency, each support organization assisting ESF 5 assignment will retain administrative control over its own resources and personnel but will be under the operation control of ESF 5.
- E. The EOC uses WebEOC (crisis management software) to supplement disaster management through communicative integration of ESFs, agency based emergency operations centers, and other facilities or functions as appropriate.
- F. The Mayor, as chief executive of LFUCG, has overall direction and control of all emergency operations and resources in Lexington Fayette County. The Mayor may declare a state of emergency in order to exercise certain emergency powers. He or she may also seek assistance from state, federal, or other jurisdictions. The Mayor may also activate the EOC.
- G. The Commissioner of Public Safety can also activate the EOC. In the absence of the Mayor (or designee), the Commissioner directs the EOC.
- H. The Mayor has appointed the DEM Director as the local emergency management director. The Director acts as the Mayor's representative during disasters. The Director also manages the EOC and coordinates and supports emergency operations as directed by the Mayor. The Director administers the emergency management program, maintains this EOP and supporting documents, and performs other duties as established by law, ordinance, and this EOP. The Director is also responsible for appointing an EOC staff and ensuring response organizations working under this EOP are familiar with NIMS.
- I. Commissioners and Directors have direction and control of their respective organizations. Specific departments and divisions also serve as lead agencies for specific ESFs. Each department or division follows a line of succession to ensure continuity of operations as per their SOPs.
- J. The EOP establishes policies and provisions for coordination of local, state, and federal emergency response to natural, technological, or war related disasters and emergencies. The EOP also details preparedness actions to be taken by local governments prior to a disaster.

- K. Each department, division, or agency is responsible for developing policies and procedures to carry out this plan and to ensure adequate emergency training for its staff.

## Concept of Operations

### General

ESF 5 is organized consistent with the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System. This structure and system supports incident assessment, planning, procurement, deployment, and coordination of support operations to Lexington Fayette.

Procedures, protocols, and plans for disaster response activities provide guidelines for operations at the EOC and in the field. The EOP and corresponding Appendices, Incident Specific Plans, Support Plans, and Standard Operating Procedures that describe ESF 5 capabilities are the basis of these guidelines. Periodic training and exercises are also conducted to enhance effectiveness.

A large event requiring regional, state, and/or interstate mutual aid assistance will require ESF 5 implementation. ESF 5 will coordinate with supporting agency counterparts to seek and procure, plan, coordinate, and direct the use of any required assets.

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

Small and routine incidents occur often involving a single jurisdiction or limited agency response. ESF 5 activities in support of these events are routinely performed by the personnel assigned to ESF 5 responsibilities. Priorities for allocation of ESF 5 will be lifesaving organizations essential to the survival, health, and safety of the population.

Actions initiated by ESF 5 are grouped into the phases of emergency management: preparedness, response, recovery, and mitigation. Each phase requires specific skills and knowledge. Each phase 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.

ESF 5 will give priority to five fundamental, interrelated functions:

- A. Use technology and human intelligence to collect, analyze, and disseminate information on disaster impacts, including direct impacts (people, buildings, infrastructure) and indirect impacts (debris generated, hazmat releases, etc.).

- B. Assess the capabilities of local government, the business community, and volunteer agencies to effectively respond to the disaster.
- C. Assess and prioritize the immediate needs of impacted communities and neighborhoods.
- D. Incorporate the analyses into Incident Action Plans that establish operational objectives and identify resource requirements to accomplish these objectives.
- E. Use an Incident Action Matrix to establish priorities, assign tasks to agencies, and track progress in meeting objectives.

## Preparedness

Actions and activities that develop emergency management response capabilities may include planning, training, orientation sessions, and exercises for ESF 5 personnel (i.e., county, state, regional, and federal) and other ESFs that will respond with ESF 5. This involves the active participation of local inter-agency preparedness organizations which collaborate in such activities on a regular basis. Initiatives also include the following:

- A. Conduct planning with ESF 5 supporting agencies and other emergency support functions to refine emergency management operations.
- B. Conduct training and exercises for EOC and emergency management response team members. Prepare and maintain emergency operating procedures, resource inventories, personnel rosters, and resource mobilization information necessary for implementation of the responsibilities of the lead ESF agency.
- C. Manage inventory of equipment and other pre-designated assets that are essential to meet the requirements of special needs groups.
- D. Maintain a list of ESF 5 assets that can be deployed during an emergency.
- E. Assign and schedule sufficient personnel to implement ESF 5 tasks for an extended period of time.
- F. Ensure lead agency personnel are trained in their responsibilities and duties.
- G. Develop and implement emergency response and emergency management strategies.
- H. Develop and present training courses for ESF 5 personnel.
- I. Maintain liaison with supporting agencies.
- J. Conduct All Hazards exercises involving ESF 5.

- K. Collect, analyze, and disseminate disaster intelligence or information and analyses that describe the nature and scope of hazards and their impacts.
- L. Evaluate ESF resource and capabilities and shortfalls (e.g., availability of trained personnel, equipment, supplies, etc.) to determine the level of state and federal assistance that is needed, organized by ESF.
- M. Monitor weather, traffic, events, and known hazards to maintain situational awareness and preparedness for events with the potential to become emergency events.
- N. Maintain readiness of the EOC.
- O. Develop and coordinate pre-incident planning for those incidents which this ESF shall have primary responsibilities.
- P. Develop and coordinate pre-incident planning for those incidents which this ESF shall have support responsibilities.
- Q. Coordinate efforts with corresponding private-sector organizations.
- R. Coordinate critical infrastructure protection preparedness and planning.
- S. Identify and develop memoranda of agreement and contractual agreements with primary agencies and supporting agencies which include procedural requirements including commercial businesses and vendors.
- T. Have personnel trained in NIMS and ICS as appropriate.
- U. Prepare and maintain resource inventories, personnel rosters and resource mobilization information (including resources that can be requested through mutual aid and/or purchased).
- V. Maintain personnel and equipment readiness for immediate response.
- W. Maintain and update technology capabilities as needed (GIS mapping to include spatial modeling and information display).
- X. Conduct situational and periodic readiness assessments.
- Y. Identify new equipment needs or capabilities required to prevent or respond to new threats or emerging threats and hazards or to improve the ability to address existing threats.
- Z. Plan and prepare for the replacement or rotation of resources during an incident.
- AA. Collect, analyze, and disseminate disaster intelligence or information and analyses that describe the nature and scope of hazards and their impacts.

- BB. Develop and maintain plans for continuity of operations (COOP) for agencies fulfilling ESF 5 functions.
- CC. Responsible officials at all levels of local government should make long range plans as deemed appropriate and feasible. Considering the rapidity of most natural disasters, preparations may equate with a high level of readiness.

## Education

One of the primary responsibilities of ESF 5 is to provide information/education to the whole community on disaster preparedness/readiness. The following is a list of activities that may be included but is not all inclusive:

- A. Participate in Severe Storms Preparedness Month.
- B. Participate in Earthquake Preparedness events.
- C. Participate in National Disaster Preparedness Month.
- D. Conduct shelter surveys of businesses/schools/daycare, etc.
- E. Review emergency plans for businesses, schools, daycares, etc.
- F. Issue educational press advisories and maintain social media sites.
- G. Participate in community functions via presentation, educational booths, educational material, etc.
- H. Coordinate and build upon Lexington Fayette's Community Emergency Response Team (CERT) program.
- I. Identification of new and innovative disaster preparedness programs and partnerships.

## Exercise and Training

### Training

- A. The DEM Director will collaborate with other emergency response agencies to establish the broad goals for the general training and exercise objectives for each calendar year.
- B. Each organization/agency is responsible for developing a training program specific to its disaster response mission. This includes classes/instruction on new SOPs and recurring or refresher training. Each organization/agency will also conduct annual drills specific to their emergency roles and responsibilities.

- C. Each organization/agency will maintain training and exercise records and ensure that required qualifications/certifications are current. These records (or a summary) will be made available to the DEM Director upon request.
- D. The DEM Director will provide disaster response organizations and agencies with information pertaining to classes, seminars, and other training programs offered by federal, state, LFUCG, and other agencies.
- E. The DEM Director (or designee) will develop and provide quarterly training for EOC staff.
- F. The DEM Director (or designee) will develop and provide training to EOC coordinators at a minimum of six times per year.
- G. NIMS training as recommended by Department of Homeland Security (DHS) will be required.

#### Exercise

- A. DEM will be the lead agency in developing/coordinating multi-agency exercises in Lexington Fayette.
- B. The DEM Director will schedule and design exercises according to federal and state requirements, those of the Federal Aviation Administration (FAA), Joint Commission on the Accreditation of Healthcare Organizations (JCAHO), DHS, Hospital Preparedness Program (HPP), National Disaster Medical System (NDMS), and the Chemical Stockpile Preparedness Program (CSEPP).
- C. Exercises will be developed by personnel who have successfully completed the Exercise Design course.
- D. Exercises will be evaluated by experienced, trained, and knowledgeable persons. An After Action Report will be conducted at the conclusion of each exercise. Results of the After Action Report will be recorded and reported to the DEM Director and shared with participants and relevant agencies. After each exercise, the EOP will be reviewed and updated as needed.
- E. DEM is aware of the hazards in Lexington Fayette and has described those hazards in this EOP and the local mitigation plan, and will reflect those hazards in the exercise program.
- F. The DEM Director will coordinate, provide assistance, and track all community-wide exercises.
- G. The DEM Director will provide design, control, and evaluation staff for county-wide exercises.

- H. Exercises will be conducted in accordance with KRS 39 and 106 KAR 1:220.
- I. Exercises will be designed to clearly state intended objectives and will be conducted according to the Homeland Security Exercise and Evaluation Program (HSEEP).

## Mitigation

ESF 5 will perform the following:

- A. Coordinate with the All Natural Hazards Mitigation Committee to identify potential hazards and their impacts and seek funding for resources to mitigate those hazards.
- B. Provide personnel with the appropriate expertise to participate in activities designed to reduce or minimize the impact of future disasters.
- C. Maintain the Lexington Fayette Hazard Mitigation Plan.
- D. Participate in the updates of the Floodplain Management Plan.

Pre and post-disaster analyses of disaster impacts on buildings, infrastructure, and the general population can be used to support mitigation decision-making. Examples include:

- A. Analysis of the performance of essential facilities (hospitals, shelters, police, and fire) in scenario disasters can be used in mitigation measures to strengthen these facilities.
- B. Analysis of community economic impacts, including the total percentage of building stock damaged in disaster and replacement values, can be used in setting mitigation and recovery goals and priorities.
- C. The All Hazards Mitigation Project Team staff can use ESF 5 analysis in adjusting mitigation goals, objectives, and priorities.
- D. Additionally, ESF 5 will maintain and update needed computer data and programs, maps, critical facility information, evacuation studies, demographics, and critical county data (e.g., shelter capacity, evacuation routes, etc).

## Alert and Notification

The EOC will serve as the central location for interagency coordination and executive decision-making, including all activities associated with ESF 5. The EOC will be activated, as will ESF 5, upon the direction of the Mayor, DEM Director, CAO, or the Commissioner of Public Safety. The DEM Director may make the decision to selectively activate ESF 5 agencies based on the type of threat, event, or incident. DEM will notify ESF 5 primary

and supporting agencies of activation and request liaisons to report to the EOC. However, there will be times when it is necessary for the liaisons of primary or secondary agencies to work from the field or their own agency operations center. In these cases, they will maintain telephone or radio contact with the EOC and ESF 5 coordinator.

## Response

### A. Emergency Operation Center Activation and Deactivation

The decision to activate the EOC is made by the Mayor, CAO, Commissioner of Public Safety, and/or DEM Director. The decision is based on the need to activate ESF 5 or other ESFs due to an emergency or disaster event, when there is imminent threat of an emergency or disaster event, and/or to monitor conditions that could develop into an emergency situation.

Typically, the decision to activate is preceded by notification that conditions exist or an event has happened that could necessitate EOC activation. E911 is Lexington Fayette's 24-hour warning point and notifies the DEM Director or designee when emergency events take place. During normal business hours, the DEM Director and staff monitor weather, activities, media, etc., in order to remain vigilant for activity that could become threatening. The EOC may be activated virtually (working in WebEOC from remote locations), partially, or fully activated.

Specific guidelines for activation and deactivation of the EOC are contained in the DEM SOP.

### B. Emergency Decision-making and Declarations

The safety and welfare of the citizens of Lexington Fayette rest with the elected officials. The Mayor, Vice-Mayor, CAO, Commissioners, Police Chief, Fire Chief, and the DEM Director make up the Executive Policy Group (also referred to as the Policy Group) that set and direct policy with the DEM Director acting as their Chief of Staff. During times of emergency and disaster, the DEM Director is charged with representing the Policy Group and with taking actions to fully expedite and coordinate disaster and emergency response.

Emergency Declarations may be issued by the Mayor. Emergency lines of succession have been established to ensure the availability of an official with the authority to declare an emergency. Emergency Declarations may be prepared by the DEM Director and or staff in the EOC at the onset of an emergency and signed either by the elected officials or by the DEM Director as their designee.

### C. Emergency Operations Center Operation

One of the main purposes of ESF is the activation, configuration, management, and staffing of the EOC.

The EOC is the central location for interagency coordination, decision-making, and planning associated with ESF 5 during the preparedness, response, stabilization, and recovery phases of a disaster or emergency event.

DEM and the EOC adhere to the core concepts of the National Incident Management System (NIMS): Preparedness, Communications and Information Management, Resource Management, Command and Management, and On-going Management and Maintenance.

While the Incident Command System is the structure adopted in the field by Incident Commanders, the EOC coordinates activities following a hybrid multi-agency coordination system. The EOC operates within the following structure:

1. Policy Group ESF 5 maintains contact with this group
  2. EOC Director staffed by ESF 5
  3. EOC Manager staffed by ESF5
  4. CSEPP Coordinator staffed by ESF 5.
  5. Planning Section Chief
  6. Financial/Administration Section Chief
  7. ESF 1 through ESF 15 (each has a lead coordinator and primary coordinating agency)
- D. During EOC activation, ESF 5 will conduct the following activities (this list may be shortened or expanded depending on the emergency):
1. Activate the EOC.
  2. Activate other ESFs as required.
  3. Initiate alert and warning systems to appropriate response agencies and the public that may be impacted by the disaster.
  4. Staff and operate a NIMS compliant command and control structure.
  5. Establish and maintain communication with Incident Command/Area Command.
  6. Establish priorities and objectives.
  7. Based on priorities and objectives, identify critical resource needs.

8. Collect, analyze, and disseminate disaster intelligence or information and analyses that describe the nature and scope of the emergency event and its impacts. Disaster intelligence incorporates essential elements of information, which include:
  - a. Area of damage.
  - b. Damage and loss of functionality to essential facilities (police, fire, medical, EOC).
  - c. Damage and loss of functionality of shelters.
  - d. Damage to roads, bridges, utilities, and other key infrastructure.
  - e. Disaster impacts on vulnerable populations, including special needs groups.
  - f. Status of designated staging areas.
9. Participate in EOC briefing.
10. Attend press briefing/conferences.
11. Maintain and support WebEOC.
12. Develop, maintain, and issue status reports, incident logs, bulletins, and advisories throughout the response phase as appropriate to partnering agencies, jurisdiction departments, KyEM, state agencies, and to the public.
13. Collect, analyze, and disseminate real-time information and data which may directly or indirectly impact disaster response, tactical decision-making, and protective action measures.
14. Incorporate information and analysis on the current and forecasted situation into Incident Action Plans which set forth tactical objectives for subsequent operational periods.
15. Plan for future operational periods according to prioritized objectives and needs.
16. Demobilize response resources and deactivate the EOC.
17. Continue to manage flow of information between the citizens with long-term impacts of the event, volunteer organizations providing assistance, and other local, state, regional, and federal agencies providing assistance or measuring the impact of the disaster.

18. Provide information and data regarding the disaster to the Executive Policy Group to aid in economic recovery decision-making.
19. Complete and submit reports to KYEM as required.
20. Develop and submit for approval the Declaration of Emergency.
21. Notify and request assistance from KyEM as needed.
22. Process to request and use the Kentucky National Guard (KyNG), as follows:
  - a. To become operational, the KyNG must be placed in state active duty status by the Governor or designated alternate. The request for activation will be prepared by the DEM Director and approved and signed by the Mayor. The request will then be submitted to the KyEM Area 11 Manager who will forward the request to the KyEM Executive Director. A local KyNG unit commander may not commit troops or equipment without authorization from the Governor and the Adjutant General (AG).
  - b. The KyNG will support state and local agencies in emergency operations by allocating available resources. KyNG Commanders have the authority to take immediate action to save lives, prevent injury, or mitigate property damage or destruction.
  - c. The Governor will issue an Executive Order that will identify the specific tasks assigned to the KyNG. KyNG Commanders will not be authorized to perform tasks not specifically authorized by the Executive Order.
  - d. Upon activation and assignment of a KyNG unit to Lexington Fayette, the DEM Director, Mayor, or designee, may submit requests for on-scene assistance directly to the Commander of the unit.

## Recovery

Planning for recovery will continue with initial analyses of actual impacts of a disaster including disaster impacts on the population, buildings, and infrastructure to identify major recovery issues, needs, priorities, and short-term strategies. Recovery planning under ESF 5 will address the following:

- A. Building inspection requirements and priorities.
- B. Emergency and temporary housing issues.
- C. Business impacts (direct and indirect).

- D. Debris management.
- E. Route clearance.
- F. Utilities restoration.

Recovery duties include the following:

- A. Prepare and submit incident reports, damage assessments, bulletins, and advisories as required and as needed to partners, KyEM, other state departments, federal agencies, and to the public.
- B. Coordinate equipment and other logistic assessment and accountability.
- C. Continue coordination from response to recovery to normal operations as is possible.
- D. Coordinate equipment and other logistic assessment for damage and accountability.
- E. Initiate After-Action meetings and include all participating partners and development of After-Action Reports inclusive of corrective actions and due dates.
- F. When applicable, prepare and submit agency's costs of the incident for reimbursement.
- G. Continue to manage flow of information between the citizens with long-term impacts of the event, volunteer organizations providing assistance, and other local, state, regional, and federal agencies providing assistance or measuring the impact of the disaster.
- H. Provide information and data regarding the disaster to the Executive Policy Group to aid in economic recovery decision-making.
- I. Maintain accurate and complete incident files, including a record of the major steps that ESF 5 has taken in preparing, and executing the Incident Action Plans.
- J. Review actual response for lessons learned. Lessons learned will be used to update the EOP and supporting SOPs.
- K. Coordinate with FEMA, other ESFs, and public entities for completion of work plans and other required documents for reimbursements.

## Responsibilities

### A. DEM Director

As the designated emergency management director, the DEM Director will assist the Mayor and coordinate with KyEM or Department of Defense. The DEM Director is also responsible for providing notice of potential training and assisting in facilitating training for personnel from all emergency response disciplines. Training shall be designed to promote the ability to accomplish the agencies' disaster/emergency related tasks in a safe, efficient, and effective manner. Each department, division, or agency, is responsible for ensuring adequate emergency training for its staff.

### B. ESF 5

Duties include but are not limited to the following:

1. Provide EOC support, conduct briefings, direct needs assessments, distribute key information, and serve as liaison to the State EOC for resource requests.
2. Collect and process information received from Damage Assessment Teams and predictive models, analyze this information, and share with the Planning section.
3. Coordinate the development and implementation of the preparedness activities as outlined in the Plan.
4. Coordinate with ESF 7 to ensure that all available resources are logged and requests for resources are filled.
5. Ensure that copies of all news releases and Situation Reports are transmitted to the State EOC.

### C. Local law enforcement agencies (ESF 13)

Provide timely information on traffic control and security issues.

### D. Public Information (ESF 15)

Make public announcements, issues pre-releases, and social media posting based upon information received and evaluated from other ESFs and the EOC Director.

E. Public Works Department (ESF 3)

ESF 3 and other departments will provide equipment and other major resources needed to clear roadways or other areas in support of emergency response actions.

F. LFCHD (ESF 8)

Collect information and intelligence on estimated damages to health and medical facilities and identification of potential impediments to response and immediate recovery.

G. American Red Cross

ARC and other community agencies (ESF 6) will provide field support to emergency response personnel (food, water, basic assistance, etc.) and shelter support as required for displaced populations.

H. Transportation (ESF 2)

Provide transportation for response personnel and relocation of affected populations as required.

I. Fire and Emergency Services (ESF 4)

Provide first line response for fires and other major disasters requiring trained personnel and equipment. Provide emergency medical care and transportation of victims beyond initial collection sites.

J. Private and quasi-private utilities (ESF 1)

Coordinate with ESF 5 to address problems due to leaking natural gas, downed power lines, water supply, and other utility infrastructure issues.

K. Fayette County Public Schools

Open shelters at the request of ESF 5 and provide buses for transportation of evacuees, each contingent on resource availability.

L. Logistics (ESF 7) and the Division of Purchasing

Assist with the acquisition of resources and supplies. The ESF 7 coordinator will serve as an interface between the EOC and supporting agencies for resource requests and between the EOC and KyEM for additional state resources.

M. Lexington Humane Society and Lexington Fayette Animal Care and Control

Assist with animal related issues.

N. Lexington Department of Finance

Assist with payment and/or reimbursement of supporting agencies and maintaining documentation for reports to FEMA for Lexington Fayette reimbursement.

O. EOC Director

Ensure that all reports are made in a timely manner to the appropriate agencies.

P. EOC Planning Chief

The chief will coordinate the development, analysis, and dissemination of reports.

Q. Governor

Unless federalized, the Governor will authorize Kentucky National Guard assets under the direction of the Adjunct General.

R. Kentucky National Guard (KyNG)

Provide a liaison in the local EOC if requested.

S. U.S. President

Military assets not under the command of the Governor will be under the command of the President and the Secretary of Defense.

T. Vice Mayor

LFUCG Council determines how emergency operations (and all related activities) are funded. In the event that the Mayor is absent or incapable of performing his or her functions, the Vice Mayor will serve as Acting Mayor (refer to LFUCG Charter).

U. National Weather Service

Predicts weather conditions and originates severe weather watches/warnings which are disseminated via NOAA weather radio and Teletype to commercial radio and TV stations.

## References

- A. KyEM State Administrative Plan
- B. Emergency Resource List, ESF 5
- C. EOC SOP
- D. 106 KAR 1:210. Local emergency management training. Relates to KRS 39A.050(2)(l), 39B.020(3)(d), 39C.050(1), (2)
- E. Statutory Authority: KRS 39A.050(2)(m), 39A.070(3), 39C.050(1), (2)
- F. 106 KAR 1:220. Local exercise. Relates to KRS 39A.050(2)(l), 39C.050(4), 39E.010(1), 42 USC 11001 to 11050
- G. Statutory Authority: KRS 39A.050(2)(j), (m), 39A.070(3), 39E.040(6), 39E.080(4), 42 USC 11003(c)
- H. Division/Agency SOPs

# Attachment

## Glossary

### A. Disaster Intelligence

Information and analysis that describe the nature and scope of hazards and their impacts (social, physical, economic, health, environmental) that are vital to rapid needs assessment and operational planning.

### B. Impact Assessment

Immediate post-disaster assessment of damage and functionality to essential facilities and critical infrastructure undertaken to assess local response capabilities.

### C. Damage Assessment

Post-disaster process for assessing the damage to buildings and infrastructure to identify requirements for disaster assistance.

### D. Emergency Operations Center

LFUCG maintains an EOC which can be activated per the DEM EOC SOP as part of the community's response and recovery efforts. The EOC shall coordinate with field Incident Commanders by providing support, coordination, and other services. If necessary, the Incident Commander can request the EOC to assume an ICS function.

### E. Emergency Declaration

In the event that an emergency occurs, is threatened, or impending, and if it is of significant severity and complexity, the Mayor may declare a state of emergency which provides the Mayor with specific emergency powers.

### F. Emergency Assistance

In the event that an emergency exceeds local capabilities, the Mayor can request assistance from other governments. This includes other cities and counties, state agencies, and federal agencies.

### G. Continuity of Government

In the event that an emergency incapacitates key LFUCG personnel, damages LFUCG facilities, or damages vital government records, the Mayor (or Acting Mayor) is responsible for ensuring continuity of government (refer to LFUCG Charter).



## ESF 6 Human Services, Mass Care, Housing, and Food Management

Primary Coordinating Agency

Department of Social Services



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## Primary Coordinating Agency

Lexington Department of Social Services is the primary coordinating agency for Emergency Support Function 6 Human Services, Mass Care, Housing, and Food Management (ESF 6). The Commissioner will appoint staff from the department to serve as the Emergency Operations Center (EOC) ESF 6 coordinators.

The Lexington Division of Emergency Management (DEM) develops and maintains the overall ESF 6 Plan and accompanying Attachments and References that govern response actions related to emergencies. Supporting agencies shall develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan (EOP). All such documents will be in compliance with the National Response Framework, the National Incident Management System, and the Incident Command System.

During an activation of the EOC, supporting agency staff is integrated with the Bluegrass Chapter of the American Red Cross (ARC) staff to provide support that will allow for an appropriate, coordinated, and timely response.

During an emergency or disaster event, the EOC will coordinate the support resources and equipment from the supporting agencies.

## Local Supporting Agencies

The following list of supporting agencies in ESF 6 consists of agencies and organizations that perform the primary functions of sheltering, transportation to shelters, and other basic human needs.

Agencies in this ESF have their own organizational policies, procedures, and guidelines. This document does not take the place of those plans but is designed to complement and support them and provide guidance in how agencies in this ESF work interdependently.

- A. Bluegrass Chapter American Red Cross
- B. God's Pantry
- C. Fayette County Sheriff's Office
- D. Lexington Division of Police
- E. Fayette County Public Schools (shelters, transportation, and food)
- F. Salvation Army

- G. LexTran
- H. Amateur Radio Emergency System/Bluegrass Area Radio Society (ARES/BARS)
- I. Lexington Fayette County Health Department (LFCHD)
- J. Faith based organizations
- K. Lexington Humane Society
- L. Lexington Fayette Animal Care and Control
- M. DEM/Community Emergency Response Team (CERT)
- N. University of Kentucky
- O. Lexington Division of Community Corrections (security and food )

## State, Regional, and Federal Agencies and Organizations

State agencies and statewide organizations will assist local jurisdictions in meeting the needs of individuals and families under ESF 6 only after local resources have been exceeded and assistance requested from the local jurisdiction.

The Commonwealth currently has a Memorandum of Understanding with the American Humane Association that authorizes the association to coordinate the delivery of pet sheltering services within the Commonwealth during disasters and to coordinate with the Tri-State County Animal Response Team organization to provide support to local incidents requiring limited pet sheltering.

- A. American Red Cross
- B. Kentucky Department for Public Health
- C. Kentucky Department for Community Based Services
- D. Kentucky Voluntary Organizations Active in Disaster (VOAD)
- E. Kentucky Community Crisis Response Board (KCCRB)
- F. Southern Baptist Disaster Relief
- G. United Methodist Committee on Relief
- H. Kentucky Commission on Volunteerism and Service

- I. Kentucky Department of Agriculture
- J. Kentucky National Guard
- K. Kentucky Department of Education
- L. Kentucky Housing Authority
- M. Kentucky State Police
- N. Kentucky Transportation Cabinet

## Purpose

ESF 6 provides guidance and describes the organized coordination of activities and resources to assist individuals and households impacted by emergencies and disasters. Services and tasks described in ESF 6 are grouped in four general areas. These areas and their general functions may include, but are not limited to, the following:

### A. Mass Care

Shelter, feeding, bulk distribution, emergency first aid, disaster welfare information.

### B. Emergency Assistance

Support to reunification of families, support to relocation/evacuation efforts, aid to special needs populations, aid and services to service animals, household pets, and their owners, coordination of donated goods and services, coordination of volunteer agency assistance.

### C. Housing

Seek and coordinate short-term and long-term housing for displaced citizens.

### D. Human Services

Provision of basic human needs other than in a general shelter environment, distribution of food commodities, potable water, emergency relief items, transportation, and basic health services (including mental health).

ESF 6 can provide personnel and resources to support preparation, mitigation, response, and recovery in support of the primary emergency management objectives. Other responsibilities include documentation and reporting (via WebEOC Relief Centers board), shelter status, populations, any issues with residents, e.g., injuries and

casualties, determination of needs and the processing of all requests to meet those needs, and securing donations of life-supporting supplies.

ESF 6 resources are used when individual agencies are overwhelmed and additional mass care, mass feeding assistance, and bulk distribution of coordinated relief supplies are needed. ESF 6 will coordinate the lodging and feeding of evacuees of any actual or potential disaster.

## Situations and Assumptions

General situations and assumptions are found in the Basic Plan and are not repeated in this ESF. Only statements specific to ESF 6 are stated here:

- A. In emergencies which exceed local capabilities and require additional assistance, requests will be made through and by DEM to the Kentucky Division of Emergency Management (KyEM).
- B. Incoming assets and outside response personnel resources arriving in Lexington will be self-sustaining and/or have basic human needs coordinated through the logistics section of the Incident Command System. However, there may be circumstances that necessitate the logistics officer or resource manager to coordinate and share resources with ESF 6.
- C. Large and medium-scale emergency events that impact the population at large will also impact a large number of service and companion animals. The sheltering and care of these animals will most likely require outside assistance and resources.
- D. People with special needs may have additional requirements. Local jurisdictions have the responsibility to identify and provide adequate assistance to individuals to meet their specific needs.
- E. ARC does not have the capability to shelter individuals who have behavioral or medical needs that require treatment/and or supervision by licensed professionals unless that resource accompanies the disaster survivor or group. People with special medical needs may require additional levels of medical support and evacuation to facilities equipped to provide the required level of service. ARC will make every effort to reasonably accommodate clients with functional needs in general population shelters including the accommodation of service animals.
- F. Many pet owners will not seek shelter for themselves unless shelter can be provided for their family/household pet. Local jurisdictions in coordination with emergency management, ARC, and other partner agencies will provide guidance about where pet sheltering may be obtained.

## Direction and Control

Procedures, protocols, and plans for disaster response activities provide guidelines for operations at the EOC and in the field. The EOP and corresponding Appendices, Incident Specific Plans, Support Plans, and Standard Operating Procedures that describe ESF 6 responsibilities (based on National Planning Scenarios, Universal Task List, and Target Capabilities) are the basis of these guidelines. Periodic training and exercises are also conducted to enhance effectiveness of these plans.

The ESF 6 coordinator provides interface between Lexington Fayette Urban County Government (LFUCG) agencies, EOC, and relief agencies during EOC activation. The coordinator, along with ARC, will also designate geographic areas to specific shelter(s) and/or shelters as special/medical needs, etc., as necessary.

ARC provides emergency relief and care services during disasters. The ESF 6 coordinator and ARC are responsible for the appointment and training of personnel to staff shelters.

Throughout the response and recovery periods, ESF 6 will evaluate and analyze information regarding mass care, develop and update assessments of the situation and status in the impact area, and implement contingency planning to meet anticipated demands or needs.

DEM maintains the overall ESF 6 Plan and accompanying Attachments and References that govern response actions related to emergencies. Supporting agencies shall develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall EOP. All such documents will be in compliance with the National Response Framework, the National Incident Management System, the Incident Command System, and the EOP.

## Concept of Operations

### General

In a medium to large-scale event, the ESF 6 primary coordinating agency will require coordinated support and assistance in mitigation, response, and recovery efforts to assist individuals and families affected by the event. Local government agencies, the business community, and volunteer agencies will work together, with coordination provided by ESF 6, in response to an emergency or disaster to restore essential services and repair affected homes. Sheltering, feeding, and basic first aid activities will begin immediately after the emergency/disaster. Staging of these facilities may occur before the disaster when the emergency/disaster is anticipated.

Actions initiated by ESF 6 are grouped into the phases of emergency management: prevention, preparedness, response, recovery, and mitigation. Each phase requires specific skills, knowledge, and 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.

ESF 6 is organized consistent with the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System. This structure and system supports incident assessment, planning, procurement, deployment, and coordination of support operations to Lexington Fayette.

The nature and scope of the emergency dictate actions required. A large event requiring regional, state, and/or interstate mutual aid assistance will require ESF 6 implementation. ESF 6 will coordinate with supporting agency counterparts to seek and procure, plan, coordinate, and direct the use of any required assets.

Throughout the response and recovery periods, ESF 6 will evaluate and analyze information regarding communications resource requirements, develop and update assessments of the communications situation and status in the impact area, and implement contingency planning to meet anticipated demands or needs.

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

The EOC uses WebEOC (crisis management software) to supplement disaster management through communicative integration of ESFs, agency based EOCs, and other facilities or functions as appropriate.

## Preparedness

Actions and activities that develop human services response capabilities may include planning, training, orientation sessions, and exercises for ESF 6 personnel (i.e., county, state, regional, and federal) and other emergency support functions that will respond with ESF 6. This involves the active participation of local inter-agency preparedness organizations which collaborate in such activities on a regular basis. Local agencies will jointly address planning issues on an ongoing basis to identify response zones, potential staging areas, potential medical facilities, and the maintenance and future development of specialized teams. Initiatives also include the following:

- A. Conduct planning with ESF 6 supporting agencies and other emergency support functions to refine ESF 6 operations.
- B. Develop and refine procedures for rapid impact assessment per field surveys.
- C. Conduct training and exercises for EOC and ESF 6 response team members.

- D. Prepare and maintain emergency operating procedures, resource inventories, personnel rosters, and resource mobilization information necessary for implementation of the responsibilities of the lead agency.
- E. Manage inventory of equipment and other pre-designated assets that are essential to meet the requirements of special needs groups.
- F. Maintain a list of ESF 6 assets that can be deployed during an emergency.
- G. Ensure lead agency personnel are trained in their responsibilities and duties.
- H. Develop and implement emergency response and human services strategies.
- I. Develop and present training courses for ESF 6 personnel.
- J. Maintain liaison with supporting agencies.
- K. Conduct all hazards exercises involving ESF 6.

## Mitigation

ESF 6 will perform the following:

- A. Coordinate with the All Natural Hazards Mitigation Committee to identify potential hazards and their impacts and seek funding for resources to mitigate those hazards.
- B. Provide personnel with the appropriate expertise to participate in activities designed to reduce or minimize the impact of future disasters.

## Alert and Notification

DEM functions as the official disaster organization for preparedness, mitigation, response, and recovery within Lexington Fayette. The DEM Director will activate ESF 6 and notify the ESF 6 coordinator when an event, or threat of an imminent event, may result in the need for relocation/evacuation of Lexington Fayette citizens. The EOC will serve as the central location for interagency coordination and multijurisdictional executive decision-making, including all activities associated with ESF 6.

The EOC will be activated, as will ESF 6, upon the direction of the Mayor of Lexington, Chief Administrative Officer, Commissioner of Public Safety, or the DEM Director. The DEM Director may make the decision to selectively activate ESF 6 agencies based on the type of threat, event, or incident. DEM will notify ESF 6 primary and supporting agencies of activation and request liaisons to report to the EOC. However, there will be times when it is necessary for the liaisons of primary or secondary agencies to work from the field or

their own company operations center. In these cases, they will maintain telephone or radio contact with the EOC and ESF 6.

Upon instructions to activate ESF 6, ESF 6 and supporting agencies will implement their procedures to notify and mobilize all personnel, facilities, and physical resources potentially needed, based on the emergency.

## Response

- A. ESF 6 operates at two levels: the EOC and field operations.
- B. Implement and coordinate food management between the EOC and other agencies and businesses.
- C. Continuous monitoring of occupancy levels and ongoing victims' needs and providing the EOC with a daily listing of open shelters, ensuring the information is logged into the WebEOC Relief Centers board.
- D. Provide its supporting agencies, ESF 2, ESF 8, ESF 13, and ESF 15 with regular updates on which shelters are opened or closed and census data for open shelters.
- E. Continued coordination with ESF 2, ESF 8, ESF 11, ESF 13, and ESF 15 to establish and maintain mass and mobile feeding sites. The need and location of these sites will be reviewed and evaluated daily. Sites may be closed when no longer needed and feeding routes for mobile units should be established or changed according to need.
- F. Assign and schedule sufficient personnel to implement ESF 6 tasks for an extended period of time.
- G. In a statewide emergency, food policies will be established by the Kentucky Department of Agriculture and the State Food and Agricultural Council.
- H. Federal assistance in support of food management will be provided under ESF 6 and ESF 11 of the National Response Framework.
- I. Each agency or facility provides administrative support for its operation. Each agency or facility can also assign personnel to the EOC to advise and/or support the ESF 6 coordinator. Support services include:
  1. Pre-positioning response resources when it is apparent that mass care resources will be necessary and relocating mass care resources when it is apparent that they are endangered by the likely impacts of the emergency situation.

2. Participation in EOC briefings and meetings and assist with the development of Incident Action Plans and Situation Reports.

#### J. Sheltering the Public

1. ARC is the primary shelter provider in Lexington Fayette. DEM and ARC have identified shelter locations and operators throughout Lexington Fayette based on proximity and unique capabilities to protect displaced populations from specific hazards. Additional facilities have been identified by LFCHD to shelter and care for persons with medical special needs. These shelters will be co-located if at all possible.
2. Shelters will be opened and closed in accordance with public need as assessed by ARC, ESF 6, and DEM. ESF 6 will monitor evacuation activity and coordinate with the EOC if the need for additional sheltering outside the county is anticipated. The EOC will document the request and information in WebEOC. ESF 6 will continuously monitor occupancy levels and ongoing victims' needs with a daily listing of "open" and "closed" shelters ensuring that this information is captured in the WebEOC Relief Centers board.
3. Temporary shelters are meant to provide housing, feeding services, basic first aid and medical screening, and to cooperate in developing a system to provide disaster welfare information. Supporting agencies and other ESFs may assist shelter operators by providing resources and coordinating feeding, bulk distribution of personal care needs, and basic first aid, including psychological first aid.
4. ESF 2 will ensure that each shelter has a working communications system and contact with ESF 6, VOAD, and ARC in the EOC. This may include radio, telephone, and/or cellular telephone communication. The ESF 6 coordinator at the EOC will keep the EOC manager and ESF 2 informed about any communication needs.
5. A list of shelters and other resources is developed and maintained in the Emergency Resource List (ERL).
6. If appropriate, the EOC will request outside resources to support mass care operations, including those of other jurisdictions, the state and federal government, and/or the private sector. Once shelters are activated, shelter liaisons through ESF 6 will provide information to ESF15 to ensure information regarding shelter availability, location, and other important information are related to the public.

7. Fire and Emergency Services (FES) will check the shelter for health and safety issues as requested by ARC or LFCHD, or if deemed necessary by FES.
8. The status of shelter space, equipment, and supplies will be monitored. This information will be reported to the ESF 6 coordinator.
9. Evacuees will be advised when damaged areas are declared safe. If necessary, assistance will be provided for the safe return of evacuees to their homes.
10. Accurate records shall be maintained documenting shelter activities for reuniting of families or groups.
11. Throughout the response and recovery periods, ESF 6 will evaluate and analyze information regarding mass care, develop and update assessments of the situation and status in the impact area, and implement contingency planning to meet anticipated demands or needs, such as:
  - a. Coordination with ESF 12 for power service restoration to shelter sites and for the acquisition of supplemental power sources and generators and fuel as required.
  - b. Coordination with ESF 13 to provide security resources needed at shelters.

#### K. Sheltering Pet and Service Animals

During a mid to large-scale disaster, pet and livestock sheltering will be available to the degree resources are made available by volunteer organizations and by local agencies and departments. Sheltering and rescue activities for livestock are included in ESF 11. Sheltering and protective activities for household pets will be coordinated by ESF 11 as they must be done in tandem with the coordination of human sheltering and providing emergency services to their owners. If an emergency affects a significant portion of pet owners and/or a significant portion of Lexington Fayette's agricultural areas, assistance from regional, state, and federal resources will be necessary to meet the demand.

#### L. Mass Feeding

1. The first priorities of mass feeding activities will be disaster victims and emergency workers. Responders will be encouraged to utilize established mass feeding sites in lieu of individual sites.

2. Delivery of food from the Kentucky Department of Agriculture shall be signed for by the ESF 6 coordinator or designee and be accountable for by Lexington Fayette.
3. Food preparation and distribution for mass feeding will be done by ARC, Salvation Army, Fayette County Schools, Division of Community Corrections, or similar public organizations. This will include procuring food from USDA, donations, and private vendors, and the storage of food in identified warehouse sites.
4. Coordinating sanitation provisions and inspections and garbage removal from mass feeding sites will be in coordination with ESF 3 and ESF 8.
5. Coordinating the transportation of food from identified warehouses to mass care feeding sites will be in liaison with ESF 1.
6. Disasters may result in governmental control of food stocks. This will be managed by ESF 6, ESF 7, and the EOC Director.

#### M. Rationing

1. The Commissioner of Agriculture will follow the Governor's food rationing proclamation by issuing a public announcement that the Kentucky Consumer Food Rationing Plan will be put into effect. This announcement will inform the population that food rationing has begun, and will notify the food retailers that they must collect a sufficient amount of ration evidence when making food sales. It may also invoke up to a five-day moratorium on over-the-counter sales of food, during which time the retailer may take steps to get the store in readiness for selling food on a rationing basis.
2. At a time selected by the Mayor, the citizens of Lexington Fayette, and any evacuees without a ration card, will assemble at pre-designated areas for the purpose of registering for allocations of food rationing cards. The period of this registration will be determined by the Mayor acting on the advice of the state.
  - a. Patients of hospitals both public and private, patients of mental hospitals, orphanages, or similar institutions will be registered at their location of care.
  - b. Commercial eating establishments, public institutions, and mass feeding centers will be advised by the county food resource committee on menus and serving portions that would approximate the permissible food allotment per consumer for one or more meals when rationing is in effect. Ration stubs will be collected at the time of service from the consumer. These ration points will be passed on

by the commercial eating establishment manager to suppliers when he/she makes food purchases.

- c. Food stocks will be made available in accordance to their nutritional value as set forth per USDA guidance.

#### N. Housing

Housing needs of displaced individuals and families due to a natural or man-caused emergency event or disaster will be reported to the ESF 6 coordinator in the EOC. ESF 6 coordinators will coordinate with local, regional, state, federal, and/or private entities to assist in finding adequate housing, both short and long-term. In some disaster situations, such as a presidentially declared disaster, the federal government will be requested to assist with emergency housing. Disaster victims will be encouraged to obtain housing with family or friends or in commercial facilities if at all possible. Local government, to the extent possible, will coordinate post-disaster housing needs for the homeless population with the Salvation Army, ARC, and other non-profits in temporary shelters.

#### O. Human Services

ESF 6 provides basic disaster relief to populations made up of individuals, families, and first response workers that are directly or indirectly affected by a disaster or emergency situation, but not in a mass-care general shelter environment. This includes, but is not limited to, the following types of environments:

1. Shelter-in-Place

The emergency situation is such that persons are sheltered in place or isolated in homes, businesses, and/or buildings.

2. Specialized shelters

Medical at-risk shelters, respite shelters for first response workers, warming/cooling stations, rescue shelters for those being rescued, waiting families, response personnel, and decontamination processing centers.

3. Non-conventional shelters

Hotels/motels, dormitories, tents, and prefab module facilities.

#### P. Bulk Distribution

DEM has identified sites for small, mid and/or large-scale Points of Distribution to receive shipment and distribute bulk commodities such as food items, potable

water, tarps, or other supplies as the event determines is needed. Though the acquisition of goods and services to meet basic human needs and services may be coordinated through ESF 6 organizations and channels, the logistics of delivery and distribution to the populace will be coordinated with ESF 7, ESF 1, ESF 13, and ESF 15. ESF 7 will provide the trained assets and security to receive shipments and the mechanism to distribute goods to members of the public affected by the disaster.

When general population shelters are not feasible, or it is suspected these individuals or families are not utilizing general population shelters, ESF 6 coordinates with the DEM Director, ESF 13, and/or Lexington Fayette VOAD members to perform wellness checks and/or door-to-door distribution of emergency food commodities and water. In extreme emergencies, local organizations will be assisted by the Kentucky National Guard and/or nongovernmental agencies through mutual aid agreements.

Agencies and volunteer organizations operating under ESF 6 and/or ESF 7 will not accept used items or opened commodity packages for use as shelter materials, supplies, and/or donations.

## Recovery

ESF 6 is responsible for:

- A. Coordination with ESF 14 to provide information to shelter residents about how to access disaster assistance programs and services through the ARC Service Centers and Individual Assistance Programs through Disaster Application Centers/Tele-registration.
- B. Ensuring a copy of the Shelter Registration form is forwarded to the ARC "Disaster Welfare Inquiry". This form will have a post disaster address for each person housed at the shelter who provided that information upon their final departure. This will assist in reuniting families that may have been separated during the disaster incident.
- C. Coordination of the consolidation of shelters, staff, resources, and supplies as sheltering needs diminish.
- D. Collaboration with DEM, other local governments, and applicable state agencies to assist in determining extended sheltering needs.
- E. Upon cessation of shelter operations, each shelter manager shall prepare an After-Action Report documenting shelter activity. This report shall be submitted to the ESF 6 coordinator within 24 hours of closure.

## Responsibilities

- A. Department of Social Services provides staff to serve as ESF 6 coordinators.
- B. Bluegrass Chapter American Red Cross provides sheltering, behavior health, or other basic human services needs.
- C. Salvation Army assists with sheltering, food, and behavior health needs.
- D. ESF 2 provides communication support to ESF 6.
- E. LFCHD provides equipment and staff for sheltering of special medical need patients.
- F. Division of Fire and Emergency Services, if requested, may provide EMS support at shelters.
- G. ESF 13 provides security as needed for ESF 6 operations.
- H. ESF 15 provides information to the public on services that are being provided by ESF 6.

# ESF 7 Resource Management



Primary Coordinating Agency

Division of Emergency Management



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## Primary Coordinating Agency

The Lexington Fayette Division of Emergency Management (DEM) is the primary coordinating agency and will provide staff to serve in the Emergency Operations Center (EOC) to coordinate Emergency Support Function 7 Resource Management (ESF 7) activities.

During an emergency or disaster event, the EOC Logistics Section Chief will coordinate the support resources from the supporting agencies.

DEM develops and maintains the overall ESF 7 Plan and accompanying Attachments and References that govern response actions related to emergencies. Supporting agencies shall develop and maintain their own similar documents for internal use, which must be compatible with, and in support of, the overall Emergency Operations Plan (EOP). All such documents must be compliant with the National Response Framework, National Incident Management System, and Incident Command System.

## Local Supporting Agencies

- A. Transportation agencies coordinated through ESF 1
- B. Volunteer Organizations Active in Disasters (VOAD)
- C. Lexington Division of Computer Services
- D. Lexington Division of Facilities and Fleet Management
- E. Communication agencies coordinated through ESF 2
- F. Law enforcement agencies coordinated through ESF 13
- G. Faith based organizations

## State, Regional, and Federal Agencies and Organizations

The Commonwealth resource management group will be the primary coordinating group responsible for the implementation of ESF 7 and is the lead group for state-level emergency logistics activities. The Commonwealth is vulnerable to a wide range of natural and man-made events that can quickly deplete the resources of local and state response agencies and require the mobilization, staging, deployment, and demobilization of emergency resources from interstate, intrastate, federal, nongovernmental, and/or private sources.

Support from other states will be coordinated through the Emergency Management Assistance Compact (EMAC).

Local events that do not require direct state assistance with emergency resource management but require resources above and beyond standard agency to agency mutual aid agreements, will be supported in accordance with the guidance as established in the Statewide Mutual Aid Agreement. Local events that can be met by established agency to agency mutual aid will be exhausted before this plan is activated. Specialized equipment, services, and trained/credentialed personnel may be required to support response and recovery operations in the field.

Additional state, regional, and federal agencies/organizations include:

- A. 41st WMD Civil Support Team
- B. American Red Cross (ARC)
- C. Christian Appalachian Project
- D. FEMA
- E. Kentucky Department for Environmental Protection
- F. Kentucky Department for Public Health
- G. Kentucky Department of Transportation
- H. Kentucky Division of Emergency Management (KyEM)
- I. Kentucky National Guard
- J. Kentucky VOAD
- K. Office of the State Fire Marshal
- L. Private sector group

## Purpose

The purpose of ESF 7 is to provide resource support consisting of emergency relief supplies, telecommunications, transportation services, security services, and personnel to support immediate response activities. Resource management during a disaster requires the efficient use of resources throughout Lexington Fayette, which may include interim economic stability controls, conservation, rationing emergency supplies of food, petroleum, and other essential items, and the stabilization of prices, wages, salaries, and rents.

The purpose of ESF 7 is to acquire resources to coordinate and support services for emergency events in Lexington Fayette. ESF 7 can provide personnel and resources to support preparation, mitigation, response, and recovery in support of the primary

emergency management objectives. ESF 7 resources are used when other agencies are overwhelmed and additional resource acquisition is requested.

Lexington Fayette and its response agencies have sufficient resources to support activities associated with local emergencies or for emergencies of short duration. However, a catastrophic event, multiple events, or events lasting longer than 72 hours could exhaust local resources and require the enactment of mutual aid agreements. DEM is the point of contact for Lexington Fayette agencies and organizations to request state and federal resources when the state mutual aid agreement is enacted. Procedural information on the deployment and proper coordination of resources during an emergency are contained in the Lexington Fayette EOC and is maintained by DEM.

## Situations and Assumptions

General situations, assumptions, and policies are found in the Basic Plan and are not repeated in this ESF. Only statements specific to ESF 7 are stated here:

- A. Emergencies can quickly reach a magnitude that require additional resources from local, state, federal, or other organizations through mutual aid agreements. Requests for additional assistance from the state and federal level will be made through and by the Lexington Fayette EOC to KyEM via WebEOC.
- B. Local resources and mutual aid agreements must be depleted or nearly depleted before state or federal assistance is made available.
- C. ESF 7 has the potential of being activated for reasons other than events that take place in Lexington Fayette such as weather related emergencies, natural disasters, search and rescue, chemical emergencies, biological emergencies, terrorist activities, and other public endangerment situations. A situation, in which Lexington Fayette is a host county for sheltering, a location for a staging area, or for a county receiving distribution point in a large scale event, it will most likely be necessary to activate ESF 7. In these situations, Lexington Fayette will support the lead agencies and abide by existing mutual aid agreements and the Incident Command structure.
- D. Transmission lines, pipelines, and transportation routes through Lexington Fayette are vulnerable to both natural and man-made disruptions.
- E. A statewide or international emergency/disaster might isolate the county from energy sources, raw materials, or finished products.
- F. During a period of a declared state of emergency, the Mayor may determine that it is necessary to implement a system for controlling the production, distribution, allocation, conservation, and use of the basic resources (human resources, goods, services, and related facilities) which are available to Lexington Fayette Urban County Government (LFUCG) and its citizens.
- G. The Governor has the authority to implement and enforce rationing or reallocation of resources through the provisions of KRS 32.400.

- H. During periods of a national emergency, the President may implement a federal system of resource management through authority granted by Congress.
- I. The management of local resources not regulated by the federal government may be controlled by the local or state government.

## Direction and Control

DEM is responsible for coordinating critical resource management during an emergency or disaster.

ESF 7 complies with the National Response Framework, the National Incident Management System, and uses the Incident Command System (composed of Planning, Operations, Logistics, and Finance/Administration sections with their standardized units, teams, positions, forms, and terminology) to manage its emergency/disaster responsibilities. Key to this system is DEM, which functions as the official disaster organization for preparedness, mitigation, response, and recovery within Lexington Fayette. The agency also serves as the focal point for ESF 7 activities. It is responsible for ensuring that all appropriate program departments, supporting agencies, other ESFs, and private voluntary agencies have knowledge about the system and ESF 7 expectations.

In accordance with a mission assignment from ESF 7 and further mission tasking by a local primary agency, each support organization assisting in an ESF 7 assignment will retain administrative control over its own resources and personnel but will be under the operational control of ESF 7. Mission operational control may be delegated to a management support unit, multi-agency coordination team, or a local entity.

ESF 7 will prioritize activities and the deployment of resources based on information and requests received from the on-scene Incident Commander (IC) and the operations lead or designated official in the EOC during activation.

First and foremost, decisions and priority will be based on lifesaving and public safety functions.

When the EOC is activated, the IC(s) will assess the need for additional resources and request the EOC to obtain and deploy assets.

Resources from outside the county or other jurisdictions will be controlled by protocols outlined in mutual aid agreements and under direct control of the sponsoring agency but assigned by the EOC.

Federal support to the Commonwealth in regard to resource management will be coordinated under ESF 7.

The staffing directory, ESF 7 Plan, Incident Specific Plans, and Standard Operating Guidelines are maintained by DEM with notification lists updated at least monthly and all other documents updated at least annually. Supporting agencies shall develop and

maintain their own similar documents for internal use which must be compatible with, and in support of, the overall EOP.

All responses made under this annex will use the National Incident Management System (NIMS).

The ESF 7 system operates at two levels: the EOC and field operations.

All management decisions regarding county and/or regional resource allocation are made at the EOC by the ESF 7 coordinator during emergency activations.

## Concept of Operations

### General

ESF 7 is organized consistent with the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System. This structure and system supports incident assessment, planning, procurement, deployment, and coordination of support operations to Lexington Fayette.

All operations will be conducted in adherence to Kentucky Occupational Safety and Health Program standards and regulations with life safety issues being a priority.

Procedures, protocols, and plans for disaster response activities provide guidelines for operations at the EOC and in the field. The EOP and corresponding Appendices, Incident Specific Plans, Support Plans, and Standard Operating Procedures that describe ESF 7 capabilities (based on National Planning Scenarios, Universal Task List, and Target Capabilities) are the basis of these guidelines. Periodic training and exercises are also conducted to enhance effectiveness.

Actions initiated by ESF 7 are grouped into the phases of emergency management: prevention, preparedness, response, recovery, and mitigation. Each phase 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.

A large event requiring regional, state and/or interstate mutual aid assistance will require ESF 7 implementation. ESF 7 will coordinate with supporting agency counterparts to seek and procure, plan, coordinate, and direct the use of any required assets. The nature and scope of the emergency dictate actions required.

Throughout the response and recovery periods, ESF 7 will evaluate and analyze information regarding communications resource requirements, develop and update assessments of the communications situation and status in the impact area, and implement contingency planning to meet anticipated demands or needs.

When an event requires a specific type or response mode, technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with

skills relevant to the type of event. The individual will advise and/or direct operations within the context of the Incident Command System structure.

The EOC uses WebEOC (crisis management software) to supplement disaster management through communicative integration of ESFs, agency based DOCs, and other facilities or functions as appropriate.

## Preparedness

Actions and activities that develop logistics response capabilities may include planning, training, orientation sessions, and exercises for ESF 7 personnel (i.e., county, state, regional, and federal) and other emergency support functions that will respond with ESF 7. This involves the active participation of local inter-agency preparedness organizations, which collaborate in such activities on a regular basis. Local agencies will jointly address planning issues on an ongoing basis to identify response zones, potential staging areas, potential medical facilities, and the maintenance and future development of specialized teams. Initiatives also include the following:

- A. Conduct planning with ESF 7 supporting agencies and other emergency support functions to refine logistics operations.
- B. Conduct training and exercises for EOC and logistics response team members.
- C. Prepare and maintain emergency operating procedures, resource inventories, personnel rosters, and resource mobilization information necessary for implementation of the responsibilities of the lead agency.
- D. Manage inventory of equipment and other pre-designated assets that are essential to meet the requirements of special needs groups.
- E. Ensure lead agency personnel are trained in their responsibilities and duties.
- F. Develop and implement emergency response and logistics strategies.
- G. Develop and present training courses for ESF 7 personnel.
- H. Maintain liaison with supporting agencies.
- I. Conduct all hazards exercises involving ESF 7.
- J. Development and maintenance of a resource management system including an inventory tracking system.
- K. Development and maintenance of a donation request and receipt system.
- L. Coordination of county assets to best meet the demands of Incident Action Plans as set forth by the emergency planning section (ICS command structure) or DEM Director.

## Mitigation

ESF 7 will perform the following:

- A. Coordinate with the All Natural Hazards Mitigation Committee to identify potential hazards and their impacts and seek funding for resources to mitigate those hazards.
- B. Provide personnel with the appropriate expertise to participate in activities designed to reduce or minimize the impact of future disasters.

## Alert and Notification

The EOC will be activated, as will ESF 7, upon the direction of the Mayor of Lexington, Chief Administrative Officer, Commissioner of Public Safety, or the DEM Director. The DEM Director may make the decision to selectively activate ESF 7 agencies based on the type of threat, event, or incident. DEM will notify ESF 7 primary and supporting agencies of activation and request liaisons to report to the EOC. However, there will be times when it is necessary for the liaisons of primary or secondary agencies to work from the field or their own company operations center. In these cases, they will maintain telephone or radio contact with the EOC and ESF 7.

DEM functions as the official disaster organization for preparedness, mitigation, response, and recovery within Lexington Fayette. The DEM Director will activate ESF 7 and notify the ESF 7 coordinator when an event, or threat of an imminent event, may result in the need for relocation/evacuation of Lexington Fayette citizens. The EOC will serve as the central location for interagency coordination and multijurisdictional executive decision-making, including all activities associated with ESF 7.

Upon instructions to activate ESF 7, ESF 7 and supporting agencies will implement their procedures to notify and mobilize all personnel, facilities, and physical resources potentially needed, based on the emergency.

## Response

During the response phase, ESF 7 will evaluate and analyze information regarding resource requests. ESF 7 will develop and update assessments of the resource service status in the impact area(s) and undertake contingency planning to meet anticipated demands and needs. Additional response activities include:

- A. Assign and schedule sufficient personnel to implement ESF 7 tasks for an extended period of time.
- B. Monitor and direct resources and response activities to include pre-positioning for response/relocation due to the potential impact(s) of the emergency situation.

- C. Participate in EOC briefings and meetings and develop Incident Action Plans and Situation Reports.
- D. The Mayor will exercise direction and control over economic stabilization within Lexington Fayette to include purchasing, stockpiling, and distribution of resources.
- E. The Mayor will coordinate and comply with appropriate federal and state economic stabilization plans and policies including the Economic Stabilization Board (ESB).
- F. Food rationing will comply with the USDA and Kentucky Department of Agriculture.
- G. Fuel rationing will comply with the U.S. Department of Energy or the Kentucky Department of Energy.
- H. A large event requiring regional, state, and/or interstate mutual aid assistance will require ESF 7 implementation. ESF 7 will coordinate with supporting agency counterparts to seek and procure, plan, coordinate, and direct the use of any required assets.
- I. Throughout the response and recovery periods, ESF 7 will evaluate and analyze information regarding request for services, develop and update assessment of the situation and status in the impact area, and implement contingency planning to meet anticipated demands or needs.
- J. Coordinate communications, transportation, and security with the appropriate ESFs.
- K. Manpower Services
  - 1. The Human Resources Director will fill all requests for manpower needed by other agencies during an emergency when directed to do so by the Mayor.
  - 2. The Human Resources Director will cooperate with the selective service system's state headquarters for the activation of joint plans to assist local employment offices in the location of civilian manpower to meet urgent emergency needs.
  - 3. The Human Resources Director will, upon direction of the Mayor, assume direction and control of the allocation of manpower within the county.
  - 4. The Human Resources Director will keep the Logistics coordinator informed as to the specific manpower needs and resources available.
- L. Resource Management System/Tracking

DEM is responsible for developing and putting in place resource management systems that accomplish the following:

1. Coordinate, prioritize and process incoming requests for resources from Lexington Fayette agencies and organizations. This will be accomplished through the Requests for Assistance board in WebEOC.
2. As necessary, process requests to KyEM or other entities with which there are mutual aid agreements.
3. Track resource requests and follow requested resources from log in upon arrival, storage, staging, maintenance and care, assignment, demobilization, and return to point of origin.
4. Manage requests from outside Lexington Fayette. Coordinate, prioritize, and process incoming requests.
5. Track the assignment of resources and obtain written agreement for specific resources with requesting agency.
6. Document the resources, their scope of work, and how they and /or work will be tracked.

M. Donations:

Donated goods, services, equipment, and volunteers may come through the EOC during an emergency or disaster. The ESF 7 in coordination with VOAD will track the receipt of donated items and volunteers, including storage and staging of items if necessary. ESF 7 will coordinate the use and assignment of donations to emergency relief efforts with the ESF 6.

## Recovery

ESF 7 will manage the following recovery tasks:

- A. Prepare and submit reports as required to EOC/DEM and other agencies.
- B. Coordinate equipment and other logistic assessment and accountability.
- C. Coordinate the transition from response to normal operations.
- D. Coordinate the demobilization of resources.
- E. Track out-of-county resources to confirm their safe return to point of origin.
- F. Coordinate equipment and other logistic assessment for damage and accountability.
- G. Participate in After-Action meetings and development of the After-Action Report.

- H. As required, prepare and submit the agency's costs of the incident in the correct format.
- I. Coordinate recovery activities with other ESFs as needed.
- J. Assist ESF 7 with coordinating recovery activities with other ESFs as needed.
- K. Contact each resource agency for damage assessment of personnel, equipment, and supplies.

## Responsibilities

### A. ESF 7 Coordinator

The ESF 7 coordinator coordinates resource management between the EOC and other agencies and businesses. The coordinator will serve as an interface between the Division of Human Resources, the EOC, and other agencies, organizations, and businesses involved with manpower coordination during an emergency.

### B. Human Resources Director

The Human Resources Director (or designee) will direct and control manpower coordination within Lexington Fayette as ordered by the Mayor.



# ESF 8 Health and Medical

Primary Coordinating Agency

Lexington Fayette County Health Department



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## Primary Coordinating Agency

The Lexington Fayette County Health Department (LFCHD) is the Emergency Support Function 8 Health and Medical (ESF 8) primary coordinating agency.

During EOC activations, the ESF 8 coordinator provides coordination among the various health care providers, such as:

- A. Processing and prioritizing requests for health and medical services.
- B. Facilitating communications with and between hospitals, nursing homes, the Kentucky Blood Center, and first responders.
- C. Developing resource lists.
- D. Providing information for release to the public.
- E. Facilitating medical care at special needs shelters.
- F. Facilitating mass fatalities care and behavior health needs.
- G. Establishing liaisons with surrounding counties and state and federal health service providers.

ESF 8 activities may include, but are not limited to, the following:

- A. Monitoring, surveillance, and notification of public health threats.
- B. Food safety and security.
- C. Potable water/waste water.
- D. Emergency care and treatment of casualties.
- E. On-scene triage services.
- F. Medical transport from disaster scenes to medical facilities.
- G. Medical transport to shelters.
- H. Medical monitoring and/or services at shelters.
- I. Behavior health care for incident victims and response workers.
- J. Safety and security of health and medical equipment and supplies.
- K. Patient evacuation.
- L. Mass casualties management.

#### M. Mass fatalities management.

These activities will be performed to protect the lives, health, and well-being of citizens throughout Lexington Fayette. Agencies in ESF 8 will have their own organizational policies, procedures, and guidelines. This document does not take the place of those plans but is designed to complement and support them.

### Local Supporting Agencies

Local supporting area agencies that coordinate and actively participate in management and execution of the primary functions within ESF 8 include the following (this list of local supporting response agencies may be shortened or expanded based on the specific needs of each emergency):

- A. Lexington Division of Fire and Emergency Services (FES)
- B. University of Kentucky (UK)
- C. University of Kentucky Healthcare - Good Samaritan Hospital
- D. St. Joseph East Hospital
- E. Veterans Administration Hospital
- F. Shriners Childrens Hospital
- G. Eastern State Hospital
- H. Kentucky Blood Center (KBC)
- I. St. Joseph Hospital
- J. Cardinal Hill Rehabilitation Center
- K. Ridge Behavioral Health System
- L. Fayette County Coroner (FCC)
- M. Rural Metro Ambulance
- N. Assisted Living Centers
- O. Long Term Care Centers
- P. Lexington Division of Community Corrections
- Q. Bluegrass Comprehensive Care

R. Bluegrass Chapter American Red Cross (ARC)

S. E911

T. Home Healthcare Agencies

## State, Regional, and Federal Agencies and Organizations

The Cabinet for Health and Family Services (CHFS) provides most of the state's human services and health care programs including the Department for Community Based Services, Department for Medicaid Services, and Department for Public Health. Within CHFS, the Kentucky Department for Public Health (KDPH) is responsible for coordinating public health and medical preparedness, response, and recovery activities for any all-hazards event involving public health, behavioral health, medical care, and mass fatalities.

The Department for Health and Human Services, U.S. Public Health Service (HHS) is the lead Federal Agency for ESF 8 under the Federal Response Plan. Assistance may include support of pre-hospital care services, including activation of Disaster Medical Assistance Teams (DMAT) and other specialty teams, health care and auxiliary health care facilities, and activation of the National Disaster Medical System (NDMS) to evacuate patients to definitive care facilities outside the affected area.

A. Assistant Secretary of Preparedness and Response

B. Centers for Disease Control and Prevention

C. FEMA Region IV Unified Planning Coalition

D. Kentucky Air National Guard

E. Kentucky Army National Guard

F. Kentucky Board of Emergency Medical Services

G. Kentucky Cabinet for Health and Family Services

H. Kentucky Commission on the Deaf and Hard of Hearing

I. Kentucky Community Crisis Response Board (KCCRB)

J. Kentucky Department for Aging and Independent Living

K. Kentucky Department for Behavior Health, Mental Developmental, and Intellectual Disabilities

L. Kentucky Department for Community Based Services

M. Kentucky Department for Medicaid Services

- N. Kentucky Department of Agriculture
- O. Kentucky Department of Corrections
- P. Kentucky Department of Education
- Q. Kentucky Department of Military Affairs
- R. Kentucky Department of Veterans Affairs
- S. Kentucky Department of Workforce Development
- T. Kentucky Division of Emergency Management (KyEM)
- U. Kentucky Department for Environmental Protection
- V. Kentucky Hospital Association
- W. Kentucky Justice and Public Safety Cabinet
- X. Kentucky Labor Cabinet
- Y. Kentucky Local Health Departments
- Z. Kentucky Medical Examiner's Office/Kentucky Coroner's Incident Response Team
  
- AA. Kentucky Medical Reserve Corps
- BB. Kentucky Pharmacists Association
- CC. Kentucky Regional Poison Center
- DD. Kentucky State Police
- EE. Kentucky Transportation Cabinet
- FF. Office for the Blind
- GG. Office of Communications and Administrative Review
- HH. Office of Inspector General
  - II. Ohio Valley Appalachia Regional Geriatric Education Center
- JJ. U.S. Department of Health and Human Services
- KK. U.S. Department of Veterans Affairs
- LL. U.S. Food and Drug Administration

## Purpose

- A. To coordinate and direct health care related activities within Lexington Fayette.
- B. To provide emergency care and treatment of casualties resulting from an incident including Chemical, Biological, Radiological, Nuclear, and Explosives (CBRNE) incidents that could occur during a war or terrorist attack.
- C. To help continue provision of routine emergency and medical care for the general population.
- D. To provide emergency public health services that will prevent and/or mitigate the spread of infectious diseases.
- E. To provide mental health services for both victims and emergency responders.
- F. To provide guidance and coordination of health and medical resources under the following conditions:
  - 1. When the Lexington Fayette Emergency Operations Center (EOC) is partially or fully activated and coordination of, or monitoring of, medical emergency services is necessary.
  - 2. When an emergency situation exceeds the normal response capabilities of a health or medical response agency and additional resources are required.
  - 3. When an actual or potential disaster threatens the health and medical well-being throughout Lexington Fayette.

Activation of ESF 8 may be due to a public health or medical event such as a disease outbreak, i.e., pandemic flu, bioterrorism attack, or the result of a natural or man-made disaster causing risk and injury to the public's health or well being.

ESF 8 can provide personnel and resources to support preparation, mitigation, response, and recovery in support of the primary emergency management objectives. ESF 8 resources are used when individual agencies are overwhelmed and additional health and medical assistance is requested.

ESF 8 will coordinate health care and mortuary activities, 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, disposal of the dead, maintenance of sanitation services, mental health services, and the prevention and mitigation of the spread of infectious disease.

Some of the issues may include:

- A. Identifying health and medical needs of Lexington Fayette before, during, and after a disaster.
- B. Coordinating the health and medical resources needed in responding to public health and medical care needs following a significant natural disaster or man-made event.
- C. Developing policy guidelines for sheltering people with special needs.
- D. Developing strategies to ensure adequate staffing for the Special Needs Shelter and the registration of people with special needs.
- E. Providing personnel and resources to support preparation, mitigation, response, and recovery in support of the primary emergency management objectives.
- F. Using ESF 8 resources when individual agencies are overwhelmed and additional health and medical assistance is requested.

## Situations and Assumptions

General situations, assumptions, and policies are found in the Basic Plan and are not repeated in this ESF. Only statements specific to ESF 8 are stated here. Accepted policies and assumptions include, but may not be limited to, the following:

- A. Most disasters occur with little or no warning; however, ESF 8 may be activated when there is imminent threat or advance warning of floods, winter storms, tornadoes, etc.
- B. Essential resources (personnel, vehicles, fuel, and critical supplies) may be prepositioned and readied for activation when an area is under imminent threat.
- C. Emergencies can quickly reach a magnitude that require additional resources from local, state, federal, or other organizations through mutual aid agreements. Requests for additional assistance from outside of Lexington Fayette will be made through and by ESF 8 via the KyEM Mutual Aid System.
- D. Hospitals or public health officials may request that the local EOC establish non-hospital treatment sites to provide medical care for patients.
- E. ARC and/or LFCHD have established Memorandums of Agreement (MOAs) with local churches and schools or other similar types of facilities to use these facilities to establish treatment or sheltering sites during declared states of emergency.
- F. Depending on the nature of the disaster, complications may include general health and mental health issues in addition to traumatic injury, communicable disease, or food poisoning.

- G. Depending on the nature of the disaster, food and/or water contamination could result. The release of toxic or hazardous materials may result in human and environmental contamination.
- H. During emergencies and disasters there will be an increased need for medical or mental health services by chronically ill, but uninjured citizens, or walking wounded.
- I. In the event of a mass fatalities occurrence, area funeral home directors are authorized to assist the FCC in the identification, care, and disposition of remains.
- J. Although a primary hazardous event may not initiate a public health emergency, secondary events stemming from the initial event may do so.
- K. A large-scale emergency will result in increased demands on hospitals, FES, and health and medical personnel.
- L. The potential for disease and injury will increase as shelters' populations increase.
- M. The potential for disease and injury will increase as water shortages occur or as basic sanitation and utility services are disrupted by other disasters or incidents.
- N. Required vaccines, appropriate antidotes, medications, medical supplies, and equipment needed to counteract a wide-spread disaster may be in short supply or not available through local sources.

## Direction and Control

The Lexington Division of Emergency Management (DEM) functions as the official disaster organization for preparedness, mitigation, response, and recovery within Lexington Fayette, and initiates and ultimately oversees the coordination of ESF 8 activities during declared disasters or when there is an imminent threat of disaster. This includes, but is not limited to, natural disasters, hazardous materials events, and events that put Lexington citizens at medical risk. It is the responsibility of DEM to ensure all appropriate program departments and supporting agencies and volunteer agencies in ESF 8 have knowledge about the ESF 8 coordinating responsibilities and expectations.

The EOC will serve as the central location for interagency coordination and executive decision-making, including all activities associated with ESF 8. The DEM Director may make the decision to selectively activate ESF 8 agencies based on the type of threat, event, or incident. DEM will notify ESF 8 primary and supporting agencies of activation and request liaisons to report to the EOC. However, there will be times when it is necessary for the liaisons of primary or secondary agencies to work from in-the-field or their own agency DOC. In these cases, they will maintain telephone or radio contact with the EOC and ESF 8 coordinator.

All responses will be performed under the guidance of the National Incident Management System (NIMS) and/or HICS.

The Pharmacy Command Center will be under the supervision of the Director of Pharmacy at the St. Joseph Hospital or his/her designee. An alternate site would be Central Baptist Hospital under the supervision of the Director of Pharmacy or his/her designee. If a city-wide drug distribution plan should be needed, the Pharmacy Command Center will be available to answer drug information questions from health care professionals and the general public.

Kentucky Revised Statues (KRS) provide that once the sick and injured are removed from a disaster site, the County Coroner is in charge of the site until the dead and accompanying evidence are removed. The County Coroner will direct all operations pertaining to the processing of deceased persons.

Tactical operations will be controlled by the Incident Commander (IC) on scene within the Incident Command Structure. This includes on-scene activities such as hazardous materials decontamination and/or triage. The IC(s) will assess the need for additional resources and request the EOC to obtain and deploy assets.

All activities associated with the recovery and identification of the deceased will be in accordance with the policies and procedures of the State Medical Examiner's Office, the Coroner, and Medical Examiner statutes.

## Concept of Operations

### General

ESF 8 is organized consistent with the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System. This structure and system supports incident assessment, planning, procurement, deployment, and coordination of support operations to Lexington Fayette.

Procedures, protocols, and plans for disaster response activities provide guidelines for operations at the EOC and in the field. The Emergency Operations Plan (EOP) and corresponding Appendices, Incident Specific Plans, Support Plans, and Standard Operating Procedures that describe ESF 8 capabilities are the basis of these guidelines. Periodic training and exercises are also conducted to enhance effectiveness.

A large event requiring regional, state and/or interstate mutual aid assistance will require ESF 8 implementation. ESF 8 will coordinate with supporting agency counterparts to seek and procure, plan, coordinate, and direct the use of any required assets.

The nature and scope of the emergency dictate actions required.

Throughout the response and recovery periods, ESF 8 will evaluate and analyze information regarding communications resource requirements, develop and update

assessments of the communications situation and status in the impact area, and implement contingency planning to meet anticipated demands or needs.

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

The EOC uses WebEOC (crisis management software) to supplement disaster management through communicative integration of ESFs, agency based EOCs, and other facilities or functions as appropriate.

Small and routine incidents occur often involving a single entity or limited agency response. Health and medical activities in support of these events are routinely performed by the personnel assigned to ESF 8 responsibilities for that agency or jurisdiction.

Patients' medical information will not be released to the general public to ensure patient confidentiality.

Primary and supporting agencies are responsible for ensuring their staff recognizes their individual responsibilities to maintain patient confidentiality.

DEM maintains the overall ESF 8 Plan and accompanying Attachments and References that govern response actions related to emergencies. Supporting agencies shall develop and maintain their own similar documents for internal use, which must be compatible with, and in support of, the overall EOP. All such documents will be in compliance with the National Response Framework, the National Incident Management System, the Incident Command System, and the EOP.

Actions initiated by ESF 8 are grouped into the phases of emergency management: preparedness, response, recovery, and mitigation. Each phase 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.

## Preparedness

Actions and activities that develop health and medical response capabilities may include planning, training, orientation sessions, and exercises for ESF 8 personnel (i.e., county, state, regional, and federal) and other emergency support functions that will respond with ESF 8. Initiatives include the following:

- A. Conduct planning with ESF 8 supporting agencies and other ESFs to refine health and medical operations.
- B. Conduct training and exercises for EOC and health and medical response team members.

- C. Prepare and maintain emergency operating procedures, resource inventories, personnel rosters, and resource mobilization information necessary for implementation of the responsibilities of the lead agency.
- D. Manage inventory of equipment and other pre-designated assets that are essential to meet the health and medical requirements of special needs groups. Develop plans, information, and guidance for persons with special needs during evacuations, sheltering, and other event responses.
- E. Maintain a list of ESF 8 assets that can be deployed during an emergency. Assign and schedule sufficient personnel to implement ESF 8 tasks for an extended period of time.
- F. Ensure lead agency personnel are trained in their responsibilities and duties.
- G. Develop and implement emergency response and health and medical strategies.
- H. Develop and present training courses for ESF 8 personnel.
- I. Maintain liaison with supporting agencies.
- J. Conduct All Hazards exercises involving ESF 8.
- K. Conduct vulnerability analysis at critical facilities and make recommendations to improve physical security. Identify and develop MOAs and contractual agreements with primary agencies and supporting agencies which include operational guidelines including commercial businesses and vendors.
- L. Identify new equipment needs or capabilities required to prevent or respond to new threats or emerging threats and hazards, or to improve the ability to address existing threats.
- M. Identify locations and develop plans for mass vaccination and prophylaxis.
- N. Plan and prepare for the replacement or rotation of resources during an incident.

## Mitigation

ESF 1 will perform the following:

- A. Coordinate with the All Natural Hazards Mitigation Committee to identify potential hazards and their impacts and seek funding for resources to mitigate those hazards.
- B. Provide personnel with the appropriate expertise to participate in activities designed to reduce or minimize the impact of future disasters.

## Alert and Notification

E911 will notify the DEM Director and the primary on-call person when the county or an area of the county has been threatened or impacted by an emergency or disaster event.

E911 or DEM will initiate ESF8 notification using the Emergency Notification System (ENS). E911 will request, as directed by DEM, assistance from the primary coordinating agency to staff the ESF 8 position in the EOC on a 24-hour basis.

Upon instructions to activate ESF 8, ESF 8 and supporting agencies will implement their procedures to notify and mobilize all personnel, facilities, and physical resources potentially needed based on the emergency.

If a terrorist attack is suspected or imminent, law enforcement, emergency management, or other authorities will notify hospitals and other stakeholders as appropriate.

## Response

### A. ESF 8 will:

1. Coordinate operations in the EOC, LFCHD Department Operations Center (DOC), and/or other locations as required.
2. Establish and maintain a system to support on-scene direction and control and coordination with the EOC, ESF 8, and the State EOC.
3. Establish mutual aid procedures for the following resources: DMAT, Disaster Mortuary Operational Response Team (DMORT), and interoperable, communications, resource management, and logistical support.
4. Deploy Impact Assessment Teams to determine post-event health impact on critical infrastructure and essential functions.
5. Pre-position response resources when it is apparent that health and medical resources will be necessary.
6. Relocate health and medical resources when it is apparent that they are endangered by the likely impacts of the emergency situation.
7. Monitor and direct health and medical resources and response activities.
8. Participate in EOC briefings, meetings, and the development of Incident Action Plans, Situation Reports, and After-Actions Reports.
9. Coordinate with supporting agencies to support emergency activities.

10. Obtain other resources through the Statewide Emergency Management Mutual Aid and Assistance Agreement.
11. Coordinate all resources into the affected areas from designated staging areas.
12. Coordinate with other jurisdiction ESFs or like function to obtain resources and facilitation of an effective emergency response among all participating agencies.
13. Prevent the release of medical information on individual patients to the general public to ensure patient confidentiality protection, in accordance with the Health Insurance Portability and Accountability Act (HIPAA).
14. Obtain non-specific information on casualties/patients and forward to ARC for their inclusion in the Disaster Welfare Information System, to ESF 15 for informational releases, and to ESF 5 for development of Situation Report(s) for dissemination to the State EOC.

B. Behavioral healthcare providers will:

1. Provide immediate on-scene crisis counseling during emergency operations. Victims and emergency responders are given crisis counseling and other on-scene mental health care, as are families and the general public that may be affected by the event.
2. If the EOC is activated, the designee from the KCCRB will provide reports to the ESF 8 coordinator as directed at the beginning of the event.
  - a. KCCRB through its staff and team provide coordination, assessment, technical assistance, on-scene support, and other needed support in Lexington Fayette during and after an emergency/disaster.
  - b. KCCRB credentials and maintains rosters of trained personnel to provide services. Trained responders will be deployed as needed following an emergency/disaster. The KCCRB provides crisis counseling or disaster mental health services through local and regional team members.
3. The Bluegrass Regional Mental Health Mental Retardation Board will contact the EOC ESF 8 coordinator to determine needs, priorities, and allocation of staff and resources.
4. ARC will contact the ESF 8 coordinator to determine needs, priorities, and allocation of staff and resources.

C. FES will:

1. Coordinate the evacuation of patients from disaster areas when deemed appropriate, including transport of victims to medical facilities outside the at-risk area.
2. Coordinates the following resources and or operations:
  - a. ALS/BLS vehicles
  - b. Emergency medical services
  - c. Technicians and paramedics, EMS procurement, and aircraft transport.
  - d. Health and safety of emergency responders and medical support.
  - e. Oxygen, oxygen supplies, or delivery devices to shelters.
  - f. Paramedic with appropriate training to administer tetanus shots in the field, primarily in large recovery areas.
  - g. Support to special needs shelter clients by coordinating with Lexington Fayette.
3. Provide an Emergency Medical Technician to the EOC when activated or as requested by the EOC Manager.
4. Conduct the following activities:
  - a. Designate a triage area. This includes determining the number of victims, the type and severity of injuries, completing triage tags for each victim, and prioritizing victims for treatment and transportation. The Simple Triage and Rapid Treatment (START) system will be the standard system used for triage.
  - b. Designate a temporary morgue if necessary.
  - c. Provide medical treatment to victims.
  - d. Prepare victims for transportation to hospitals or other health care facilities.
  - e. Maintain a record for each victim. Information in the record will include: identification (if available), description of injuries, treatment administered, mode of transportation, and facility to which each victim is transported.
  - f. Transport critical victims to hospitals or other health care facilities.

- g. Report decontamination and transport information to ESF 8 in the EOC.

D. Home healthcare agencies will:

1. Maintain a current updated list of special need clients in their care.
2. Maintain communications and cooperation with the EOC through respective operations managers.
3. Provide care for their patients in the Special Needs Shelter before, during, and after the event.

E. Hospitals will:

1. Provide triage, medical care, and management of disaster victims.
2. Conduct specific infectious disease surveillance in partnership with LFCHD.
3. Maintain communications (via Liaison Officer) and provide updates to the local EOC (via WebEOC) and other stakeholders.
4. Provide assistance to the local EOC and response agencies, as appropriate.
5. Follow guidelines set forth in the Hospital Emergency Incident Command System during disasters.
6. Provide a hospital representative to the local EOC to assist health and medical coordinated response, if requested.
7. Notify appropriate first response agencies and emergency management per the hospital's emergency operations plan if an event directly threatens a hospital.
8. Make appropriate patient referrals to hospitals and healthcare facilities within the local Metropolitan Medical Response System (MMRS) area when it is anticipated that local treatment capacity will be exceeded.
9. Refer patients to resources and/or medical professionals located in MMRS cities within our geographic area (Louisville, Cincinnati and Knoxville, for example) when it is anticipated that our MMRS area treatment capacity will be exceeded. Medical professionals from these cities will staff medical facilities or field hospitals here upon request. Once it becomes apparent that these regional resources are insufficient or inappropriate in the particular incident, a request will be forwarded to the KyEM to request assistance. If activation of the NDMS is deemed appropriate, patients will

be moved out and/or medical professionals will be brought in under the auspices of the NDMS.

10. Conduct electronic bed tracking using WebEOC (web-based crisis management and resource management system). This system allows hospitals within the region to know the bed capacity and divert status of other hospitals around the region.
11. Conduct electronic surveillance using WebEOC. This system allows hospitals and the public health department within the region to post and share information about ED visits, complaints, and diagnosis, and would facilitate early detection of an infectious disease outbreak.
12. Conduct patient tracking from the field and through the emergency department by using First TRAK Patient Tracking System. First TRAK Patient Tracking System is a suite of equipment and web-based information technologies that allow EMS, hospitals, coroners, etc., to register and track the disposition of patients during a mass casualty/mass fatality event. The system is deployed to all central Kentucky hospitals, select EMS services, and coroners. The system consists of the following:
  - a. Hospitals
    - 1) Tethered and mobile hand scanners to read bar code patient tags.
    - 2) Laptops and software to input detailed data for the patient.
    - 3) Website to track/confirm numbers and types of patients entered into the system by hospitals/EMS.
  - b. EMS
    - 1) Ruggedized mobile handheld scanners.
    - 2) Ruggedized ToughBook laptops to process detailed patient data.

The website display allows a snapshot of total numbers of patients by facility and their condition. The system also can capture movement of patients through EMS to hospitals and discharge.

13. Implement emergency response in phases based on the threat and magnitude of the event. Increases in the local, state, or national alert level may also increase the activation level of each facility. These levels will be referenced when coordinating with other hospitals and outside agencies. Specific actions taken by each hospital will be determined by their emergency operations plan.

14. Track and adjust hospital bed capacity. All hospitals have plans for a limited expansion of bed capacity due to disaster situations. Based on the hospital's emergency operations plan and the particular situation, hospitals may discharge or transfer stable patients or cancel elective procedures to free existing beds.

In extreme situations warranted by emergency declaration and/or response, hospitals may waive standing policies or operating procedures to change patient-staff ratios, open closed beds, or other means to allow additional beds to be established. Off site alternate care locations may be established as needed and available.

15. Adjust hospital staff as necessary. Hospital personnel are considered essential during emergency response operations, requiring employees to report to duty if notified. All hospitals maintain call-in rosters, used to activate off-duty employees during emergency situations.
16. Employing the Hospital Emergency Incident Command System and National Incident Management System, hospitals will plan for and provide support services to employees to allow them to come to work and, if necessary, to work longer shifts. These support services may include, but are not limited to, emergency child care or elder care, food, sleeping quarters, hygiene supplies, and psychological support.
17. Develop and maintain a bioterrorism response plan. As a condition of participation, all hospitals participating in the regional plan are required to have a bioterrorism response plan. In addition, hospitals throughout Kentucky have been given the opportunity to vaccinate volunteer smallpox response teams to increase the community's ability to respond to an outbreak.
18. It is recognized that many ambulatory patients may leave the scene and present independently and without benefit of triage, decontamination, or first aid to area hospitals. As a result, hospitals will triage patients who present or are transported to the hospital.
19. Triage patients and initiate definitive care based on the hospital's emergency operations plans and the specific situation. In some cases, certain standing operating procedures and rules and regulations may be waived in order to facilitate a mass influx of patients. Hospital emergency operations plans include processes for the rapid expansion of services and, in some cases, establishment of alternative or additional triage sites.
20. Establish the capability to provide small-incident decontamination of patients (4-6 patients per hour, based on hazard vulnerability analysis of likely scenarios). Although no hospital within the region has established the capability to provide mass casualty decontamination, hospitals will work with emergency management, regional hazardous materials (HazMat) teams, local fire departments, and industry to develop

contingency plans for the expansion of limited decontamination capabilities in a mass casualty situation. Each hospital is responsible for providing its own equipment for small incident decontamination (i.e., adequate to treat 4-6 patients per hour) and for developing a contingency plan, in consultation with the local Emergency Management Director or regional HazMat team, for the expansion of decontamination due to mass casualties.

21. Maintain and provide Level C Personal Protective Equipment (PPE) to staff involved in decontamination of patients. Each hospital will maintain and provide PPE for clinicians caring for patients sufficient to meet standard or transmission precautions for the known or suspected event.
22. Isolate (also known as social distancing) patients, as necessary. If an infectious disease outbreak necessitates isolation of patients, hospitals will use existing negative pressure rooms, where available, cohorting patients if necessary. If negative pressure rooms are not available or if the demand exceeds capacity, hospitals will collaborate with infectious disease physicians, facility engineers, and infection control officers to develop alternate plans for care.
23. Enforce quarantines as appropriate. When necessary, the Governor or Mayor can declare a state of emergency and the judicial system in conjunction with the local health department can enforce quarantines under state law. Hospitals will coordinate with EOC, health departments, and other stakeholders to support quarantine measures. If a hospital is subject to a quarantine and/or isolation order, patients with other diagnoses will be diverted to other hospitals within the region. Once facility decontamination is completed, the Incident Commander (or designate) will allow re-entry, in consultation with the cleanup company, EOC, LFCHD, or other experts. If the facility was seized by a local, state, or federal entity (as during a quarantine), it is assumed that the entity must authorize any re-entry.
24. Divert patients, as necessary. During the initial phases of a disaster, hospitals will triage and treat patients following their emergency operations plans. In some cases, hospitals may find it necessary to divert non disaster-related patients to another facility within the area. In these situations, the hospital will follow normal procedures for notification of patient diversion through established systems. In the event of a community, region, or statewide disaster, patient diversion will be coordinated through the EOC and public notification coordinated by the Public Information Officer.
25. Evacuate a hospital, when necessary. Under NFPA 101, hospitals are built to “defend in place.” In this case, that means that hospitals activate a full-facility evacuation only in extreme circumstances in which the environment cannot support the minimum requirements for patient care. All hospitals have mutual aid agreements and evacuation plans. Hospitals

will work with the EOC to identify alternative care sites. Each hospital will evacuate and ensure continuity of care and operations using key components of HICS and their mutual aid plans. The local EOC will assist with coordinating the evacuation effort.

26. Implement shelter-in-place measures, if appropriate. When necessary or instructed by response agencies, hospitals will implement shelter-in-place measures to provide temporary protection from nearby releases of hazardous materials (including some weapons of mass destruction).
27. Request or be asked to provide equipment and other goods and services necessary for emergency response when a disaster occurs (or is imminent). Hospitals within the region must develop mutual aid agreements or contractual agreements with vendors for obtaining additional equipment for disaster response.
28. Conduct a periodic security threat and risk assessment as a part of its mitigation activities. Vulnerabilities identified in the threat and risk assessment will be reviewed and prioritized by the institution's safety committee and sent to hospital administration to be addressed and resolved, if possible.
29. Take additional security measures during emergency activations as determined in the hospital's emergency operations plan. This includes policies and procedures for employee identification, limiting public access, facility lockdowns, and increased staffing. It is also recommended that each facility establish a single point of entry during full activation of the emergency operations plan.
30. Develop plans for rapid expansion of morgue capacity to accommodate mass fatalities. In the event of a mass casualty disaster, hospitals may request assistance from the ESF 8 coordinator which will coordinate mortuary operations with the Fayette County Coroner's Office and the Kentucky Medical Examiner's Office.

F. As the primary coordinating agency, LFCHD will conduct the following response activities:

1. Provide leadership in directing, coordinating, and integrating overall Lexington Fayette efforts to provide health and medical assistance to affected areas and populations.
2. Staff and operate a National Incident Management System compliant command and control structure (i.e., Incident Command System) to assure that services and staff are provided to areas of need.
3. Coordinate and direct the activation and deployment of Lexington Fayette health and medical agencies, service personnel, supplies and equipment, and provide certain direct resources.

4. Evaluate the emergency situation, make strategic decisions, identify resource needs, and secure resources required for field operations.
5. Coordinate supplemental assistance in identifying and meeting the health and medical needs of disaster victims.
6. Implement the organization, assignment, and staffing at the facilities in which ESF 8 requires location.
7. Direct local deployments of the Strategic National Stockpile (SNS) in coordination with the local EOC.
8. Coordinate response and location of deployed DMAT teams.
9. Obtain medical equipment and supplies from local vendors where possible. Coordinate with the local EOC and KDPH Department Operations Center (DOC) for other resources.
10. Staff the Special Needs Shelter with nurses as needed. Their duties will include administering first aid, assisting in triage/screening and displaced persons assignments, keeping patient records, evaluating sanitary conditions of shelters, and consulting with environmental health specialists when necessary.
11. Provide the coordination of the following resources:
  - a. Medical equipment, supplies, personnel
  - b. Health administrators
  - c. Pharmacy services
  - d. Environmental health specialists
  - e. Laboratories and laboratory personnel
  - f. Nutritional services
  - g. Epidemiological services
  - h. Disaster response expertise
  - i. Dental services
12. Coordinate response for:
  - a. Safety of food and drugs

- b. Vector control
  - c. Behavioral health
  - d. Victim identification/mortuary services
  - e. Health education
  - f. Public information related to ESF 8
  - g. Laboratory services
  - h. Mass medical care
  - i. Public health and sanitation
  - j. Mass prophylaxis of population
13. Conduct specific infectious disease surveillance in coordination with local hospitals. Surveillance is the key to tracking the incidence and prevalence of naturally occurring infectious diseases within a community. The current surveillance systems in use in Lexington Fayette are passive systems based on the reportable diseases required by law. Information currently submitted to public health includes:
- a. In Kentucky, health care providers and laboratories are required by law to report infectious and communicable diseases to the local health department serving the jurisdiction in which the patient resides. Each reported disease requires an investigation by the epidemiology unit to determine a source of infection, whether additional individuals need to be contacted, and to provide education to the patient regarding their illness.
  - b. Reports from the Fayette County Coroner regarding any unusual deaths, especially deaths associated with uncommon infectious diseases.
  - c. Fayette County Public School attendance records accessed upon request.
  - d. Kentucky law requires all the Tier 1 agents (anthrax, botulism, hemorrhagic fever, plague, smallpox, and tularemia) to be reported. When the surveillance process in Lexington Fayette detects an unusual occurrence that could suggest the deliberate release of a biological agent, an epidemiological investigation will be initiated.
  - e. The LFCHE epidemiology team also has near real-time laboratory surveillance in the majority of large hospitals in Lexington allowing for a quicker response to initiate an investigation and to quickly

mitigate the spread of infectious disease in the community. LFCHD also has a new surveillance system that uses data from mobile emergency medical service runs to look for novel or clustered occurrences of disease or illness.

14. Healthcare facilities report infectious diseases (identified bioterrorism agent or other disease that significantly threatens public health) to LFCHD and appropriate first response agencies. Likewise, LFCHD will report positive or suspected cases to hospitals and first responders. Surveillance of infectious disease investigations will be conducted per Kentucky law and regulations and hospital policies.

15. Establish non-hospital facilities to provide alternative medical care for the community when a disaster occurs (or is imminent). These may include the following:

a. Treatment sites

If necessary, local or regional response agencies will establish alternative, non-hospital sites to provide treatment to disaster victims per the EOP. Stable hospital patients who can be discharged, transferred, or are disaster casualties with minor injuries may be diverted to these treatment sites or other facilities in coordination with the EOC. The EOC may also request resources from hospitals to help staff or equip the sites.

b. Field triage sites

If necessary, local or regional response agencies will establish field triage sites for victims or the public to receive care before going to a hospital. In these situations, the local EOC will coordinate with each hospital for receipt of patients.

c. Vaccination and prophylaxis centers

LFCHD will identify locations and develop plans for mass vaccination and prophylaxis as a part of mitigation and preparedness activities. These plans will become a part of the county SNS plans.

Mass prophylaxis is the distribution of appropriate antibiotics, vaccines or other medications to prevent disease and death in exposed victims. The speed with which medical prophylaxis can be administered is a crucial determinant of its success. Therefore, the ability to detect an incident, determine the appropriate course of medical action and distribute the chosen medication promptly is essential for mass prophylaxis to be effective.

G. Fayette County Coroner's office will:

1. Direct mortuary and coroner services. The Coroner assumes control of scenes where fatalities have occurred (after FES has removed injured victims) until all bodies and evidence have been examined and/or removed.

Only persons authorized by the Coroner are allowed access to the scene. No bodies, property, or other material will be removed from the scene until authorized by the Coroner. The Coroner directs the investigation of the scene and is responsible for the collection of all evidence. Bodies will be transported to the Fayette County Forensic Center and will be held until released by the Coroner. If the number of bodies exceeds the capacity of the Forensic Center, the Coroner will establish and staff temporary morgues. The ESF 8 Coordinator will also coordinate requests for assistance.

If the number of fatalities exceeds the burial capacity of the community, bodies can be interred in a common grave. Records identifying the persons buried and their positions in the grave will be maintained. FES will provide decontamination for dead bodies with approval of the Coroner.

The EOC will coordinate emergency power, security, communications, sanitation and other supplies and equipment to operate the morgue.

2. Provide reports to the ESF 8 coordinator if the EOC is activated. Reports will be provided at the beginning of the event.
3. Provide updates to the ESF 8 coordinator regarding the mortuary service operation.

H. Medical Examiner's office will:

Provide for decedent identification and mortuary services including temporary morgue services, preparing and disposing of remains. Coordinate with the ARC on victim identification and mortuary protocol for family notification in accordance with established ARC procedures. Manage provision of mortuary services through the local funeral homes.

Lexington Fayette incorporates four levels of expanded medical response, using local resources initially and then extending to progressively broader geographic areas as the need for additional health care resources escalates. These include:

I. Pharmaceuticals

Hospitals within the region will develop pharmaceutical and equipment cache plans, as a part of mitigation and preparedness activities, sufficient to ensure continued operations and treatment capabilities until the SNS or other resources arrive. Types and amount of pharmaceuticals will be based on the area's hazard

vulnerability analysis and the premise that the local jurisdiction must be self-sufficient for the first 72 hours following an event.

J. Bluegrass HealthCare Emergency Planning Committee (BGHCEPC)

BHEPC has established a Pharmaceutical Command Center made up of area pharmacists that will assist in coordinating technical assistance and pharmaceutical sharing through each local EOC. The center maintains an inventory of select pharmaceuticals of hospitals, health departments and other resources in the region.

K. Pharmacy Counter-Terrorism Committee

This committee has identified par levels for pharmaceuticals needed to treat patients from events identified in the local hazard vulnerability analysis. Each hospital within Lexington Fayette maintains reserves of these pharmaceuticals sufficient to treat their employees and the employees' families, first responders and an agreed upon number of patients (1000 county-wide) for 72 hours. The Pharmacy Counter-Terrorism Task Force has developed age-specific dosing protocols (for pediatric and geriatric populations) for the antidotes and prophylaxis maintained for disaster response. This information has been distributed to all hospitals in the region.

Requests for additional pharmaceuticals will be through the EOC, which will coordinate with other hospitals, response agencies, and sources. The ESF 8 coordinator at the EOC will track requests for pharmaceuticals. This includes requests for assistance through county and hospital mutual aid agreements.

L. Lexington Fayette Pharmacy Counterterrorism Task Force

This task force includes pharmacy representatives from each Lexington Fayette hospital, the chair of the MMRS Steering Committee, DEM staff, and LFCHD representatives, who have agreed to be responsible for ensuring site management of the drugs at each distribution center and at the airport for receipt of the SNS should it be necessary. Pharmacy oversight, staffing, and drug supply and management issues will be coordinated through the Pharmacy Services Command Center which will, in turn, coordinate its work with the EOC. All other coordination of staffing, security, transportation, and logistics will be handled through the EOC according to the appropriate sections of the EOP.

Local emergency planners have divided Lexington Fayette into four quadrants of approximately equal populations. At least two distribution centers have been identified in each of these quadrants. Once the need for prophylaxis or immunization has been determined and it is apparent that the number of victims will exceed the capacity of our existing treatment centers, the decision will be made to open one or more distribution centers as appropriate.

## Recovery

Recovery includes all actions taken after a disaster to return conditions and business operations to a normal activation level. Recovery actions are as follows:

- A. Prepare and submit incident reports as required to the EOC, KDPH, and other agencies as required.
- B. Coordinate equipment and other logistic assessment and accountability.
- C. Coordinate the transition from response to normal operations.
- D. Coordinate the primary agencies costs of the incident.
- E. Coordinate equipment and other logistic assessment for damage and accountability.
- F. Return activities from response to normal operations.
- G. Participate in After-Action meetings and in the development of After-Action Reports inclusive of corrective actions and due dates.
- H. If applicable and/or required by federal agencies, prepare and submit costs of the incident in the correct format.
- I. When returning diverted patients, hospitals will coordinate with the EOC and the hospital in question as determined by the hospital emergency operations plan and any MOAs.
- J. Post Trauma Response (PTR) teams conduct Critical Incident Stress Debriefings (CISD) for victims and emergency responders. PTR teams conduct critiques of operations and update procedures as necessary.
- K. To ensure that lessons learned from exercises are incorporated into the regional planning process and the written plan, BGHMEPC will conduct an annual evaluation of exercises and the regional plan.
- L. BGHMEPC will review needs assessments annually.
- M. In the event that the Department of Defense activates NDMS (due to a mass casualty event outside of Lexington Fayette), ESF 8 will follow the NDMS Incident Specific Plan.

## Responsibilities

- A. American Red Cross (ARC)

ARC, mandated by Federal law as defined in 36 USC-5 to undertake activities for the purpose of mitigating the suffering caused by natural disasters and other

emergencies, will liaison with the ESF 8 coordinator in providing disaster mental health services in the aftermath of a disaster and may request support of credentialed team members to provide mental health crisis intervention and referral to individuals impacted by disaster.

B. Lexington Fayette County Health Department (LFCHD) Commissioner

LFCHD will be the lead agency in a naturally occurring or WMD biological event. The LFCHD Commissioner or designee will conduct a brief credibility assessment by contacting DEM, Division of Police, and the FBI. If the threat appears credible enough to dictate further action, DEM will activate the local EOC. The Commissioner will advise KDPH of the medical emergency and of the activation of the local EOC. The Commissioner directs all LFCHD resources. If designated by the Secretary for Health Services, the Commissioner will also assume responsibility for SNS assets while in Lexington Fayette.

C. Health and Medical (ESF 8) Coordinator

During EOC activations, the ESF 8 coordinator provides coordination among the various health care providers by processing and prioritizing requests for health and medical services, facilitating communications with and between hospitals, nursing homes, the Kentucky Blood Center, and first responders, develops resources lists, provides information for release to the public, facilitates medical care at special needs shelters, and establishes liaisons with surrounding counties and state and federal health service providers.

It is the responsibility of the ESF 8 coordinator to solicit information from the appropriate sources to guide the decision-making process. These sources include, but are not limited to, FES, EOC liaisons from each of the hospitals, LFCHD Commissioner, Lexington Pharmacy Command Center, Fayette County Coroner, and DEM staff. The ESF 8 coordinator also coordinates bed availability, resources, and staff with MMRS hospitals, and other health care entities.

D. Kentucky Community Crisis Response Board (KCCRB)

KCCRB is the lead agency to coordinate behavioral health service needs. Supporting agencies may be Bluegrass Mental Health and Mental Retardation Board, ARC, private providers, etc. KCCRB will coordinate all activities with the ESF 8 coordinator.

E. Lexington Division of Emergency Management (DEM)

DEM is responsible for the coordination and management of all phases of this plan under the Lexington Fayette EOP. The Director manages the EOC and supports overall county response on behalf of the Mayor, including the assembly of a SNS Team, activation of dispensing sites, and other activities.

F. Transportation (ESF 1) Coordinator

The ESF 1 coordinator coordinates transportation needs and assets.

G. Communication (ESF 2) Coordinator

The ESF 2 coordinator coordinates assets and resources for communication needs.

H. Lexington Fayette Hospitals

The hospitals will forward the information on patients available for forward movement to the EOC on a daily basis.

I. Centers for Disease Control (CDC) Director

On behalf of the Department of Homeland Security (DHS) Secretary, the CDC Director is the lead agent for managing the SNS and approving any deployment.

J. Cabinet for Health and Family Services (CHFS) Secretary

The CHFS Secretary retains ultimate responsibility for all SNS supplies received by Kentucky and can designate responsibility to KDPH or LFCHD. The Secretary directs CHFS resources and advises the Governor under the provisions of the KDPH SNS Plan.

K. Kentucky Division of Emergency Management (KyEM) Director

The KyEM Director manages the State EOC, which provides statewide coordination for reception, distribution, and closeout of SNS assets under the provisions of the Kentucky EOP.

L. Kentucky Department of Public Health (KDPH) Director

The KDPH Director will direct all KDPH resources and the KDPH EOC. If designated by the Secretary for Health Services, the Director will also assume control of SNS assets while in Kentucky.

M. Department of Homeland Security, Department of Health and Human Services

These two departments will be the lead agencies in the United States responsible for responding to influenza pandemic or other infectious disease. In any encounter with sick international travelers, U.S. Customs and Border Protection (CBP) have the responsibility to evaluate these individuals.

The ultimate medical authority for a suspected *Hepatitis B Virus* (HBV) is the Centers for Disease Control and Prevention Detroit Quarantine Station. Blue Grass Airport Public Safety personnel will be the initial responders to a potential HBV on-board an aircraft or aviation related building at Blue Grass Airport.

Encounters with ill travelers can range from single individual exhibiting mild symptoms to multiple individuals exposed to a contagious infectious disease (smallpox, pandemic influenza such as avian influenza H5N1, SARS, pneumonic plague, viral hemorrhagic fever). If an infectious disease is suspected, the passengers, crew and unprotected public safety officers may require decontamination and medical care and the aircraft may require disinfection. Attachment B is the Bluegrass Airport Infectious Patient Plan.

## Attachment A

### Pharmacy Command Center

#### Objective:

To establish a strategic Pharmacy Command Center to coordinate a city-wide distribution of medication in the event of a bio-terrorist emergency.

#### Purpose:

The Pharmacy Command Center will serve as the primary communication hub for hospitals in Lexington Fayette if a city-wide drug distribution plan should be needed. The Pharmacy Command Center will also be available to answer drug information questions from health care professionals and the general public.

#### Place:

The Pharmacy Command Center will be set up at the University of Kentucky Medical Center's Drug Information Center in Conference Room C-110. Saint Joseph Hospital East Pharmacy Department will serve as a back-up facility in the event that University of Kentucky Medical Center cannot be utilized.

#### Hours:

Dependent on the situation, may include a 24-hour operation.

#### Command:

The command center will be under the supervision of the Director of Pharmacy at the University of Kentucky Medical Center or his/her designee. An alternate site would be the Director of Pharmacy at Saint Joseph East Hospital or his/her designee.

#### Communication:

There will be three phone lines available for communication with the command center.



# ESF 9 Search and Rescue

Primary Coordinating Agency

Lexington Division of Fire and Emergency Services



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## Primary Coordinating Agency

The Lexington Division of Fire and Emergency Services (FES) is the primary coordinating agency per the Affiliation Agreement between the Division of Emergency Management and the Division of Fire and Emergency services. FES will provide staff to serve in the Emergency Operations Center (EOC) to coordinate Emergency Support Function 9 (ESF 9) Search and Rescue (SAR) activities.

The SAR coordinator is appointed by the Lexington Fayette Division of Emergency Management (DEM) Director and approved by resolution by the Mayor and Urban County Government. The SAR coordinator manages and coordinates all SAR activities per the Kentucky Revised Statutes.

## Local Supporting Agencies

The following supporting agencies may be assisted by other organizations or other ESFs:

- A. Lexington Division of Police
- B. Lexington Division of Emergency Management/Community Emergency Response Team
- C. Lexington Department of Environmental Quality and Public Works
- D. Bluegrass Chapter American Red Cross
- E. Fayette County Coroner
- F. E911/24 Hour Warning Point
- G. Lexington Division of Traffic Engineering

## State, Regional, and Federal Agencies and Organizations

- A. Jefferson County Search Dog Association
- B. Bluegrass Search and Rescue
- C. Kentucky Civil Air Patrol
- D. Kentucky Division of Emergency Management (KyEM)
- E. Kentucky Department of Military Affairs
- F. Kentucky Department of Fish and Wildlife Resources
- G. Kentucky Division of Forestry

- H. Kentucky State Police
- I. Kentucky Medical Examiner's Office
- J. Kentucky Transportation Cabinet
- K. U.S. Department of Agriculture, Forest Service
- L. U.S. Army Corps of Engineers
- M. U.S. Coast Guard
- N. U.S. Department of the Interior/National Park Service
- O. Department of Defense/U.S. Air Force Rescue Coordination Center
- P. National Aeronautics and Space Administration

## Purpose

To provide an organizational structure and guidance for SAR by means of ground, marine, or air activity of any person who becomes lost, injured, stranded, trapped, or has died. The procedures include searches for lost persons, downed or missing aircraft, structural explosions or transportation accidents, and natural or man-made incidents where SAR is an integral part of the overall operations.

Additional roles include:

- A. Locating, extricating, and providing immediate medical assistance to persons trapped in collapsed and damaged structures.
- B. Locating, extricating, and providing immediate medical assistance to persons trapped in vehicles, boats, and downed aircraft.
- C. Locating, extricating, and providing immediate medical assistance to persons who have been reported missing and/or believed to be lost in urban, rural, or wild land areas (including caves and rough terrain areas), and in or around waterways or bodies of water.
- D. Locating and extricating persons who are trapped in areas, structures, or crafts and vehicles requiring specialized technical rescue training, equipment, and resources.

## Situations and Assumptions

General situations, assumptions, and policies are found in the Basic Plan and are not repeated in this ESF. Only statements specific to ESF 9 are stated here, as follows:

- A. Most disasters occur with little or no warning; however, ESF 9 may be activated when there is imminent threat or advance warning of floods, winter storms, tornadoes, etc.
- B. Essential resources (personnel, vehicles, fuel, critical supplies, heavy equipment, etc.) may be pre-positioned and readied for activation when an area is under imminent threat.
- C. Essential resources (personnel, vehicles, fuel, critical supplies, heavy equipment, etc.) will be relocated for safety if they are in an area under imminent threat.
- D. Emergencies can quickly reach a magnitude that require additional resources from local, state, federal, or other organizations through mutual aid agreements. Requests for additional assistance from outside of Lexington Fayette will be made through and by ESF 7 to KyEM, or with organizations with which Lexington Fayette and/or coordinating agencies have mutual aid agreements.
- E. Agencies included in this ESF are prepared and will respond to search, rescue, and recovery related emergencies that include, but are not limited to, the search for lost, missing, or overdue persons including cave rescue, high angle or rough terrain rescue, urban SAR, dive rescue and recovery of drowning victims, inland water search, rescue, and recovery.
- F. Each department and/or agency in this ESF has their own organizational policies, procedures, and guidelines.
- G. ESF 9 has the potential of being activated for large scale disasters such as weather related emergencies, natural disasters (i.e., earthquake, tornado, or flood), chemical emergencies, biological emergencies, terrorist activities, and other public endangerment situations. In these situations, SAR will support the lead agencies and abide by existing mutual aid agreements and the Incident Command structure.
- H. Rescue squads may be formed and duly authorized to perform in the public interest with authorization to operate within a jurisdiction granted by the chief elected official of each urban-county government, charter county government, county, or city which the squad proposes to serve.
- I. Every county in Kentucky is required to designate an entity that shall function as the rescue organization for that county. Rescue squads shall have a formal affiliation with the Local Disaster and Emergency Services Organization (LDESO) or Local Emergency Planning Committee (LEPC) and that Statement of Affiliation shall be renewed annually.

- J. All SAR missions will use the Incident Command System.
- K. All operations will be in conformity with the local SAR Plan.

## Direction and Control

The DEM Director, with the concurrence of the local governing body, has appointed the SAR coordinator to coordinate the rescue resources and operations in Lexington Fayette. He/she will operate from the EOC or the Incident Command Post depending on the situation.

Under certain conditions, the local jurisdiction must contact the Lexington Fayette SAR coordinator and/or the DEM Director. In turn, state and federal agencies are contacted. These conditions are determined by the type of SAR incident and /or the related disaster or emergency conditions, available resources, and Kentucky statute. These conditions include, but are not limited to, the following:

- A. The need for resources exceeds local jurisdictional capabilities.
- B. There is a multi-agency response.
- C. The SAR incident crosses, or may cross, multiple jurisdictions.
- D. Search incidents are along county borders.
- E. Search incidents are along waterways, on waterways, or under water.

The following are notification requirements to KyEM and other state or federal agencies:

- A. A search for a minor (KRS 2.015) must be reported to the Kentucky State Police.
- B. Any SAR mission which lasts more than four hours must be reported to KyEM (KRS 39F.180).
- C. Any SAR mission reported as a Golden Alert must be reported to KyEM (KRS 39F.180).
- D. Any SAR mission for missing or lost aircraft must be reported to the Civil Air Patrol.
- E. Any recovery mission as a result of an aircraft crash requires contact to the National Transportation Safety Board and the Federal Aviation Administration.
- F. SAR operations in and around state parks require notification to the Kentucky Department of Parks.

When human life is at stake, the SAR primary agency in the jurisdiction will take the lead in the operation. The exceptions to this guideline are as follows:

- A. When the incident becomes a crime scene or the missing person is a convicted criminal or a suspect, law enforcement will take command and SAR will become an assisting agency.
- B. When the operation becomes a recovery operation (search deceased persons) the ultimate authority is the Coroner and the SAR agency or agencies play an assisting role.
- C. Other SAR missions, such as downed military and commercial air carriers and Electronic Locator Transmitter (ELT) searches, will be under the operational control of the Air Force Rescue Coordination Center (AFRCC).
- D. SAR operations involving mine rescue missions will be under the jurisdiction of the KY Department of Mines and Minerals (KDMM).
  - 1. The National Incident Management System (NIMS) will be used by Lexington Fayette emergency response agencies and private response agencies to coordinate the mine rescue support efforts in accordance with KRS 39A.230.
  - 2. The DEM Director will be the initial Incident Commander until relieved by emergency services personnel. The IC will remain in charge of above ground support for mine rescue during the rescue and may be supported by state agencies.
- E. The Kentucky Department of Parks Ranger has the authority and responsibility for SAR operations within the boundaries of Kentucky state parks.
- F. The U.S. Coast Guard may exercise jurisdiction over SAR operations on navigable waterways in Kentucky.
- G. FES is the lead agency for the following SAR activities: vehicular extrication, confined space rescue, water rescue, trench collapse incidents, missing persons, and urban SAR.
- H. FES personnel operating at the scene of a vehicular extrication are responsible for motorized vehicle extrication activities.

## Concept of Operations

### General

The first priority after a disaster is to locate any victims in affected areas and ensure the safety of injured or stranded personnel. The injured must be treated on the scene and moved to medical facilities as soon as possible. Those stranded must be relocated to safe areas.

DEM will maintain up-to-date listings of search and rescue resources in Lexington Fayette including names of responsible officials, readiness status and major items of teams/equipment identified in the Emergency Resource List (ERL).

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

Actions initiated by ESF 9 are grouped into the phases of emergency management: prevention, preparedness, response, recovery and mitigation. Each phase requires specific skills and knowledge. Each phase requires significant cooperation and collaboration between all supporting agencies and the intended recipients of service. ESF 9 encompasses a full range of activities from training to the provision of field services.

ESF 9 is organized consistent with the requirements of the National Response Framework, the National Incident Management System and the Incident Command System. This structure and system supports incident assessment, planning, procurement, deployment and coordination of support operations to Lexington Fayette.

Procedures, protocols and plans for disaster response activities provide guidelines for operations at the Lexington Fayette Emergency Operations Center and in the field. The Emergency Operations Plan (EOP) and corresponding Appendices, Incident Specific Plans, Support Plans, and Standard Operating Procedures that describe ESF 9 capabilities are the basis of these guidelines. Periodic training and exercises are also conducted to enhance effectiveness.

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

- A. Throughout the response and recovery periods, ESF 9 will evaluate and analyze information regarding SAR resource requirements, develop and update assessments of the SAR situation and status in the impact area, and implement contingency planning to meet anticipated demands or needs.
- B. When an event requires a specific type or response mode, technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with skills relevant to the type of event. The individual will advise and/or direct operations within the context of the Incident Command System structure.
- C. The Lexington EOC uses WebEOC (crisis management software) to supplement disaster management through communicative integration of ESFs, agency based emergency operations centers, and other facilities or functions as appropriate.
- D. Small and routine incidents occur often involving a single agency or limited agency responses. SAR activities in support of these events are routinely performed by the personnel assigned to SAR responsibilities for that agency or

jurisdiction. Also, in most routine instances, agencies and departments are dispatched by E911. It is not uncommon, however, that agencies and departments enlist the assistance of DEM or additional assistance from E911.

- E. Each agency is responsible for providing and maintaining its intra-agency SAR systems.
- F. Priorities for allocation of SAR will be lifesaving-organizations essential to the survival, health, and safety of the population.

DEM maintains the overall ESF 9 EOP and accompanying Attachments and References that govern response actions related to emergencies. Supporting agencies shall develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall EOP. All such documents will be in compliance with the National Response Framework, the National Incident Management System, the Incident Command System and the EOP.

## Preparedness

Actions and activities that develop SAR response capabilities may include planning, training, orientation sessions and exercises for ESF 9 personnel (i.e., county, state, regional and federal) and other emergency support functions that will respond with ESF 9. This involves the active participation of local inter-agency preparedness organizations, which collaborate in such activities on a regular basis. Local agencies will jointly address planning issues on an on-going basis to identify response zones, potential staging areas, potential medical facilities and the maintenance and future development of specialized teams. Initiatives also include the following:

- A. Conduct planning with ESF 9 supporting agencies and other emergency support functions to refine SAR operations.
- B. Develop and refine procedures for rapid impact assessment per field surveys.
- C. Conduct training and exercises for EOC and SAR response team members.
- D. Prepare and maintain emergency operating procedures, resource inventories, personnel rosters and resource mobilization information necessary for implementation of the responsibilities of the lead agency.

## Mitigation

ESF 9 will perform the following:

- A. Coordinate with the All Natural Hazard Mitigation Committee to identify potential hazards and their impacts, provide input to the All Natural Hazards Mitigation Action Plan, and seek funding for mitigation activities.
- B. Provide personnel with the appropriate expertise to participate in activities designed to reduce or minimize the impact of future disasters.

## Alert and Notification

The Lexington Fayette EOC will serve as the central location for interagency coordination and executive decision-making, including all activities associated with ESF 9 SAR. The Lexington EOC will be activated, as will ESF 9 SAR, upon the direction of the Mayor of Lexington or the DEM Director. The DEM Director may make the decision to selectively activate ESF 9 agencies based on the type of threat, event, or incident. DEM will notify ESF 9 primary and supporting agencies of activation and request liaisons to report to the EOC. However, there will be times when it is necessary for the liaisons of primary or secondary agencies to work from in-the-field or their own agency. In these cases, they will maintain telephone or radio contact with the Lexington Fayette EOC and ESF 9 coordinator.

E911 will notify the DEM Director and the primary on call person when the county or an area of the county has been threatened or impacted by an emergency or disaster event.

E911 or DEM System will initiate ESF 9 notification using the Emergency Notification System. E911 will request, as directed by DEM, assistance from the primary agency to staff the ESF 9 position in the EOC on a 24-hour basis.

Upon instructions to activate ESF 9, ESF 9 and supporting agencies will implement their procedures to notify and mobilize all personnel, facilities and physical resources potentially needed, based on the emergency.

## Response

- A. Determination of who is to perform the SAR operation in Lexington Fayette is the responsibility of the FES Chief. How the SAR is performed is the responsibility of the SAR coordinator or designee. Search operations will commence as soon as possible after the person is reported missing.
- B. Rescue agencies shall utilize their normal communication systems. Relocated units will use frequencies assigned by the ESF 2 coordinator. The telephone will be used for routine communications and as backup to radio services.
- C. Civil Air Patrol (CAP) assistance may be provided for SAR missions. Request for assistance must originate from the DEM Director or SAR coordinator and be forwarded to the State EOC. The state, in turn, will notify Scott AFB which verifies and authorizes local CAP missions, and the Kentucky CAP Headquarters in Louisville. Kentucky CAP Headquarters will allocate air and ground resources to carry out the mission. CAP's charter, as issued by the U.S. Congress, limits its use to searches for missing persons presumed to be still alive or downed aircraft.
- D. All requests for additional assistance shall be requested by the IC through the EOC or DEM Director. The SAR coordinator will coordinate with other agencies within and outside the county for additional personnel and equipment needs.

- E. Reports concerning SAR operations will be made in conformity with this plan and in compliance with KRS 39F.
- F. At the start of each search mission, the Lost Person Questionnaire and the Lost Subject Profile will be completed using information from all of those who have had recent contact with the missing person.
- G. Locally managed SAR incidents are handled as follows:
  - 1. The first responder on the scene of an emergency situation will initiate the local ICS/NIMS. As other responders arrive, the individual most qualified to deal with the specific situation present shall serve as the IC. The IC will direct and control responding resources and designate emergency operation areas.
  - 2. Notifications

If a search has lasted for more than two (2) hours, the IC shall notify:

    - a. DEM Director
    - b. Local SAR coordinator
  - 3. The following steps will be followed for SAR missions:
    - a. Assess the scene and determine the needs and resource required for the search/rescue.
    - b. Ensure the safety of on scene emergency personnel and bystanders.
    - c. Develop a SAR plan of action (search direction, pattern, time line, etc.).
    - d. Ensure support/logistical operations are being arranged.
    - e. Complete the general strategy and tactical priorities.
    - f. Implement the SAR action plan.
    - g. For vehicle extraction, the communication center shall be notified when the victim is extracted. This information will be noted in incident comments for use by hospital personnel.
    - h. If the SAR mission changes from rescue to recovery, the coroner shall be contacted.

- i. Any search and rescue mission that has lasted four (4) hours without the subject being located shall be immediately reported to the KyEM duty officer.
- H. If Lexington Fayette SAR resources are inadequate to deal with the emergency situation, SAR resources included in the Statewide Mutual Aid Agreement may be requested by the IC through the EOC or the DEM Director.
- I. Types of SAR operations and resources available in Lexington Fayette are earth cave in, structural collapse, aircraft crashes/incidents, motor vehicle collisions/incidents, machinery entanglement, and water rescue/recovery.
- J. Depending on the type of SAR mission, the appropriate specialized equipment, along with standard fire suppression apparatus, will be dispatched.
- K. All SAR missions will be conducted per the FES SOPs, standard SAR practices and KRS 39F.
- L. The IC can request additional responses from within the FES or other agencies as deemed necessary.
- M. SAR activities shall be coordinated with other ongoing missions such as fire suppression, EMS, and hazardous materials.
- N. Safety of FES personnel is a primary consideration. All FES personnel on scene must wear appropriate personnel protective clothing for the task they are performing.
- O. All SAR techniques must be performed with the utmost consideration of the effect the operation will have on the patient. Patient immobilization and stabilization must be achieved prior to SAR activities and maintained throughout the operation. Also, the patient(s) must be protected from further injury. Use tarps, blankets, backboards, or other items to prevent injuries from glass, sharp metal, flying debris, or while operating tools in very close proximity to the patient.
- P. Complete all required paperwork/documentation.
- Q. FES is the lead agency for managing urban SAR activation. In urban areas, special urban SAR teams will deal with four types of rescue situations:
  - 1. Injured, not trapped (50% of total rescues): Injury caused by falling objects with movement required for treatment.
  - 2. Non-structural Entrapment (30%): Victims are trapped by contents of the building even though the building remains intact. Common hand tools are required for extrication.

3. Void Space Non-structural Entrapment (15%): Building no longer looks like original building. Victims are trapped by building contents located in small void spaces.
  4. Entombed (5%): Building no longer looks like original building. Victims are trapped by structural components of building. Securing structure is required for rescue.
- R. In the event of a serious personal injury, loss of life, fire, explosion or other serious accident in a mine or the machinery connected with the mine, the operator is required to immediately notify KDMM.
- S. The IC does not have command authority over command post agencies, but is the primary administrative officer responsible for establishing the command post and requesting supplies and personnel to keep it functioning effectively.
- T. The Lexington Fayette Division of Police will direct traffic, provide security for the area, provide crowd control, and supplement communications resources. If necessary, the Division of Police will conduct criminal/non-criminal investigations as needed.
- U. The Lexington Division of Traffic Engineering may provide signs to redirect traffic or equipment to be used in the rescue.
- V. KYNG, in accordance with the KYNG SOP and in coordination with KDMM, will be the primary agency to provide air transportation for personnel and equipment to the accident site. KDMM will directly coordinate with KYNG to request air transportation of Frankfort staff and mine rescue teams, which are located in other districts to the accident site. KyNG may be tasked to provide additional resources or services during the rescue effort. SAR and Recovery activities are inclusive of a wide range of activities: searches for missing persons, on and underwater searches and recovery, collapsed buildings, natural hazards, etc., and can be conducted for one or many persons, depending on the situation. The primary agencies in ESF 9 in Lexington Fayette are trained for all types of SAR activities, but resources remain limited for some types of SAR and recovery operations.
- W. Establish and maintain a system to support on-scene direction/control and coordination with the Lexington Fayette EOC, State EOC, or other coordination entities as appropriate.
- X. Establish mutual aid procedures for the following resources: SAR, interoperable communications, and others as appropriate.
- Y. Coordinate resource management and logistical support.
- Z. Monitor and direct SAR resources and response activities to include prepositioning for response/relocation due to the potential impact(s) of the emergency situation.

- AA. Participate in EOC briefings, assist with the development of Incident Action Plans and Situation Reports, and attend meetings.
- BB. Coordinate with supporting agencies, as needed, to support emergency activities.
- CC. Obtain other resources through the Statewide Emergency Management Mutual Aid and Assistance Agreement.
- DD. Coordinate all resources into the affected areas from designated staging areas.
- EE. Coordinate with other jurisdictions' ESFs or like function to obtain resources and facilitate an effective emergency response among all participating agencies.
- FF. An urban SAR coordination plan should outline the operations plan for rescue. This would ensure that all other agencies that may be involved in a rescue would be operating under uniform guidance.

## Recovery

ESF 9 will:

- A. Contact each fire district for initial damage assessment of personnel, equipment, and supplies.
- B. Maintain documentation of all reported damage by fire district.
- C. ESF 9, in consultation with the requesting jurisdiction, may obtain additional SAR resources via established mutual aid agreements.

## Responsibilities

- A. The FES will coordinate the collection and distribution of medical supplies, provide emergency triage and transportation of injured personnel. The Fayette County Health Department will assist in securing the services of medical personnel to direct and assist in epidemic control, vector control, ensure sanitary conditions are maintained, and monitor the safety of food provided to emergency responders.
- B. The Kentucky Medical Examiner may be requested to support the local coroner in the event of multiple fatalities. A temporary morgue may be established in accordance with this EOP. The medical examiner will assist the coroner in above ground recovery and protection of bodies, identification of victims and cause of death, preservation of property found on or adjacent to the victims, and maintenance of legal evidence for criminal or civil court action. The medical examiner may notify trained specialists needed to assist at the disaster scene and the temporary morgue, and if required, identify supplies needed and coordinate the purchase and transportation of these supplies.

- C. The KCCRB may provide crisis intervention and disaster mental health services to victims and emergency response personnel when local resources are not sufficient to meet the need. The KCCRB provides critical incident stress debriefing or disaster mental health services through local and regional team members. Team members are supported by, and respond under, the direction of KCCRB staff. A suitable facility to conduct counseling sessions must be located in the event these services are needed.
- D. The American Red Cross (ARC) will be notified in the event this appendix is implemented. Depending upon the nature and extent of the disaster, needs of victims and workers, and mine owner/operator response, Red Cross chapter(s) may engage in relief activities needed by victims, survivors, families of victims or survivors, emergency workers or others. ARC provides aid to disaster victims through the nearest chapter(s). The local chapter, if lacking the necessary resources, is supported by ARC statewide or ARC national organization resources as requested.
- E. KyEM serves as the lead agency for SAR coordination/support at the regional and state level. The agency will designate a liaison to the Lexington Fayette EOC to assist ESF 9 and to the extent practical provide coordinators, assessors, and operational personnel in support of the EOC or field activities.
- F. Upon activation of an EOC in more than one county, KyEM may support the coordination of the event response with regional resources or request additional resources through the Commonwealth EOC.

# Attachment

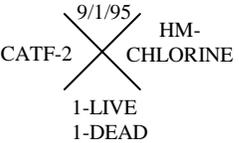
## USAR Marking Systems

### Structural Marking

Begin by using orange spray paint or lumber crayon to draw a 2-foot box. Then use the box to alert subsequent rescuers to building conditions or earlier finds.

	Damage is minor with little danger of further collapse. Structure is safe for SAR operations.
	Damage is significant. Shoring, bracing or removal of hazards is necessary.
	Structure is not safe for SAR operations. Remote search operations may proceed at significant risk. Safe havens and evacuation routes should be established.
	Direction to safely enter building.
<b>HM</b>	Hazardous material is present. Type of hazard may also be noted.
	Write date, time, hazardous materials present and team identification on the right-hand side of the box. For example, this building was searched Sept. 1, 1995, at 8a.m., chlorine was found, and the search was conducted by Fayette County CATF-2.
9/1/95 0800 HM-CHLORINE	

### Search Assessment Marking

	Search operations are currently in progress.
	Personnel have exited the structure.
	Left quadrant – Team identifier. Top quadrant – Time and date team left the structure. Right quadrant – Hazards found. Bottom Quadrant - Number of live and dead victims still inside the structure.

Source: Federal Emergency Management Agency Urban SAR Task Force System.

# Lost Person Questionnaire

INCIDENT TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

Officer Taking Information: \_\_\_\_\_ Incident #: \_\_\_\_\_

## A. SOURCE(S) OF INFORMATION FOR QUESTIONNAIRE

Name: \_\_\_\_\_ How information was obtained: \_\_\_\_\_

Home Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone ( ) \_\_\_\_\_ 2nd Phone ( ) \_\_\_\_\_ Relationship: \_\_\_\_\_

Where / how to contact now: \_\_\_\_\_

Where / how to contact later: \_\_\_\_\_

What does informant believe happened? \_\_\_\_\_

## B. LOST PERSON INFORMATION

Name: \_\_\_\_\_ Sex: \_\_\_\_\_ Nicknames: \_\_\_\_\_

Home Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Local Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone ( ) \_\_\_\_\_ Local Phone ( ) \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_ Birthplace: \_\_\_\_\_

## C. PHYSICAL DESCRIPTION

Height: \_\_\_\_\_ Weight: \_\_\_\_\_

Age: \_\_\_\_\_ Build: \_\_\_\_\_

Hair: Color: \_\_\_\_\_ Length: \_\_\_\_\_

Style: \_\_\_\_\_

Beard: \_\_\_\_\_ Mustache: \_\_\_\_\_

Sideburns: \_\_\_\_\_

Facial Features / shape: \_\_\_\_\_ Complexion: \_\_\_\_\_

Distinguishing Marks: \_\_\_\_\_

Overall Appearance: \_\_\_\_\_

Photo Available? Y N Where? \_\_\_\_\_ Need to be returned?

Comments: \_\_\_\_\_

## D. TRIP PLANS OF SUBJECT

Started at: \_\_\_\_\_ When: \_\_\_\_\_ Time: \_\_\_\_\_

Going to: \_\_\_\_\_ Via: \_\_\_\_\_  
 Purpose: \_\_\_\_\_  
 For How Long? \_\_\_\_\_ Exit Date: \_\_\_\_\_ Group Size: \_\_\_\_\_  
 Travel Area Before? \_\_\_\_\_  
 Transported by whom / means: \_\_\_\_\_  
 Vehicle now located at: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_  
 Color: \_\_\_\_\_ Registration: \_\_\_\_\_ State: \_\_\_\_\_ Verified: Y N  
 Return time: \_\_\_\_\_ From where: \_\_\_\_\_  
 By whom / what: \_\_\_\_\_  
 Additional names, cars, licenses, etc, for party: \_\_\_\_\_  
 Alternate plans/routes/ objectives discussed: \_\_\_\_\_  
 Discussed with whom: \_\_\_\_\_ When: \_\_\_\_\_  
 Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**E. CLOTHING**

	<u>Style</u>	<u>Color</u>	<u>Size</u>	<u>Other</u>
Shirt / sweater:	_____	_____	_____	_____
Pants:	_____	_____	_____	_____
Outer wear:	_____	_____	_____	_____
Inner wear:	_____	_____	_____	_____
Head wear:	_____	_____	_____	_____
Rain wear:	_____	_____	_____	_____
Glasses:	_____	_____	_____	_____
Gloves:	_____	_____	_____	_____
Extra clothing:	_____	_____	_____	_____
Footwear:	_____	_____	_____	_____
Sole type:	_____	Sample available? _____	Where? _____	_____
Scent articles available?	Y N	What? _____	Secured? Y N	_____
Overall coloration as seen from air:	_____			

**F. LAST SEEN**

Time: \_\_\_\_\_ Where? \_\_\_\_\_ Why / How: \_\_\_\_\_  
 Seen by whom: \_\_\_\_\_ Location now: \_\_\_\_\_  
 Who last spoke at length with person: \_\_\_\_\_ Where: \_\_\_\_\_  
 Subject matter: \_\_\_\_\_  
 Weather at time: \_\_\_\_\_ Weather since: \_\_\_\_\_  
 Seen going in what direction: \_\_\_\_\_ When: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_ Attitude: \_\_\_\_\_  
Any complaints: \_\_\_\_\_ Subject seem tired? \_\_\_\_\_ Cold / hot \_\_\_\_\_  
Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**G. OUTDOOR EXPERIENCE**

Familiar with area? Y N How recent: \_\_\_\_\_ Other: \_\_\_\_\_  
\_\_\_\_\_  
Other areas of travel: \_\_\_\_\_  
Formal outdoor training? Y N Where? \_\_\_\_\_ When? \_\_\_\_\_  
\_\_\_\_\_  
Medical training: \_\_\_\_\_ Scouting experience: \_\_\_\_\_  
Military experience? Y N Type: \_\_\_\_\_ When? \_\_\_\_\_ Generalized previous  
experience: \_\_\_\_\_  
How much overnight experience: \_\_\_\_\_  
Ever lost before? Y N Where? \_\_\_\_\_ When? \_\_\_\_\_  
\_\_\_\_\_  
Stay on trails or cross county: \_\_\_\_\_  
How fast does subject hike: \_\_\_\_\_  
Athletic / other interests: \_\_\_\_\_  
Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**H. HABITS / PERSONALITY**

Smoke? Y N How often: \_\_\_\_\_ What: \_\_\_\_\_ Brand: \_\_\_\_\_  
Alcohol: \_\_\_\_\_ How often: \_\_\_\_\_ What: \_\_\_\_\_ Brand: \_\_\_\_\_  
Recreational Drugs: \_\_\_\_\_ How often: \_\_\_\_\_  
Gum: \_\_\_\_\_ Candy: \_\_\_\_\_ Other: \_\_\_\_\_  
Hobbies / Interests: \_\_\_\_\_  
Outgoing / quiet: \_\_\_\_\_ Gregarious / loner: \_\_\_\_\_  
Evidence of leadership: \_\_\_\_\_ Legal trouble (past / present) \_\_\_\_\_  
Hitchhike? Y N Accepts rides easily: \_\_\_\_\_  
Personal Problems: \_\_\_\_\_  
Religious? Y N Faith: \_\_\_\_\_ Degree: \_\_\_\_\_  
Personal values: \_\_\_\_\_  
Person closest to: \_\_\_\_\_ In family: \_\_\_\_\_  
Emotional history: \_\_\_\_\_

Education:      Grade: \_\_\_\_\_      Current Status: \_\_\_\_\_  
School name: \_\_\_\_\_ College Education: \_\_\_\_\_  
Subject / degree: \_\_\_\_\_ Year: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I. HEALTH / GENERAL CONDITION**

Overall health: \_\_\_\_\_  
Overall physical condition: \_\_\_\_\_  
Known medical problems: \_\_\_\_\_  
Knowledgeable doctor: \_\_\_\_\_ Phone (    ) \_\_\_\_\_  
Handicaps: \_\_\_\_\_  
Known psychological problems: \_\_\_\_\_  
Knowledgeable person: \_\_\_\_\_ Phone (    ) \_\_\_\_\_  
Medication: \_\_\_\_\_ Amounts: \_\_\_\_\_  
Consequences of loss: \_\_\_\_\_  
Eyesight without glasses: \_\_\_\_\_ Spares? Y N  
Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**J. EQUIPMENT**

<u>Style</u>	<u>Color</u>	<u>Brand</u>	<u>Size</u>
Pack: _____			
Tent: _____			
Sleeping bag: _____			
Ground cloth: _____			
Fishing equipment: _____			
Climbing equipment: _____			
Liquid container: _____			
How much fluid: _____		What kind: _____	
Fire Starter? Y N What: _____			
Light: _____	Stove: _____	Fuel: _____	
Compass: _____	Map: _____	Of where: _____	
How competent with map / compass: _____			
Knife: _____	Camera: _____	Lens: _____	
Food: _____	Brands: _____		
Firearms? Y N Brand: _____	Model: _____	Holster: _____	
Money: Amount: _____	Credit Cards: _____		

Other documents: \_\_\_\_\_

Comments: \_\_\_\_\_

**K. CONTACT PERSON WOULD MAKE UPON REACHING CIVILIZATION**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Anyone presently at location: \_\_\_\_\_

**I. CHILDREN**

Afraid of dark? Y N Animals? Y N Afraid of: \_\_\_\_\_

Feeling toward adults: \_\_\_\_\_ Strangers: \_\_\_\_\_

Reactions when hurt: \_\_\_\_\_ Cry: \_\_\_\_\_

Training when lost: \_\_\_\_\_

Active / lethargic / antisocial: \_\_\_\_\_

Comments: \_\_\_\_\_

**M. GROUPS OVERDUE**

Name / kind of group: \_\_\_\_\_ Leader: \_\_\_\_\_

Experience of group leader: \_\_\_\_\_

Address / phone of knowledgeable person: \_\_\_\_\_

Personality clashes within group: \_\_\_\_\_

Leader types other than leader: \_\_\_\_\_

Actions if seperated: \_\_\_\_\_

Intra-group dynamics: \_\_\_\_\_

Comments: \_\_\_\_\_

**N. ACTIONS TAKEN PRIOR TO ARRIVAL**

By: Family / friends: \_\_\_\_\_ Results: \_\_\_\_\_

Others: \_\_\_\_\_ Results: \_\_\_\_\_

Comments: \_\_\_\_\_

**O. MEDIA / FAMILY RELATIONS**

Next of kin: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone ( ) \_\_\_\_\_ Occupation: \_\_\_\_\_  
Person to notify when subject is found: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone ( ) \_\_\_\_\_ Occupation: \_\_\_\_\_  
Significant family problems: \_\_\_\_\_  
Family's desire to employ special assistance: \_\_\_\_\_  
Comments: \_\_\_\_\_



# ESF 10 Hazardous Materials

Primary Coordinating Agency

Lexington Division of Fire and Emergency Services



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## Primary Coordinating Agency

The Lexington Division of Fire and Emergency Services (FES) is the primary coordinating agency for Emergency Support Function 10 Hazardous Materials (ESF 10).

ESF 10 provides a framework for coordinated and effective state, local, federal, and private sector (responsible party) efforts in reducing or removing the danger to public safety and the environment for threatened or actual incidents involving oil or hazardous material releases.

## Local Supporting Agencies

Local supporting agencies include:

- A. Bluegrass Emergency Response Team (BERT)
- B. Lexington Division of Police
- C. Fayette Local Emergency Planning Committee (FLEPC)
- D. Lexington Division of Emergency Management (DEM)
- E. Department of Environmental Quality and Public Works
- F. Kentucky Utilities
- G. E911

## State, Regional, and Federal Agencies and Organizations

State, regional, and federal agencies and organizations include:

- A. Chemtrac
- B. Columbia Gas Transmission
- C. FEMA Department of Homeland Security
- D. Kentucky Community Crisis Response Board (KCCRB)
- E. Kentucky Department of Agriculture
- F. Kentucky Department for Public Health
- G. Kentucky Department of Transportation
- H. Kentucky Division of Emergency Management (KyEM) 41st WMD Civil Support Team

- I. Kentucky Energy and Environment Cabinet
- J. Kentucky Fire Marshal's office
- K. Kentucky Health and Family Services Cabinet
- L. Kentucky National Guard (KyNG)
- M. Kentucky State Police
- N. Louisville Jefferson Hazardous Materials Team
- O. Norfolk Southern Railroad
- P. Northern Kentucky Hazardous Materials Team
- Q. R.J. Corman Railroad Company
- R. U.S. Department of Health and Human Services
- S. U.S. Army Corps of Engineers
- T. U.S. Department of Agriculture
- U. U.S. Department of the Interior
- V. U.S. Department of Transportation
- W. U.S. Environmental Protection Agency (EPA)

## Purpose

ESF 10 provides guidance and describes the organized response and coordination of activities and resources to ensure the safety of life, the environment, and property whenever an incident occurs involving the release of a hazardous material. The release may be a small accidental roadside spill, or a large-scale incident caused by a major event such as a natural disaster, an accidental incident, or a terrorist attack.

ESF 10 can provide personnel and resources to support preparation, mitigation, response, and recovery in support of the primary emergency management objectives. ESF 10 resources are used when individual agencies are overwhelmed and additional hazardous materials assistance is requested.

The necessity of ESF 10 is based on the following:

- A. Potentially dangerous materials are manufactured, stored, and transported throughout Lexington Fayette.
- B. Interstates and other highways, railroad networks, airports, and pipelines are major shipping routes with constant potential for an incident involving hazardous materials.

- C. Local government is responsible for safety measures or precautions that may be required for public protection until a hazardous situation has been corrected.

## Situations and Assumptions

General situations and assumptions are found in the Basic Plan and are not repeated in this ESF. Only statements specific to Lexington Fayette and to ESF 10 are stated here. Accepted policies and assumptions include, but may not be limited to, the following:

- A. Most disasters occur with little or no warning; however, ESF 10 may be activated when there is imminent threat or advance warning of floods, winter storms, tornadoes, etc.
- B. Essential resources (personnel, vehicles, fuel, critical supplies, heavy equipment, etc.) may be pre-positioned and readied for activation when an area is under imminent threat.
- C. Essential resources (personnel, vehicles, fuel, critical supplies, heavy equipment, etc.) will be relocated for safety if they are in an area under imminent threat.
- D. Emergencies can quickly reach a magnitude that require additional resources from local, state, federal, or other organizations through mutual aid agreements. Requests for additional assistance from outside of Lexington Fayette will be made through and by ESF 7 Resource Management to KyEM, or with organizations with which Lexington Fayette and/or coordinating agencies have mutual aid agreements.

Heavy traffic on I-75 and I-64 and other major highways means there will be routine and frequent gasoline and diesel spills in Lexington Fayette.

Schools, hospitals, and centers of commerce activity are situated in close proximity to fixed facilities containing hazardous materials. Therefore, shelter-in-place and/or evacuation may be required and should be practiced during exercises.

Hazardous materials could enter water or sewer systems and may necessitate the shutting down of those systems.

If evacuation is necessary, ESF 10 will have primary responsibility for the decontamination of evacuees with decontamination sites located strategically near controlled access/exit points and at or near shelter sites.

Business and industrial facilities who have complied with Superfund Amendments and Reauthorization Act Title III of 1986 have coordinated their emergency response plans with DEM, FES, and LEPC. Businesses and industries are members of the LEPC and work through the LEPC to ensure a continual planning process. Protection of populations at risk is at the forefront of plans and local resources are staged and properly coordinated.

There are three railroads in Lexington that frequently move hazardous material on their lines. Therefore first responders must be prepared at all times for a train derailment or other possible rail related incidents that could release hazardous materials.

Costs of the response and cleanup of a hazardous materials incident is the responsibility of the owner of the hazardous material and/or the transporter.

The cost of the response and cleanup of a hazardous materials incident becomes the responsibility of the jurisdiction in which it takes place if the owner or the responsible party for the release cannot be identified.

## Direction and Control

ESF 10 provides for the coordination and mobilization of personnel, resources, equipment, and support services whenever there is a hazardous materials incident in Lexington Fayette. This plan prepares for the following types of incidents:

- A. Chemical/Petroleum release or spill at fixed facilities.
- B. Chemical/Petroleum release or spill involving surface transportation (rail or overland trucking).
- C. Chemical/Petroleum release or spill into waterways and/or bodies of water.
- D. Release of natural gas from gas transmission lines.

Agencies in this ESF have their own organizational policies, procedures, and guidelines. This document does not take the place of those plans but is designed to complement and support them, and to ensure specific hazardous materials planning requirements are met.

Hazardous materials resources (personnel and equipment) from outside the county or local jurisdiction will be controlled by procedures outlined in a Memorandum of Agreement (MOA) and under direct control of the sponsoring agency, but assigned by the Incident Commander (IC).

Command of a hazardous materials incident initially will be from a field command post location. The EOC may be activated at the request of the IC or at the direction of the DEM Director. Tactical operations will be controlled by the IC(s) at the scene within the Incident Command Structure. The IC(s) will assess the need for additional resources and request the EOC to acquire and/or deploy assets.

ESF 10 agencies and departments will work closely with the Federal Bureau of Investigation (FBI) regarding possible terrorist threat assessment. In the event of a terrorist or suspected terrorist threat or act, the FBI will be the lead investigative agency; but during a life-threatening event, the IC will maintain tactical control.

# Concept of Operations

## General

- A. ESF 10 is organized consistent with the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System. This structure and system supports incident assessment, planning, procurement, deployment, and coordination of support operations to Lexington Fayette.
- B. Procedures, protocols, and plans for disaster response activities provide guidelines for operations at the EOC and in the field. The Emergency Operations Plan (EOP) and corresponding Appendices, Incident Specific Plans, Support Plans, and Standard Operating Procedures that describe ESF 10 capabilities (based on National Planning Scenarios, Universal Task List, and Target Capabilities) are the basis of these guidelines. Periodic training and exercises are also conducted to enhance effectiveness.
- C. A large event requiring regional, state and/or interstate mutual aid assistance will require ESF 10 implementation. ESF 10 will coordinate with supporting agency counterparts to seek and procure, plan, coordinate and direct the use of any required assets.
- D. Throughout the response and recovery periods, ESF 10 will evaluate and analyze information regarding Hazardous Materials (HazMat) resource requirements, develop and update assessments of the HazMat situation and status in the impact area, and implement contingency planning to meet anticipated demands or needs.
- E. When an event requires a specific type or response mode, technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with skills relevant to the type of event. The individual will advise and/or direct operations within the context of the Incident Command System structure.
- F. The Lexington Fayette Urban County Government (LFUCG) EOC uses WebEOC (crisis management software) to supplement disaster management through communicative integration of ESFs, agency based emergency operations centers, and other facilities or functions as appropriate.
- G. Each agency is responsible for providing and maintaining its intra-agency HazMat systems.
- H. Priorities for allocation of HazMat will be lifesaving and essential to the survival, health, and safety of the population.
- I. Actions initiated by ESF 10 are grouped into the phases of emergency management: prevention, preparedness, response, recovery, and mitigation. Each phase requires specific skills and knowledge. Each phase requires

significant cooperation and collaboration between all supporting agencies and the intended recipients of service.

## Preparedness

Actions and activities that develop HazMat response capabilities may include planning, training, orientation sessions, and exercises for ESF 10 personnel (i.e., county, state, regional, and federal) and other emergency support functions that will respond with ESF 10. This involves the active participation of local inter-agency preparedness organizations which collaborate in such activities on a regular basis. Local agencies will jointly address planning issues on an ongoing basis to identify response zones, potential staging areas, potential medical facilities, and the maintenance and future development of specialized teams. Initiatives may also include the following:

- A. Conduct planning with ESF 10 supporting agencies and other emergency support functions to refine HazMat operations.
- B. Develop and refine procedures for rapid impact assessment.
- C. Conduct training and exercises for EOC and HazMat response team members.
- D. Prepare and maintain emergency operating procedures, resource inventories, personnel rosters, and resource mobilization information necessary for implementation of the responsibilities of the lead agency.
- E. Manage inventory of equipment and other pre-designated assets that are essential to meet the requirements of special needs groups.
- F. Maintain a list of ESF 10 assets that can be deployed during an emergency. These assets will be organized in the Emergency Resource List (ERL).
- G. Assign and schedule sufficient personnel to implement ESF10 tasks for an extended period of time.
- H. Ensure lead agency personnel are trained in their responsibilities and duties.
- I. Develop and implement emergency response and HazMat strategies.
- J. Develop and present training courses for ESF 10 personnel.
- K. Maintain liaison with supporting agencies.
- L. Conduct All Hazards exercises involving ESF 10.

## Mitigation

ESF 10 will perform the following:

- A. Coordinate with the All Natural Hazards Mitigation Committee to identify potential hazards and their impacts and seek funding for resources to mitigate those hazards.
- B. Provide personnel with the appropriate expertise to participate in activities designed to reduce or minimize the impact of future disasters.

## Alert and Notification

The EOC will serve as the central location for interagency coordination and executive decision-making, including all activities associated with ESF 10.

The EOC will be activated, as will ESF 10, upon the direction of the Mayor of Lexington or the DEM Director. The DEM Director may make the decision to selectively activate ESF 10 agencies based on the type of threat, event, or incident.

DEM will notify the ESF 10 primary and supporting agencies of EOC activation and request liaisons to report to the EOC. However, there will be times when it is necessary for the liaisons of primary or secondary agencies to work from in-the-field or their own company operations center. In these cases, they will maintain telephone or radio contact with the EOC and ESF 10 coordinator.

E911 will notify the DEM Director and the primary on-call person when the county or an area of the county has been threatened or impacted by an emergency or disaster event.

E911 or DEM will initiate ESF 10 notification using the Emergency Notification System (ENS). E911 will request, as directed by DEM, assistance from the primary coordinating agency to staff the ESF 10 position in the EOC on a 24-hour basis.

Upon instructions to activate ESF 10, ESF 10 and supporting agencies will implement their procedures to notify and mobilize all personnel, facilities, and physical resources potentially needed based on the emergency.

The Kentucky Department of Energy and Environmental Protection serves as the lead agency for hazardous materials coordination/support at the state level. The agency will designate a liaison to Lexington Fayette to assist ESF 10 and, to the extent capable, provide operational support of the EOC or field activities.

## Response

ESF 10 encompasses a full range of activities from training to the provision of field services. It also coordinates and may assume direct operational control of the following services:

- A. Assessment of hazardous materials needs and potential impacts

- B. Hazardous materials personnel
- C. Hazardous materials equipment and supplies
- D. Evacuation support and re-entry
- E. Emergency responder health and safety
- F. Radiological/chemical/biological hazards monitoring/mitigation
- G. Mental health and crisis counseling for responders
- H. Hazardous materials public information and risk communication
- I. Hazardous materials management, command and control of assets
- J. Hazardous materials activities related to terrorist threats and/or events
- K. Logistical staging areas
- L. Catastrophic incident and alternate hazardous materials facility support
- M. Information on drinking water, wastewater and solid waste facilities
- N. Information on SARA Title III fixed facilities

Spill Reporting (applies to fixed facility spills and/or surface transportation spills)

- A. Federal and state laws require that federal, state, and local agencies be notified in the event of a spill, discharge, or accidental release of any material that may pollute the water, air, or soil. The responsibility for reporting these spills lies with the facility owner/operator, or for transportation incidents, the shipper. Initial notification is made by calling E911. E911 will then dispatch the necessary response unit(s), and if needed, a HazMat team. Medical support will be provided by the FES as needed.
- B. The owner/operator or shipper is also responsible for notifying state and federal agencies depending on the type of accident. The IC of the lead responding agency to a spill will size up the spill, and if it meets or exceeds guidelines, will notify the Lexington Fayette HazMat team via E911 to initiate reporting procedures.
- C. For spills of hazardous materials covered under SARA Title III, a call to E911 fulfills the spiller's obligation to notify both FES and the LEPC. The call to KyEM constitutes the spiller's notification to the State Emergency Response Commission (SERC).
- D. Responders to a hazardous material incident shall not enter any zone or do any task for which they are not properly trained and equipped.

- E. In the event that hazardous material releases occur at different sites simultaneously, the ESF 10 coordinator will prioritize responses. Each site will be considered a separate hazardous material incident.
- F. The IC will assess the situation and take initial emergency actions as necessary to safeguard life or property and will begin to identify the hazardous material and determine the potential hazards.
- G. The IC will establish and identify a field command post and protective zones. The protective zones are:

1. Exclusion Zone (Hot Zone)
2. Contamination Reduction Zones (Warm Zone)
3. Support Zone (Cold Zone)

The Command Post (CP) will be situated in the Support Zone upwind from the release. Each responding agency will have a representative at the CP. The IC may request other personnel to be in the CP to provide information or expertise.

- H. The IC and other supporting agencies, such as the Lexington Division of Police and/or DEM, may implement these actions and will also determine actions to safeguard the public from the hazards of the incident. The three general protective actions are:
  1. Isolation: prohibition of any person from entering a dangerous area.
  2. Evacuation: removal of all persons from a dangerous area.
  3. Shelter in Place: protecting persons by sheltering them in a building within the dangerous area. The building will be sealed to decrease the amount of vapors that might penetrate the inside of the building. Persons will remain in the building until the area is declared safe.
- I. The IC will determine the strategic goal and objectives.
- J. The IC will choose the tactics to mitigate the incident.
- K. The Hot Zone Officer will insure that personnel entering the contamination reduction or the exclusion zones are wearing and using the appropriate Personal Protective Equipment (PPE).
- L. Personnel or equipment that has entered the exclusion zone will have contaminants removed or neutralized during decontamination procedures before they leave or are removed from the contamination reduction zone.

Decontamination is the responsibility of the FES Hazardous Material Team and will follow the procedures listed in the appropriate FES SOP.

- M. Clean up and disposal of hazardous materials and hazardous wastes resulting from a hazardous material incident is the responsibility of the spiller. The DEM Director is responsible for ensuring that clean up and disposal operations are completed according to the applicable laws and regulations. Private hazardous material emergency response companies may be used for clean up and disposal operations.
- N. The IC will notify the KyEM duty officer of the incident.
- O. Special procedures for a response to a hazardous material incident involving nerve agents are contained in the CSEPP ISP.
- P. Special procedures for a response to acts of terrorism involving hazardous material are contained in ESF 13.
- Q. Additional procedures for responding to a hazardous material incident at a facility containing federally defined "extremely hazardous substances" are contained in the Lexington Fayette Local Emergency Planning Committee Emergency Response Plan.

#### Types of Incidents:

##### A. Business and Industry

The LEPC, FES, and DEM maintain a list of facilities reporting extremely hazardous materials under the provisions of the Superfund Amendments and Reauthorization Act (SARA).

In the event of a hazardous materials release, the facility is responsible for immediately notifying FES. Notification can be made by calling E911. The business or industry is legally obligated to report the spill/release to the LEPC, National Response Center, and KyEM.

##### B. Chemical Incidents

In incidents involving chemical material spillage or leakage, local emergency responders will take the following emergency actions at the scene of the incident:

1. Restrict the area of the incident.
2. Rescue injured or trapped persons.
3. Evacuate the area as deemed necessary.
4. Allow no one in the immediate area of the incident.

5. Follow applicable guidance from the current Emergency Response Guide and Chemtrac to handle spills, leaks, fires, and human exposure to the chemical.
6. Notify the National Response Center of chemical accidents or incidents (including pollution incidents) involving marine transportation or endangering federal water resources.
7. Restore the immediate area of the incident to a safe condition.
8. Close out emergency operations and notify the EOC.
9. Submit final reports.

### C. Gas Pipelines

1. Natural gas transmission lines owned and operated by multiple gas companies and utilities crisscross Lexington Fayette. These companies and utilities maintain teams of trained personnel that respond to incidents that have the potential to result in ruptures, explosions, and fires.
2. Local emergency response personnel may be called to respond to an incident involving transmission gas pipelines. However, the company will be contacted and, upon arriving on scene, will direct the operations. Local jurisdiction agencies and departments will provide support and assistance to ensure life safety actions are sufficient for responders and the community.
3. Lexington Fayette first response agencies will coordinate efforts between company personnel and local officials to ensure a minimum loss of life, injuries, environmental impact, and property damage. DEM will activate the EOC, as appropriate, to cope with any major incident requiring the activation of multiple ESFs (evacuation, mass care, law enforcement, etc.) or multiple response agencies for an extended period of time. DEM will also be the liaison with local, state, and federal officials and the media. The KyEM Regional Response Manager will coordinate the efforts of state government agencies, as necessary.

### D. Train Derailments

Because of the numerous miles of railroad with additional spurs and services to fixed facility sites, the risk of a train derailment involving hazardous materials is very real in Lexington Fayette.

CSX, RJ Corman Company, and Norfolk Southern personnel report most incidents from the site to the duty officer in Frankfort. In some cases the incident may be reported by local observers to E911 who in turn report the incident to DEM, FES, and other local first response agencies as necessary.

Upon arrival, the railroad on-scene HazMat field service manager directs operations involving specialized railroad personnel, contractors, and other company resources. A Unified Command Structure with local response agencies will be adhered to following a Unified NIMS/ICS command structure.

#### E. Radiological Incidents

1. In incidents involving radioactive materials spillage or leakage, local emergency responders will take the following emergency actions at the scene of the incident:
  - a. Rescue injured or trapped persons and remove them from the scene.
  - b. Limit first aid to those actions necessary to save life or minimize immediate injury.
  - c. Check all persons who have been involved in the radiation area the scene.
  - d. Lexington Fayette Division of Police shall obtain names and addresses of all persons involved, restrict access to the incident area and prevent unnecessary handling of incident debris, and if necessary, initiate evacuation of areas subject to contamination.
  - e. When a transportation incident involves a radioactive material, DO NOT move vehicles, shipping containers, or wreckage, except to rescue people and do not remove from the incident area any equipment, materials, or other items if it is suspected they may have been contaminated with radiation. Detour pedestrian and vehicular traffic if necessary.
  - f. Coordinate release of information to the public on radiation levels with the State Radiation Health Branch.

The Radiation Control Team, upon arrival at the scene, will coordinate activities with the official in charge and assume control of the technical operations.

2. When a nuclear weapon is involved in an accident, the DEM mission is to assist the U.S. Department of Defense (DOD) in the neutralization of the weapon and clean up of the site. The DOD under federal law is the on-scene lead agency. They have absolute control over the incident site.
3. If a nuclear weapon accident should occur, the military service in possession of the weapon or the military service owning the military facility where the accident occurs is responsible and will provide the Service Response Force On-Scene Commander and coordinate the specialized response teams.

## F. Petroleum Pipeline Emergency Response

1. In the event of a break in one of these lines, emergency response personnel should cordon off the incident area, evacuate endangered persons, provide public advisories, rescue downed workers, if possible, provide emergency medical care, eliminate ignition sources, provide traffic control and isolation of the area, seek appropriate state/federal support, and enlist the assistance of company representatives trained to cope with these hazards.
2. Spills should be contained, if possible, to aid in recovery of the products and to mitigate the environmental impact, especially on ground water, streams, and sewers.
3. Isolate failed pipeline section by contacting the pipeline distribution company to shut down lines.

## G. Personal Protective Equipment Decontamination

1. Most response organizations have defined four (4) accepted levels of personnel protection. The clothing for these levels ranges from a gas/vapor tight suit to standard street clothing. PPE must meet OSHA standards 29 CFR part 1910.120(g). 1910.120 contains a general description and discussion of the levels of protection and protective equipment.
2. In situations where the type of chemical, concentration, and possibilities of contact are not known, Level A will be worn unless professional experience and judgment indicate that a lesser level are adequate protection. Personnel who enter the Contamination Reduction Zone or the Exclusion Zone must wear the level of protective clothing specified by the Operations Officer. It is possible that different levels of protection are appropriate in the same area, depending on the specific tasks being performed.
3. If personnel or equipment become contaminated, special precautions must be taken to reduce the spread of the contaminant to uncontaminated areas. Critically injured persons should receive only absolutely necessary decontamination prior to being transported to the appropriate (suitably equipped/ trained) medical facility. Caution should be exercised to minimize contamination of the transport vehicle, the medical facility, and assisting personnel.
4. If essential items of equipment become contaminated, they must be decontaminated to levels that will permit their continued use.
5. Care must be exercised by personnel to avoid contaminating clean areas. Workers will work in pairs to facilitate the decontamination process. The Operations Officer, in conjunction with the on-site Incident Commander,

will arrange for local personnel to supply needed decontamination supplies and equipment. Procedures for all phases of decontamination shall be developed and implemented in accordance with 29 CFR Part 1910.120(k). Specific guidelines are contained in the FES SOP.

6. Respirators are divided into two major classifications according to their mode of operation:
  - a. Air Purifying Respirators (APRs) remove contaminants by passing the breathing air through a purifying element. A wide variety of APRs are available to protect against specific contaminants, but they fall into two subclasses: (1) Particulate APRs which employ a mechanical filter element, and (2) Gas and Vapor APRs that utilize absorbents contained in a cartridge or canister. It is vital to realize that there are limitations on the applications of APRs. These devices are specific for certain types of contaminants, so the identity of the hazardous agent must be known. There are maximum concentration limits; consequently, this requires knowledge of the ambient concentration of the contaminant, as well as the Maximum Use Limit (MUL) of the respirator. Since APRs only clean the air, the ambient concentration of oxygen must be at least 19.5%.
  - b. Personnel will normally employ SCBAs when responding to an incident which requires them to enter the Contamination Reduction Zone. APRs and canisters for the most commonly encountered chemicals may be used when the chemical and the concentration have been identified. All responding agencies will regulate the respiratory protective devices used by agency personnel. Continuous monitoring will be conducted when APR's are utilized.

## Recovery

- A. Maintain documentation of all reported damage.
- B. Maintain documentation related to environmental damage from hazardous material releases.
- C. Coordinate ongoing environmental assessment(s) with Kentucky Department of Natural Resources (DNR).
- D. Prepare and submit incident reports as required to KyEM and other agencies.
- E. Coordinate equipment and other logistic assessment and accountability.
- F. Coordinate the transition from response to normal operations.
- G. Coordinate the primary agencies' costs of the incident.

- H. Coordinate equipment and other logistic assessment for damage and accountability.
- I. Participate in After-Action meetings and in the development of the After-Action Reports inclusive of assignment of corrective actions and due dates.
- J. Identify, if possible, and report the responsible party(ies) causing the hazardous materials incident.
- K. Assist primary and coordinating agencies as needed.
- L. Provide additional manpower and equipment as needed.

## Responsibilities

FES will conduct the following:

- A. Provide leadership in directing, coordinating, and integrating overall efforts to provide hazardous materials assistance to affected areas and populations.
- B. Staff and operate a National Incident Management System-compliant command and control structure (i.e., Incident Command System), to assure that services and staff are provided to areas of need.
- C. Jointly evaluate (ESF 10 representatives/designees) the emergency, make strategic decisions, identify resource needs ,and secure resources required for field operations.
- D. Task supporting agencies as necessary to accomplish ESF 10 support responsibilities.
- E. Monitor hazardous materials emergency response and recovery operations. ESF 10 IC(s) or designees will coordinate all state and federal hazardous materials resources into the affected areas from staging areas.
- F. Manage hazardous materials and other emergency incidents in accordance with the FES Standard Operating Guidelines.
- G. Re-assess priorities and strategies throughout the emergency according to the most critical HazMat service needs.
- H. Assist with emergency evacuations and re-entry of threatened areas.
- I. Demobilize resources and deactivate the ESF 10 function upon direction from the EOC Manager.
- J. DEM will provide EOC support, conduct briefings, direct needs assessments, distribute key information, and serve as liaison to the State EOC for resource requests.

- K. Local law enforcement agencies (ESF 13) will provide crowd control, security measures, roadway assessments, and ingress/egress actions to protect the public and property in and proximate to areas involved in firefighting operations.
- L. LexTran will provide transportation for response personnel and relocation of affected populations as required.
- M. Civil Air Patrol will provide over-flight reconnaissance of disaster-affected areas to assist in plan formulation.
- N. Private and quasi-private utilities (ESF 12) will coordinate with ESF 4 to address fire prevention and suppression problems due to leaking natural gas, downed power lines, water supply, or other utility infrastructure issues.
- O. Lexington Public Works (ESF 3) and other departments will provide equipment and other major resources needed to clear roadways or other areas in support of emergency response actions.
- P. Fire Emergency Services (ESF 8) will provide emergency medical care and transportation of victims beyond initial collection sites.
- Q. American Red Cross, Salvation Army and other community agencies (ESF 6) will provide field support to emergency response personnel (food, water, basic assistance, etc.) and shelter support as required for displaced populations.
- R. Fayette County Coroner's Office (ESF 8) will provide casualty management for the deceased.
- S. Fayette County Public Schools will provide temporary sheltering for displaced residents.

## Attachment A - Definitions

- A. Hazardous Materials: Any substances harmful or injurious to human and/or animal life, the environment, and/ or public or private property.
1. Chemical: Toxic, corrosive, or injurious substance because of inherent chemical properties and including, but not limited to, such items as petroleum products, paints, plastic, acids, gases, caustics, industrial chemicals, poisons, solvents, pesticides, and mineral fibers.
  2. Biological: Micro-organisms or associated products which may cause disease in humans, animals, or economic crops and includes pathogenic wastes from medical institutions, slaughterhouses, poultry processing plants, etc.
  3. Etiological: Infectious materials. Substances which contain disease producing microorganisms, including bacterial viruses and biological preparations of pathogenic organisms affecting humans, animal life, and plants.
  4. Radiological: Any radioactive substance emitting ionizing radiation at a level that could produce a health hazard. Radiopharmaceutical, industrial radiographic equipment and uranium products involved in transportation accidents and nuclear weaponry are a few sources of radiological hazardous materials.
  5. Explosive: Material capable of releasing energy with blast effect immediately upon activation; the released energy usually damages or destroys objects in close proximity to the blast; shrapnel or other projectiles caused by explosives.
- B. Incident: An occurrence or event, either human-caused or natural phenomena, that requires action by emergency service personnel to prevent or minimize loss of life or damage to property and/ or natural resources.
- C. Incident Commander: The individual responsible for the management of all incident operations. Within a Unified Command structure, as developed under NIMS, it is the chief officer of the agency having primary functional responsibility at the incident.
- D. Incident Command Post (ICP): The location from which the primary command functions are executed and the overall coordination of response efforts is maintained, and where the primary logistics functions are administered.
- E. Incident Command System (ICS): The combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure with responsibility for the management of assigned resources to effectively accomplish stated objectives pertaining to an incident.

The management system can expand or contract to fit the needs of the emergency.

- F. Incident Management System (NIMS): The provisions for incident command system design and implementation recognized by the Commonwealth Emergency Response Commission, which employ a Single Command Structure or a Unified Command Structure, as appropriate, for management of an emergency incident. The Single Command Structure is frequently employed in cases where only one agency responds to an incident, or in cases where several agencies may respond but the complexity or seriousness of the incident is so limited that one agency can effectively manage the response effort alone. The Unified Command Structure is employed when a major incident occurs and more than two (2) local agencies are continually and actively involved in the operational response effort, or if more than one political jurisdiction is affected. This structure provides a method for all agencies or individuals who have jurisdictional responsibility, and in some cases, functional responsibility at the incident, to contribute to determining overall objectives for the incident and selection of strategies to achieve the objectives.

# Attachment B - Tier Two Emergency and Hazardous Chemical Inventory

<b>Tier Two EMERGENCY AND HAZARDOUS CHEMICAL INVENTORY</b>  <i>Specific Information by Chemical</i>	<b>Facility Identification</b> Name _____ Street _____ City _____ County _____ State _____ Zip _____  SIC Code _____ Dun & Brad Number _____	<b>Owner/Operator Name</b> Name _____ Phone ( ) _____ Mail Address _____
	FOR OFFICIAL USE ONLY	<b>Emergency Contact</b>  Name _____ Title _____ Phone ( ) _____ 24 Hr. Phone ( ) _____  Name _____ Title _____ Phone ( ) _____ 24 Hr. Phone ( ) _____

	Reporting Period From January 1 to December 31, 20 ____	<input type="checkbox"/> Check if information below is identical to the information submitted last year.
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Chemical Description	Physical and Health Hazards <i>(check all that apply)</i>	Inventory	Storage Codes and Locations (Non-Confidential)	Storage Locations												
CAS _____ Trade Secret _____ Chem. Name _____  <i>Check all that apply</i> <input type="checkbox"/> Pure <input type="checkbox"/> Mix <input type="checkbox"/> Solid <input type="checkbox"/> Liquid <input type="checkbox"/> Gas <input type="checkbox"/> EHS EHS Name _____	<input type="checkbox"/> Fire <input type="checkbox"/> Sudden Release of Pressure <input type="checkbox"/> Reactivity <input type="checkbox"/> Immediate (acute) <input type="checkbox"/> Delayed (chronic)	Max. Daily Amount (code) _____ Avg. Daily Amount (code) _____ No. of Days On-site (days) _____	<table border="1" style="width:100%; height: 40px;"> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </table>													_____ _____ _____ _____ _____
CAS _____ Trade Secret _____ Chem. Name _____  <i>Check all that apply</i> <input type="checkbox"/> Pure <input type="checkbox"/> Mix <input type="checkbox"/> Solid <input type="checkbox"/> Liquid <input type="checkbox"/> Gas <input type="checkbox"/> EHS EHS Name _____	<input type="checkbox"/> Fire <input type="checkbox"/> Sudden Release of Pressure <input type="checkbox"/> Reactivity <input type="checkbox"/> Immediate (acute) <input type="checkbox"/> Delayed (chronic)	Max. Daily Amount (code) _____ Avg. Daily Amount (code) _____ No. of Days On-site (days) _____	<table border="1" style="width:100%; height: 40px;"> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </table>													_____ _____ _____ _____ _____
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**Certification (Read and sign after completing all sections)**

I certify under penalty of law that I have personally examined and am familiar with the information submitted in pages one through \_\_\_\_\_, and that based on my inquiry of those individuals responsible for obtaining the information, I believe that the submitted information is true, accurate, and complete.

\_\_\_\_\_  
 Name and official title of owner/operator OR owner/operator's authorized representative

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date signed

**Optional Attachments**

I have attached a site plan

I have attached a list of site coordinate abbreviations

I have attached a description of dikes and other safeguards measures

## Attachment C - Notification to the KyEM Duty Officer

The KyEM Duty Officer shall be notified of any incident occurring in Lexington Fayette if the incident meets one or more of the following criteria:

- A. The incident adversely affects a state owned or maintained facility, road, agency, or property.
- B. Unscheduled extended closure (> 1 hour) of any interstate.
- C. Train derailment, aviation accident, major urban fire, industrial fire or explosion, public utilities fire or explosion, and terrorist incident.
- D. Transportation accident involving large quantities of propane, gasoline, natural gas, diesel fuel, aviation fuel, kerosene or other volatile fuel creating an imminent threat to public safety due to fire, explosion, or environmental damage.
- E. Any state agency is requested to respond to the incident.
- F. National Guard Assistance is requested.
- G. Any incident that results in a combination of 10 seriously injured persons and/or fatalities.
- H. The incident results in the issuance of evacuation or shelter in place orders.
  - I. The Mayor declares a State of Emergency.
  - J. The Emergency Operations Center is activated.
- K. Community wide water supply emergencies, general power outages.
- L. The incident impacts other political jurisdictions.
- M. Damaging winds, heavy rains, tornado, flooding, earthquake or similar natural events.
- N. Search and Rescue mission meeting criteria in KRS39 F
- O. The incident results in the release of any of the following classification of substances in excess of a reportable quantity:
  - 1. Hazardous substance designated under CERCLA.
  - 2. Substance defined under SARA Title III.

3. Any quantity of a nerve or blister agent designated under KRS.224.50-130 (1) d.
4. Any element, substance, compound, or mixture in a quantity that may present an imminent or substantial danger to the public health or welfare.
5. Petroleum product in excess of 25 gallons within a 24-hour period. The reportable quantity for diesel fuel is 75 gallons within 24-hour period. Any release that causes a visible sheen on water or that violates any provision of Section 311 of the Clean Water Act.

The notification shall be made as soon as possible. The Duty Officer is contacted by phoning (502) 564-7815 or 1-(800) 255-2587

# **Attachment D**

## **Fayette Local Emergency Planning Committee Emergency Response Plan**

Prepared in accordance with Section  
303 of Sara Title III by the Fayette LEPC

2013

### **I. Introduction**

Fayette County covers 283 square miles in the heart of Bluegrass country. The urban core encompasses 75.9 square miles, which includes most of the 320,000 people living in Fayette County.

The county operates under a merged city-county government called the Lexington-Fayette Urban County Government, administered by a mayor and 15 council members.

Lexington, the primary urban center of Central Kentucky, supports two universities, one community college, 109 schools, 11 hospitals, 80+ shopping centers, 20 nursing homes and over 100 daycare centers.

Transportation in and out of the area includes a regional airport called Blue Grass Field, two railway companies, Norfolk Southern Railway System and R. J. Corman Railroad Group and Greyhound Bus Lines. Fayette County includes approximately 1,172 miles of urban county and state maintained roads.

Twenty-three (23) fire stations are located strategically throughout the county. The Lexington-Fayette Urban County Government employs over 500 fire personnel and over 700 police personnel.

Poisons, explosives, flammables and other characteristically hazardous materials are manufactured, stored, used or transported daily in Fayette County. Routinely, those materials are handled such that the surrounding community is not acutely exposed to sudden and catastrophic releases. Nevertheless, even preventative controls and conscientious management cannot eliminate all accidents.

When a material is released from its container and exposure becomes possible, the material is hazardous in the most real sense. On-scene conditions such as population density, wind direction, and established factors such as threshold concentration levels and personal protection criteria will determine the probability of exposure. We must be prepared to react effectively and efficiently to public health, safety and environmental threats.

This plan, developed by the Fayette Local Emergency Planning Committee (Fayette LEPC), represents a commitment to the advancement of community preparedness. The committee performed its work in coordination and cooperation with those responsible for countywide disaster planning and hazardous materials emergency response, the Division of Emergency Management (DEM). Additional work is going on concurrently in this division in related areas such as right-to-know.

## Legal Authority and Responsibility

The legal authority to develop this plan is established by the Federal "Emergency Planning and Community Right-to-Know Act of 1986", 42 U.S.C. Section 11001, et seq. Specifically, it states in Section 302, "Each local emergency planning committee shall complete preparation of an emergency plan in accordance with this section no later than two years after the date of the enactment of this title. The committee shall review such plan once a year, or more frequently as changed circumstances in the community or at any facility may require." The Act also gives the committee authority to require the owner or operator of a facility to promptly provide information necessary for developing and implementing the plan. The committee's work is also authorized by KRS Chapter 39E.

This plan will be implemented by DEM under the supervision of the LEPC in accordance with SARA Title III and KRS Chapter 39E. Authority is provided to this division to plan and respond to emergencies by Sec. 6.07 Department of Public Safety of the LFUCG Charter and Chapter 16A of the Code of Ordinances. This plan is an appendix to the ESF-10 in the Fayette County Emergency Operations Plan.

## Local Emergency Planning Committee

The Fayette Local Emergency Planning Committee represents all segments of the community and a balance of interests and backgrounds and operates according to a set of bylaws. Its members are appointed by the Commonwealth Emergency Response Commission. All meetings are open to the public, with 24 hour prior announcement. Minutes and other documentation pertaining to the work of the Committee may be viewed at the offices of the Division of Emergency Management at 166 N. Martin Luther King Blvd. between 8:30 a.m. and 4:30 p.m. Information about the Fayette LEPC and facilities is located at <http://www.fayettelepc.com>.

## Purpose

The Fayette LEPC's primary goal in developing the emergency response plan is to protect health and safety, property, and the environment in the event of a hazardous material release. Additional long-term goals are to: (1) increase contingency planning by businesses and homeowners for all disasters; (2) integrate existing emergency response plans; (3) educate the general public as to its role and responsibility in community preparedness; and (4) test, review, and revise the procedures set forth in the plan.

## Abbreviations and Definitions

Any term not specifically defined herein shall have the meaning accorded to it in SARA Title III, KRS Chapter 39E and accompanying regulations.

CAS #	Chemical Abstract Service Number
CERC	Commonwealth Emergency Response Commission
CERCLA	Comprehensive Environmental Response Compensation and Liability Act of 1980, 42 U.S.C. Section 9601, et. seq.
CHEMTREC	Chemical Transportation Emergency Center
EOC	Emergency Operations Center
EPA	Environmental Protection Agency
ERT	Emergency Response Team
DEM	Division of Emergency Management
ICS	Incident Command System
LEPC	Local Emergency Planning Committee
LFUCG	Lexington-Fayette Urban County Government
MSDS	Material Safety Data Sheets
NRC	National Response Center
SARA	Superfund Amendments and Reauthorization Act of 1986 P.L. 99-499 (Oct 17, 1986)
SCBA	Self Contained Breathing Apparatus
SIC	Standard Industry Classification
SOP	Standard Operating Procedures
EHS	Extremely Hazardous Substance
PPE	Personal Protective Equipment

CERCLA Substances: Chemicals defined as hazardous and reportable when released or spilled above a certain quantity according to CERCLA, 42 U.S.C. Section 9601, et seq.

Environment: Water, air, and land and the interrelationship that exists among and between water, air, and land and all living things.

Extremely Hazardous Substances (EHS): A substance listed by the EPA pursuant to Section 302 (a)(2) of SARA Title III where present at a facility equal to or above the threshold planning quantity.

Facility: All buildings, equipment, structures, and other stationary items which are located on a single site or on contiguous or adjacent sites and which are owned or operated by the same person (or any person which controls, is controlled by, or under common control with, such person). For purposes of emergency release notification, the term includes motor vehicles, rolling stock, and aircraft. For the purpose of this plan only facilities having extremely hazardous substances are included.

Hazardous Material: Any substance or materials in a quantity or form which may be harmful or injurious to humans, domestic animals, wildlife, economic crops or property when released into the environment. Hazardous materials are classified in this plan as chemical, biological, radiological, explosive or etiological.

- Chemical: Toxic, corrosive or injurious substance, because of inherent chemical properties and include, but are not limited to, such items as petroleum products, paints, plastics, acids, caustics, industrial chemicals, poisons, drugs, mineral fibers.
- Biological: Microorganisms or associated products, which may cause disease in humans, animals, or economic crops; pathogenic waste from medical institutions, slaughterhouses, poultry processing plants, and the like.
- Radiological: Any radioactive substance emitting ionized radiation at a level to produce a health hazard.
- Explosive: Material capable of releasing energy with a blast effect in a split second upon activation; the released energy usually damages or destroys objects in close proximity of the blast.
- Etiological: Available microorganism, or its toxin, which causes or may cause human disease.

Hazardous Material Incident: An incident involving a hazardous material, with or without containment, which poses a threat to the health and safety of the public.

Incident Command System: The combination of facilities, equipment, personnel, procedures and communications operating within a common organizational structure with responsibility for the management of assigned resources to effectively accomplish stated objectives pertaining to an incident.

Petroleum Product: Gasoline, oil and lubricants of any kind or in any form, including, but not limited to virgin, used and mixtures of petroleum fuel oil, sludge, oil refuse, and oil mixed with wastes other than dredged spoil.

Release: Any spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, escaping, leaching, dumping, or disposing into the environment (including the abandonment or discarding of barrels, containers and other closed receptacles) of any hazardous chemical, extremely hazardous substance, or any toxic chemical.

Title III: Title III of the Superfund Amendments and Reauthorization Act of 1986, also titled the Emergency Planning and Community Right-to-Know Act of 1986, 42 U.S.C. Section 11001, et seq.

## Hazards Analysis of Fixed Facilities

The scope of work for the Hazard Analysis Subcommittee during the 2011-2012 planning period focused on the following: updating existing EHS Plans, adding new facilities to the plan, updating special facility information, and updating of facility maps and vulnerability zone maps. The integrated product of the Subcommittee's work effort is reflected in this section of the plan which provides an updated hazards identification, a revised vulnerability analysis which identifies the populations, facilities, property and environs that may be susceptible in the event of an extremely hazardous substance release, and a risk analysis to assess the likelihood of an accidental release and the consequences that might occur, based on the known vulnerable population and special facilities. A blank space in any data field denotes the information was unavailable or unknown at the time the report was completed.

## II. Notification

Facilities subject to SARA Title III shall submit the notifications and reports required by Section 302, 311 and 312 of SARA Title III to the following:

Fayette LEPC  
166 N. Martin Luther King Blvd.  
Lexington, KY 40507  
Attn: Official Custodian of Records

Commonwealth Emergency Response Commission  
Boone National Guard Center  
Frankfort, KY 40601  
Attn: Adjunct General

Fire and Emergency Services  
219 East Third Street  
Lexington, KY 40508  
Attn: Fire Chief

### III. Reporting

Any person discovering a hazardous materials incident should report the incident to the Division of Fire and Emergency Services by calling 911 and asking for Fire.

The communications person receiving the call will attempt to acquire all pertinent information possible from the person reporting the incident. The communications person will notify the community emergency coordinator, who is the director of DEM. This also serves as reporting to the Fayette LEPC. The Tier II report is by electronic submission only in Fayette County via EPA software 'Tier II Submit.'

#### A. 313 Reporting

Section 313 Toxic Chemical Release data reflecting releases during the preceding year is available to the Fayette LEPC from the Kentucky Environmental Response Team if requested. This release information is provided by facilities that are in federally specified industrial categories, including Codes 20 through 39, that manufacture, process or otherwise use toxic chemicals in excess of threshold quantities.

#### B. Release Reporting

##### 1) If the release is:

an extremely hazardous substance in an amount equal to or above its reportable quantity, established pursuant to Section 302(a) SARA Title III and implementing regulations as specified by EPA or a CERCLA 103(a) Release

The following must be notified by the facility:

- Lexington-Fayette Urban County Government Fire Department (911)
- Fayette Local Emergency Planning Committee (E911) 859-258-3784
- Commonwealth Emergency Response Commission 800-255-2587
- National Response Center 800-424-8802

A written follow-up report is to be submitted to:

- Fayette Local Emergency Planning Committee
- Commonwealth Emergency Response Commission

##### 2) If the release is:

not an extremely hazardous substance referred to in Section 303(a) SARA Title III or a CERCLA 103(a), release of a hazardous substance in an

amount equal to or greater than its RQ or one pound if no regulatory established RQ

The following must be notified by the facility:

- Lexington-Fayette Urban County Government Fire Department (911)
- Fayette Local Emergency Planning Committee (E911) 859-258-3784
- Commonwealth Emergency Response Commission 800-255-2587
- National Response Center 800-424-8802

Note: this document addresses reporting obligations associated with SARA Title III and is not intended to be a comprehensive listing of all reporting requirements.

## IV. On-Scene Management

### Direction and Control

In most cases a hazardous materials incident will require a wide variety of agencies with varying levels of expertise to respond. The Incident Command System within an Integrated Emergency Management System will be utilized. Representatives from each responding agency will report to the command post.

### Incident Response Levels:

Fayette County does not use Incident Response Levels.

### Incident Phases

Phase I, Critical: The phase during an emergency when actual or imminent danger to life or safety exists. This phase is most often the time when local government bears the total responsibility for oversight and management and implementing protective actions for the community at risk.

The following are examples of actions that may be taken during this phase:

- Take necessary steps to safeguard human life and property
- Isolate the area
- Identify the material(s) without undue risk of exposure and harm
- Rescue victims without undue risk of exposure and harm
- Determine environmental pathways and effects
- Monitor weather conditions
- Request appropriate assistance
- Notify state and federal authorities if necessary
- Follow SOPs

**Phase II, Containment:** The imminent threat to life or safety no longer exists. Additional activities are required to eliminate danger to property, the environment, or a reoccurrence of the incident. Local government usually remains in charge.

**Phase III, Clean up:** The incident is under control and all that is required is to clean up and dispose of the material. The person/facility that releases a hazardous material has the responsibility for cleaning up and disposing of the material. Clean-up and disposal operations will be done only by qualified persons/contractors. These operations will conform to the requirements

stated in 29 CFR 1910.120 and other regulations specific to the material involved. The Lexington-Fayette Urban County Government Division of Emergency Management is responsible for monitoring and evaluating clean up and disposal operations. Pursuant to Chapter 16A of the Hazardous Materials Ordinance, the LFUCG may require the person or organization responsible for the hazardous materials incident to reimburse the LFUCG for the expenses incurred in the management of the emergency.

The following are actions that may be taken during this phase:

- Decontamination--personnel/equipment
- Clean up site and other areas affected by contamination.
- Restore site and other areas to condition prior to contamination, or to level acceptable to DEM or other government authorities with jurisdiction over the remediation work

**Phase IV, Incident Review:** The incident is complete and all involved agencies get together to critique the incident. Both positive and negative aspects of response performance shall be addressed to allow a better response the next time.

The following are actions that may be taken during this phase:

- Complete documentation
- Discussion of events
- Determine expenses

## Protective Actions

Protective actions are those methods taken to safeguard the public in the event of a release or potential release of a hazardous material. These methods may be used alone or in combination with one another. The choice of the method or methods to be used must be made by evaluating several factors specific to the incident at hand. These factors include:

- The hazardous material involved
- The population threatened

- The time span involved
- The current and predicted weather conditions
- The ability to communicate emergency information
- The resources of the emergency response agencies

The three methods are (1) Isolation, (2) Evacuation, and (3) Shelter-In-Place.

- 1) Isolation: Isolation is the denial of entry into a dangerous or potentially dangerous area. Only trained and equipped emergency response personnel will be allowed into the isolated area. The boundaries of the area will be identified by the Incident Commander. Security will be provided to prevent entry into the area by unauthorized persons.
- 2) Evacuation: Evacuation is the removal of persons from a dangerous or potentially dangerous area to a safer place. Evacuation is a complex and time consuming operation that requires careful planning to ensure compliance and safety.

Planning considerations include:

- Identification of the specific area to be evacuated
- Designation of evacuation routes
- Notification and instructions to evacuees
- Transportation of evacuees who are without private transportation
- Assistance to populations with special needs
- Provision of shelters for evacuees
- Security for evacuated areas
- Traffic and pedestrian control
- Re-entry procedures

The Incident Commander will authorize re-entry into areas that have been declared unsafe and have been evacuated.

- 3) Shelter-In-Place: Shelter-In-Place is the method of protecting persons by directing them to immediately enter a building to avoid exposure to or contamination by a hazardous material. This method is generally used to protect persons from the effects of a short term release of airborne toxicant.

To make this method effective, the public must be advised to follow guidelines that include:

- Go indoors immediately.
- Close all outside doors and close and lock all windows. Seal gaps with wet towels or thick tape.
- Turn off all heating and air conditioning systems.
- Cover all exhaust fans, vents, or other openings to the outside.

- Tune to a local radio or television station for further emergency information.

Emergency Alert and Warning Systems: Alerts, warnings, and instructions on these protective methods will be done per the Fayette County Emergency Operations Plan (EOP). Alert and warning systems include:

- Emergency Alert System: The EAS is a system whereby warnings and emergency information are broadcast by participating commercial radio and television stations. The EAS is activated by:
  - the National Weather Service through the appropriate NOAA Weather Radio stations; or
  - KyEM upon receipt of the KEWS from the State Relay or Local Primary sources in the local area.

The primary EAS station in Lexington Fayette is WUKY-AM. The FCC requires that but other stations also re-broadcast announcements. Fayette County has an agreement with the National Weather Service to make announcements for non-weather related events as well.

- Outdoor Sirens: There are 27 sirens located primarily in parks throughout Fayette County. When a tornado warning or chemical emergency occurs, a loud siren sound will be played. In the event of other severe emergencies, the sirens can play voice messages and instructions.
- Television: Fayette County has partnered with local television stations to broadcast alerts, warnings, and instructions during emergencies.
- Cable Interrupt System: When an emergency occurs, our local cable company can break into any station in order to broadcast emergency alerts.
- Alert and Notification System: E-911 administers a computer based automated telephone dialing system used to notify Special Needs Facilities of an emergency and inform them of the recommended protective actions.

## V. Title III Local Planning Committee

### Facility/Organization

LFUCG Division of Water Quality  
LFUCG EOC JIC  
Greenebaum, Doll & McDonald  
UK Main Campus  
LFUCG Council  
LFUCG Div of Emergency Management

Tetra Tech  
American Eagle Airlines  
Ashland  
Ashland  
A T & T – KY 1670 (Alexandria Dr)  
A T & T – KY 0251 (Iron Works Pike)  
A T & T Corp. (Palumbo Dr)  
Bluegrass Station  
Bosch Rexroth Corporation  
C.I. Thornburg  
CarQuest Distribution Center  
CKP – Heat Treatment  
CKP - Plating  
Coca Cola  
Coca-Cola  
Crop Production Services  
Crown Lift Trucks  
Dixie Consumer Products LLC  
Dixie Consumer Products LLC  
Equipment Depot  
G E Kentucky Lamp  
G E Kentucky Lamp  
God's Pantry Food Bank  
Graham Packaging  
Hewlett-Packard  
Home City Ice  
IBM Facility  
Insight Communications  
J M Smucker  
Kentucky-American Water Co.  
Kentucky Utilities (LGE-KU)  
Kentucky Utilities (LGE-KU)  
KY DEM Region 11  
KY DEM Region 11  
KY EPA  
Lexington Fayette Co Health Dept  
Lexmark

### Representative

Robin Wright (Chair)  
John Bobel (Parliamentarian and PIO Chair)  
Clay Larkin (Secretary)  
Robert Kjelland (Treasurer)  
Julian Beard  
Steve Jackson (Community Emergency  
Coordinator and Official Custodian of  
Records)  
Fred Rial (Response and Exercises Chair)  
Troy Hager  
Steve Gilley  
Tim Heaberlin  
John Huff  
John Huff  
Thomas Stewart  
Gary Logsdon  
Shawn Abdmishani  
Tom Robson  
Randy Onorato  
Ernie Allen  
James Bishop  
Clinard Chaney  
John Vance  
Tom Corder  
Buzz Reed  
Nicholas Matthews  
Kraig Weber  
Kevin Litteral  
Diane Coleman  
Kris Kelley  
John Lancaster  
Robert Stuart  
Tyler Hunstad  
Billy Campbell  
Randy Boteler  
Rick Johnson  
John Helfenberger  
Virginia-Bibb Golden  
David Guy  
Sherry Pryor  
Steve Oglesby  
Fonseca Welch  
Robert Francis  
Jason Dotson  
Linda Jennings

LFUCG Fire Station #1	Mike Gribbin
LFUCG Dept of Public Safety	Rick Curtis
LFUCG (Div of Emergency Mgt)	Patricia Dugger
LFUCG (Div of Fire & EMS)	Mike Gribbin
LFUCG (Div of Parks – Kearney, Lakeside Tates Creek golf courses)	Mike Fields
LFUCG (Div of Police)	Christopher Holliday
LFUCG (Search and Rescue)	Gregg Bayer
LFUCG (Fleet Services)	Dave Toombs
Link Belt Construction Equipment Co	Ken Johnson
MCI - LEXGKY	Eugene Caggiano
PECCO	Bob Goetz
Pepsi Cola Bottling Co.	Eddie Collins
R.J. Corman	Erin Meehan
Safety Kleen Systems, Inc	Greg Taylor
Sam's Club #8188	David Vankleeck
Schneider Electric Company	Jim Canella
Schneider Electric Company	Jon Meyers
Semicon Associates	Scott Roberts
Southern States	Michael Napier
Sumitomo Electric Wiring Systems	Jon Poyner
Sumitomo Electric Wiring Systems	Brandi Dragoo
Sunbelt Rentals	Todd Pennycuff
Trane	Paul Merz
UK College of Communications	Dan O'Hair
UK College of Communications	Shari Veil
UK North Farm	Steve Higgins
Webasto	Geoffrey Mooney
Windstream Main Co	Barry Fowler
Windstream Nuvox	Ron Fields
Yazaki N America	Jim Dale

## VI. By-Laws

### ARTICLE I

#### Name

The name of this Organization shall be the Local Emergency Planning Committee for Fayette County (hereinafter "Fayette LEPC").

### ARTICLE II

#### Purpose

The purpose of the Fayette LEPC is to carry out the duties and powers of local emergency planning committees as specified in the Emergency Planning and Community Right-To-Know Act of 1986, P.L. 99-499 (the "Act") and in KRS 39E et seq.

## ARTICLE III

### Duties and Functions

The functions and duties of the Fayette LEPC shall include, but not necessarily be limited to, the following:

- A. To prepare and update an Emergency Plan in accordance with Section 303 of the Act and KRS 39E.
- B. Adopt rules by which the Fayette LEPC shall function, to include but not necessarily be limited to, provisions for public notification of Fayette LEPC activities, public meetings to discuss the Emergency Plan, response to public comments by the Fayette LEPC, and distribution of the Emergency Plan.
- C. Establish procedures for receiving and processing requests from the public for information under Section 324 of the Act, including Tier II information under Section 312 of the Act.
- D. Cooperate with the Lexington-Fayette County Government Division of Emergency Management (hereinafter "DEM") in an effort to ensure that the

Emergency Plan developed by the Fayette LEPC is consistent with the county-wide disaster plan developed by DEM.

## ARTICLE IV

### Membership

#### A. Fayette LEPC

##### 1. Composition

The Fayette LEPC shall be composed of members appointed by the Commonwealth Emergency Response Commission and shall include representatives from,

but not limited to, each of the following groups or organizations: elected local officials, law enforcement, disaster and emergency services, fire fighting, first aid, health, local environmental, hospital, and transportation personnel; broadcast and print media; community groups; and owners and operators of facilities subject to the requirements of the aforesaid Act and KRS 39E et seq.

## 2. Term

The term of appointment of Fayette LEPC members shall be for such a period as designated by the Commonwealth Emergency Response Commission though not to exceed four years except by reappointment.

## 3. Vacancies/Substitutions

Any vacancy, resignation, or request for substitution of any member of the Fayette LEPC shall first be brought to the attention of the Fayette LEPC Chairman who shall meet and agree with the Executive Committee that a change is appropriate. Thereafter, the Chairman of the Fayette LEPC shall write to the Chairman of the Commonwealth Emergency Response Commission and request that a change in the Fayette LEPC membership be made. Upon receipt by the Fayette LEPC Chairman of an interim appointment letter or other appropriate document from the Chairman of the Commonwealth Emergency Response Commission, a new member of the Fayette LEPC may be permitted to attend and vote on matters in a provisional capacity until such time as the final letter of appointment is received by the Chairman of the Fayette LEPC which will assure full vesting of the newly appointed member's rights to act on the Fayette LEPC.

## 4. Attendance

If a Fayette LEPC member misses three (3) consecutive meetings or three (3) meetings in two (2) consecutive years of the full Fayette LEPC, the position shall be declared vacant. The Chairman of the Fayette LEPC shall then proceed to fill the vacancy according to Article IV A.3.

It is recognized that participation, including but not limited to attendance at meetings, in subcommittee activities by members of the LEPC is important. Upon motion by a co-chair of a subcommittee, the Executive Committee shall review the participation of a particular member and may declare the position vacant or reassign the member to another subcommittee as the Executive Committee deems appropriate. If the position is declared vacant, the

Chairman of the LEPC shall then proceed to fill the vacancy according to Article IV.A.3.

## B. Executive Committee

The management and conduct of the business of the Fayette LEPC shall be vested in an Executive Committee composed of the Co-Chairmen of the Subcommittees appointed by the Chairman of the Fayette LEPC and those persons holding the offices of Chairman, Vice Chairman, Secretary, Treasurer, Community Emergency Coordinator, and Official Custodian of Records. The

Executive Committee is authorized to (1) approve or disapprove proposals for action by the Fayette LEPC, pending ratification of Executive Committee action by the Fayette LEPC at its next scheduled meeting, whether a regular or special meeting, and (2) recommend changes in Fayette LEPC membership as a result of vacancy, resignation, request for substitution, or removal in accordance with any absenteeism policy.

C. Subcommittees

The Chairman of the Fayette LEPC may appoint members and co-chairmen to serve on Subcommittees to consider and report to the Fayette LEPC on subjects relating to the duties and functions of the Fayette LEPC which the Chairman of

the Fayette LEPC finds require special attention, expertise or investigation. The term of appointment of each Subcommittee member and Subcommittee co-chairman shall be for such period of two years as designated by the Chairman of the Fayette LEPC.

ARTICLE V

Voting

A. Fayette LEPC

A total of ten (10) members of the Fayette LEPC shall constitute a quorum for transaction of business. Binding action by the Fayette LEPC shall be by majority vote of the members present at a regular or special meeting at which a quorum is present.

B. Executive Committee

A total of four (4) members of the Executive Committee shall constitute a quorum for transaction of business. Binding action of the Executive Committee shall be

by majority vote of the members present at the meeting at which a quorum is present; provided, however, that each Subcommittee represented at the meeting shall have only one vote.

C. Subcommittees

The members of the Subcommittee present at any meeting of that Subcommittee shall constitute a quorum for transaction of business. Binding action shall be by majority vote of the members present at the meeting at which a quorum is present.

## ARTICLE VI

### Officers

#### A. Elected Officers

The Fayette LEPC shall elect from its members a Chairman, a Vice Chairman, a Secretary, a Treasurer, a Parliamentarian, a Community Emergency Coordinator, and an Official Custodian of Records. These officers shall be elected at the first regular meeting of the Fayette LEPC or as soon thereafter as possible. The

terms of these elected officers shall be two years, and the members holding these offices shall be eligible for reelection at the end of their respective terms.

If an officer resigns or the office otherwise becomes vacant before the expiration of the term, the Chairman, or in the event of a vacancy of the office of Chairman, the Executive Committee, shall appoint a replacement who shall serve until the

next regular or special meeting of the Fayette LEPC at which time the vacancy shall be filled by election for the remainder of the term.

#### B. Duties of Elected Officers

1. Chairman: The Chairman of the Fayette LEPC shall preside at all regular and special meetings of the Fayette LEPC and Executive Committee, sign any documents as designated by the Fayette LEPC, and perform such other duties as the Fayette LEPC and Executive Committee may designate.
2. Vice Chairman: The Vice Chairman shall perform all the duties of the Chairman in the temporary absence or disability of the Chairman, except as otherwise provided by the Fayette LEPC and these By-Laws, and such other duties as the Chairman may designate.
3. Secretary: The Secretary shall keep a record of the proceedings of the Fayette LEPC and shall prepare all minutes and special actions of any meeting of the Fayette LEPC, shall certify all minutes and official documents of the Fayette LEPC, and perform such other duties as the Chairman may designate. The Secretary shall submit the minutes of all meetings to DEM within thirty (30) days to assure compliance with SERC guidelines.
4. Treasurer: The Treasurer shall handle monies collected by the Fayette LEPC and shall keep and report on records of all monies collected and spent, and perform such other duties as the Chairman may designate. The Treasurer shall be responsible for accountability for any grant monies awarded to the Fayette LEPC pursuant to federal or state law and shall be the Fayette LEPC's authorized applicant for purposes of requesting grant funds unless otherwise designated by the LEPC Chairman.

5. Parliamentarian: The Parliamentarian shall be responsible for compliance by the Fayette LEPC with parliamentary procedure in accordance with Article VIII of the By-Laws, and shall advise the Executive Committee and Subcommittees on proper parliamentary procedure.
6. Community Emergency Coordinator: The Community Emergency Coordinator shall receive notices of releases under Section 304 of the Act and carry out such other duties as specified in the Act and in KRS 39.800, et seq.
7. Official Custodian of Records: The Official Custodian of Records shall be responsible for managing the receipt and processing of requests from the public for plans, data sheets, forms, Tier I and Tier II information, as well as insuring that an annual notice appears in the local newspaper that the Emergency Plan and other documents required by the Act have been submitted to the Fayette LEPC and are available for review by the public at a location designated by the Fayette LEPC; shall advise the Subcommittee co-chairmen of mechanisms for complying with public notice requirements; and shall perform such other duties as the Chairman may designate.

## ARTICLE VII

### Fayette LEPC Meetings

#### A. Regular Meetings

The regular meetings of the Fayette LEPC shall be held semi-annually, at a minimum, and at such reasonable time and place as designated by the Chairman. Five days written notice of the meeting shall be given to members. This notice may be provided to LEPC members either through postal mail or email. Notice of the meeting shall be given to the public by the Official Custodian of Records at least twenty-four hours in advance of the meeting.

#### B. Special Meetings

The Chairman of the Fayette LEPC may call a special meeting of the Fayette LEPC to consider specified issues by either written or oral communication giving the time and place of such meeting and stating the purpose(s) for which the meeting is called, provided that each member receives at least forty-eight hours notice of the meeting. Notice of the meeting shall be given to the public at least twenty-four hours in advance of the meeting.

#### C. Executive and Subcommittee Meetings

The Chairman of the Executive Committee and the Co-Chairman of a Subcommittee may call a meeting of the respective group by either written or oral

communication giving the time and place of such meeting, provided that each member receives at least forty-eight hours notice thereof. Notice of the meeting shall be given to the public at least twenty-four hours in advance of the meeting.

## ARTICLE VIII

### Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall be followed by the Fayette LEPC, Executive Committee and Subcommittees, in all cases to which they are applicable and not inconsistent with these By-Laws.

## ARTICLE IX

### Adoption and Amendment of By-Laws

These By-Laws may be amended by majority vote during any regular or special meeting of the Fayette LEPC at which a quorum is present; provided that, the Amendment thereto has been submitted in writing to each member of the Fayette LEPC five days in advance of the call for vote on the amendment to the By-Laws.

## ARTICLE X

### Effective Date

These By-Laws shall become effective upon adoption by the Fayette LEPC but shall relate back to the time of the first meeting of the Fayette LEPC as if fully adopted at that time.

Adopted January 13, 1989  
Revised October 12, 1989  
Revised March 21, 1991  
Revised April 17, 1992  
Revised September 17, 2010

## VII. Truck Routes Most Commonly Used to Transport Hazardous Materials

I-75 - Completely through Fayette County  
I-64 - Completely through Fayette County  
New Circle Road - Complete  
Newtown Pike - I-75 to Main Street  
Nandino Boulevard - Newtown Pike to Georgetown Street  
Georgetown Street - Outside New Circle to Mercer Road and Nandino  
Mercer Road - From Georgetown Street to Greendale Road and including Buck Lane  
Leestown Road - Inside New Circle to Forbes Road and outside New Circle to Alexandria Drive  
Old Frankfort Pike - Inside New Circle Road to Forbes Road and outside New Circle Road to Alexandria Drive including Laco Drive and Bizzell Drive

Versailles Road - From county line to Forbes Road  
Harrodsburg Road - County line to Red Mile Road  
Red Mile Road - From Harrodsburg Road to Versailles Road  
Nicholasville Road - From county line to New Circle Road  
Richmond Road - From I-75 to Main Street  
Greendale Road - Complete  
Citation Bouvelard - Complete  
Athens-Boonesboro Road - From I-75 to Blue Sky Parkway  
Man-O-War Road - Complete  
Palumbo Drive - Complete  
Winchester Road - I-75 to Third Street  
Delaware Avenue - From Winchester Road to Henry Clay Boulevard  
Walton Avenue - From Winchester Road to National Avenue  
National Avenue - From Walton to Kentucky Paint  
Paris Pike - From county line to I-75  
North Broadway - From I-75 to Loudon Avenue  
Loudon Avenue - From Newtown Pike to North Broadway  
Russell Cave Road - From New Circle Road to North Broadway  
Lisle Road – Complete

## VIII. Community Resources

The following agencies have roles/responsibilities during hazardous material incidents:

### Division of Emergency Management (DEM)

- Notification to state and federal agencies as required
- Technical and regulatory information
- Liaison with state, federal and private resources organizations

### Division of Fire and Emergency Services

- Local on-scene coordinator
- Exclusion zone entry team
- Decontamination of all victims and team members
- Fire suppression
- Emergency medical services for all victims and team members
- Rescue
- Mitigate the hazards or stabilize the situation by positive action or by isolation of any chemical or petroleum incident
- Train division personnel to the technician level to ensure appropriate response capabilities
- Conduct critique as soon as practicable after incident
- Prepare reports for the mayor, council members, concerning team activities

### Lexington-Fayette County Health Department

- Assist with identification of material/resources

- Investigate and advise of hazards to public
- Assist in investigation of responsible parties
- Assist with sample collection
- Assist in any incident involving a facility regulated by the Health Department

#### Division of Water Quality

- Identify sanitary sewer system components
- Technical assistance
- Protect pump stations and treatment plants from harm caused by hazardous materials entering sanitary sewer system. This may include diverting flow or disconnecting equipment.
- Resource for equipment and/or materials

#### Division of Streets, Roads & Forestry

- Identify storm sewer system components
- Removal and disposal of petroleum contaminated materials or chemicals that have been rendered harmless from streets, roads (under their jurisdiction), and other areas when necessary
- Resource for equipment and/or materials

#### Division of Police

- Evacuation
- Traffic control
- Site security
- Criminal investigation
- Provide communication truck and/or command post
- Activation of Cable Interrupt system and EAS warning system, and Outdoor Siren Warning system.

#### Division of Government Communications

- Media liaison
- Development and dissemination of press release and advisories
- Coordination of information released to the public
- Establishment of media staging area
- Photography/videography, if needed

#### Kentucky Department of Highways

- Removal and disposal of petroleum contaminated materials or chemicals that have been rendered harmless from roads & highways (under their jurisdiction)
- Resource for equipment and/or materials

## Kentucky Vehicle Enforcement

- Conduct or provide assistance with traffic control and evacuations
- Conduct investigations and enforcement of illegal activities
- Planning for transportation and security of hazardous materials, including chemical weapons and nuclear materials

## IX. Hazardous Materials Emergency Response

Lexington-Fayette County has one merged urban-county government, therefore, community emergency response resources are the same for all facilities located in Fayette County.

As stated in Lexington-Fayette Urban County Government Ordinance No. 216-85, Section 16A-12, the Hazardous Materials Coordinator (HMC) shall be the leader of the Hazardous Materials Team and shall coordinate all activities of that team. The HMC shall be responsible for implementation of the Emergency Response Management Program and shall serve as the local on-scene coordinator at an incident involving hazardous materials.

The Lexington-Fayette Urban County Government Hazardous Materials Team (HMT) consists of members from the Division of Fire and Emergency Services.

The Incident Command System has been designated as the form of emergency management to be used during response to a hazardous materials incident. Initial response to a hazardous materials incident is made by the Division of Fire and Emergency Services. The Division has the following resources:

### Apparatus

- Fire Suppression—23 engines, seven ladders, ten supervisor cars
- Emergency Medical—nine emergency care units, two reserve unit
- Special Response Vehicles—two Special Response (HazMat), SCBA support, mobile command post, heavy rescue, two swift water rescue, two rural mini-pumper, regional mass casualty unit

### Personnel

- Over 500 full-time, paid firefighters

### Certifications

Every member of the Division must maintain certification as:

- Firefighter—State Commission on Fire Protection personnel standards and education

- Emergency Medical Technician—Kentucky Board of Emergency Medical Services
- CPR Provider—American Heart Association
- Operations Level HazMat---Office of Applied Operations in compliance with 29CFR 1910.120 and NFPA

### Personal Protective Equipment

Standard protective equipment provided to each on-duty member of the Division consists of approved structural fire fighting protective clothing, approved positive pressure self-contained breathing apparatus, and a Personal Alert Safety System (PASS). The Division's HazMat Team is equipped with protective clothing and equipment that meet the requirements of OSHA for levels A, B, and C operations.

### Training

In addition to required fire suppression and emergency medical training, all of the members of the Division have received training that meets or exceeds the level of competence required by 29CFR 1910.120 for Hazardous Materials First Responders, Operational Level. One hundred seventy six members of the Division's HazMat Team have received training that meets or exceeds the level of competence required by 29CFR 1910.120 for Hazardous Materials First Responder, Technician Level.

Some members of the Division have attended special training classes provided by federal, state and private agencies. Subjects of these classes include:

- Hazardous Materials, Recognition and Identification
- Hazardous Materials Incident Analysis
- Dangers of Pesticides
- Flammable Liquids and Gases
- Radioactive Materials in Transportation Incidents, Awareness
- Transport of Hazardous Materials by Rail
- Firefighter Safety
- Incident Command System
- Toxic Hazardous Materials
- Chemistry of Hazardous Materials

The Division, along with members of the HMT, develop and conduct tabletop and field exercises to evaluate effectiveness and to practice skills.

### HazMat Team

The Division's HazMat Team consists of 94 members who are assigned to five engine companies, two ladder companies, two special response (HazMat) units and one Major. In addition to standard fire suppression appliances and accessories, the team has special equipment that can be used for response to a hazardous materials incident. This equipment includes:

- Aqueous film-forming foam with applicators
- Absorbent pads, booms and granules
- Neutralizing agents
- Sampling and monitoring kits
- Plugging and patching kits
- Chlorine tank leak repair kits
- Non-sparking tools
- Decontamination unit
- Resource and reference materials

## X. Community Exercise Program

The exercise program for Fayette County follows the federal and state guidelines which require a four year cycle of exercises. A minimum of one exercise must be conducted in each year. Three of these exercises must be a functional exercise and one must be a full scale exercise. The general types of hazards are natural (tornado, flood), technological (hazardous materials release, power failure), and national security (civil disorder, terrorism). The hazard used in the scenario is left to the discretion of the county. The scenarios in this county are based on the hazards that are most likely to occur.

Functions that are exercised and evaluated include Direction and Control, Warning, Communications, Public Information, Reception and Care, Law Enforcement, Fire and Emergency Services, Engineering and Public Works, Hazardous Materials, Volunteer Organizations, Health and Medical, Schools, Transportation, and the activation of the Emergency Operations Center. Scheduling, designing, conducting, and documenting exercises is the responsibility of the DEM Director.

LEPC will assist the DEM Director to schedule exercises with EHS facilities. The LEPC has the goal of conducting an informal exercise with one facility each year and of providing consulting with facilities on development testing and analysis of their plans.

## XI. Hospital Decontamination Capability

As of March 2010, the capability of hospitals in Fayette County to provide treatment for persons who have been contaminated by chemicals is as follows. All Lexington Acute Care Hospitals can support small incident's of decontamination (six patients per hour). No medical facility has the capability of Mass Decontamination.

### Central Baptist Hospital

There is an outdoor area that has been designated for patient decontamination. The facility has personnel trained to effectively conduct patient decontamination. CBH will set up hot, cold and clean zones. Can decon six patients per hour and handle ambulatory and non-ambulatory.

## UK HealthCare-Good Samaritan Hospital

The facility has PPE and pop-up decon setups. Personnel have completed training to perform decontamination.

## Saint Joseph East Hospital

St. Joseph East has a dedicated room in the Emergency Department for decontamination and treatment of persons contaminated with hazardous materials. The room has a separate entrance from the outdoors and is isolated from the rest of the Emergency Department. The ED has one negative pressure room. The facility has appropriate PPE and equipment to effectively conduct patient decontamination. Level C decon utilizing PAPRs will be the PPE utilized for first receivers' response. Personnel training is ongoing; all ED employees are trained in equipment setup and policy and procedure. If patient volume necessitates, Saint Joseph East has a portable decontamination shower for decontamination and treatment of persons contaminated with hazardous materials. The shower is assembled just outside the ED under a sheltered entry.

## Saint Joseph Hospital

Saint Joseph has a portable decontamination shower for decontamination and treatment of persons contaminated with hazardous materials. The shower is assembled just outside the ED under a sheltered entry. The ED has five negative pressure rooms. The facility has appropriate PPE and equipment to effectively conduct patient decontamination. Level C decon utilizing PAPRs will be the PPE utilized for first receivers' response. Personnel training is ongoing; all ED employees are trained in equipment setup and policy and procedure.

## University of Kentucky Hospital

UKMC Emergency Department maintains a dedicated decontamination room with a separate entrance and is isolated from the main ED. There is also a Mass Casualty Decontamination shower with a separate entrance and isolated from the main ED. The main ED has several negative flow rooms and a surge tent that is climate controlled. The surge tent can also maintain negative pressure if needed. All staff are trained as Hospital First Receivers using Level C PPEs. The ED also has a Special Operations Response Team that serves as the primary response team.

## Veterans Administration Medical Center (VAMC)

The Lexington VAMC has a mobile Decon Trailer Unit that has a dedicated area set up outside the ED for patient decontamination. The Decon Trailer has two ambulatory lanes, and one non-ambulatory lane. The Medical Center also has

one pop up decon shower in addition to the trailer. VAMC will set up a hot zone, warm zone, and cold zone.

The Medical Center has the appropriate PPE and trained personnel to effectively perform patient decontamination. VAMC continues to conduct ongoing recruitment, training, and exercises for Decon Team Members.

## XII. Special Needs Facilities

A special needs facility is one identified by the LEPC as requiring early warning and/or special evacuation assistance in the event of a chemical emergency and may be characterized by one or more of the following:

- A sensitive population, such as hospitals, licensed schools, nursing homes, senior citizen housing and licensed day care centers
- 
- A provider of essential services, such as hospitals, police and fire stations, emergency response units, and communication centers
- 
- A high density transient population, such as auditoriums, stadiums, race tracks, and sites of outdoor events
- 
- An essential public service or utility such as electric, telephone, water or wastewater treatment, natural gas, and cable television

### Population of Concern

The population of primary concern in any chemical emergency involving the release of an Extremely Hazardous Substance (EHS) is the work force in the immediate area and others within the premises, special needs facilities, and the general public within the defined vulnerability zone (VZ). The special needs facilities and the general public might include people who are more susceptible to chemical exposure than the average person (e.g. the elderly, the young, pregnant women, and those with acute or chronic illnesses). EPA guidance recommends, as one option, the level of concern (LOC) for defining the VZ as one-tenth the Immediately Dangerous to Life and Health (IDLH) value published by the National Institute for Occupational Safety and Health (NIOSH).

The LOC is defined as the concentration of an airborne EHS that may cause serious irreversible health effects or even death as a result of the exposure for a short period of time. The conservative exposure level for the population must therefore be the first factor taken into consideration when defining a special needs facility within a community. Some emergency planners consider the use of one-tenth of the IDLH as the LOC to be overprotective for local circumstances. The Fayette County LEPC has the option to use a different LOC exposure level to determine an approximation of this value. The current plan uses this LOC for defining the extent of the VZ and the exposure level within the zone.

### XIII. Reference Documents

- LFUCG Ordinance 16-A, Hazardous Materials Ordinance
- Chemicals in Your Community, E.P.A
- Public Law 99-499-Oct 17, 1986 Title III-Emergency Planning and Community Right-to-Know
- 1996 Emergency Response Guidebook, D.O.T
- Hazardous Materials Emergency Planning Guide, NRT-1
- Technical Guidance for Hazardous Analysis, E.P.A

### XIV. Fixed Facilities EHS Plan Numbers

<u>Facility</u>	<u>Plan Number</u>
American Eagle Airlines	ESF 10-D-57
Ashland, Inc.	ESF 10-D-01
AT&T Corp. – KY 1670 (Alexandria Dr)	ESF 10-D-27
AT&T Corp (Palumbo Dr)	ESF 10-D-28
AT&T Corp. – KY 0251 (Iron Works Pike)	ESF 10-D-59
Bluegrass Station	ESF 10-D-05
Bosch Rexroth Corporation	ESF 10-D-04
C.I. Thornburg Co., Inc.	ESF 10-D-33
CarQuest Distribution Ctr	ESF 10-D-30
CKP - Heat Treatment Division	ESF 10-D-03
CKP - Plating Division	ESF 10-D-02
Coca-Cola Enterprises, Inc.	ESF 10-D-34
Crop Production Service	ESF 10-D-29
Crown Lift Trucks	ESF 10-D-24
Dixie Consumer Products, LLC	ESF 10-D-45
Equipment Depot	ESF 10-D-20
GE Lexington Lamp LLC	ESF 10-D-22
God's Pantry	ESF 10-D-53
Graham Packaging	ESF 10-D-55
Hewlett-Packard	ESF 10-D-58
Home City Ice	ESF 10-D-13
IBM	ESF 10-D-35
Insight Kentucky Partners (Insight Communications)	ESF 10-D-52
J.M. Smucker Co.	ESF 10-D-19
Kearney Hill Golf Links	ESF 10-D-37
Kentucky American Water (Richmond Rd)	ESF 10-D-15
Kentucky American Water (Cedar Creek)	ESF 10-D-14
Lakeside Golf Course	ESF 10-D-40
Lexmark	ESF 10-D-16
LFUCG Division of Fleet Services	ESF 10-D-44
LFUCG Division of Water Quality	ESF 10-D-17
Link-Belt Construction Equipment	ESF 10-D-36
MCI-LEXGKY	ESF 10-D-51
Pepsi Cola Bottling Co.	ESF 10-D-18
Safety Kleen Systems, Inc.	ESF 10-D-21

Sam's Club	ESF 10-D-43
Schneider Electric	ESF 10-D-26
Semicon Associates	ESF 10-D-23
Southern States	ESF 10-D-25
Sumitomo Electric Wiring Systems, Inc.	ESF 10-D-42
Sunbelt Rentals	ESF 10-D-56
Tates Creek Golf Course	ESF 10-D-38
Trane	ESF 10-D-48
UK Main Campus	ESF 10-D-47
UK North Farm	ESF 10-D-31
Webasto Roof Systems	ESF 10-D-32
Windstream Alexandria	ESF 10-D-50
Windstream East Co.	ESF 10-D-06
Windstream Elkhorn Co.	ESF 10-D-07
Windstream Lakeside Co.	ESF 10-D-08
Windstream Main Co.	ESF 10-D-09
Windstream North Co.	ESF 10-D-10
Windstream Nuvox	ESF 10-D-41
Windstream South Co.	ESF 10-D-11
Windstream Southeast Co.	ESF 10-D-12
Windstream UK	ESF 10-D-46
Yazaki N American	ESF 10-D-49
	ESF 10-D-59 –
Reserved	ESF 10-D-99

<u>Additional Plans</u>	<u>Plan Number</u>
Public Notice	ESF 10-D-100
Hazardous Materials Incident Report Form	ESF 10-D-101
Title III Reporting Form	ESF 10-D-102

## XV. Review and Submittal

Plan has been reviewed and updated as of the date shown immediately below.

Fayette Local Emergency Planning Committee

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By: Committee Chairperson

Date



# ESF 11 Agriculture

Primary Coordinating Agency

University of Kentucky Cooperative Extension Agency



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## Primary Coordinating Agency

The University of Kentucky Fayette County Cooperative Extension Office is the primary coordinating agency for Emergency Support Function 11 Agriculture (ESF 11).

ESF 11 describes the key agencies and organizations in Lexington Fayette that may provide personnel, resources, equipment, and support services whenever there is an incident affecting food supply, emergency livestock care and pet sheltering, natural resources, and threats from animal/zoonotic disease or devastating diseases endangering animals, plants, and crops.

Response and supporting agencies and organizations in ESF 11 have their own organizational policies, procedures, and guidelines as do organizations and commercial entities affected by emergencies and disasters. This document does not take the place of plans and specific guidelines of local organizations or groups, but is designed to complement and support their policies and protocols. This plan also provides guidance as to how local authorities and local organizations work together and how requests for assistance and resources are made to nongovernmental partners and/or to state and federal agencies.

Because of the breadth of responsibilities and multiple types of expertise required, ESF 11 is subdivided into nine general areas: Those areas include Rationing, Situation Policy Information, Damage Surveillance, Control and Eradication, Quarantine Protocol, Bio-Security/Decontamination, Epidemiology, Pet and Livestock Welfare, and Animal Sheltering.

## Local Supporting Agencies

- A. Bluegrass Stockyard
- B. E911
- C. Lexington Fayette Animal Care and Control
- D. Fayette County Cooperative Extension 4-H Club
- E. Keeneland
- F. Kentucky Farm Bureau
- G. Lexington Division of Emergency Management (DEM) / Community Emergency Response Team
- H. Lexington Division of Waste Management
- I. Lexington Fayette County Health Department
- J. Lexington Humane Society

- K. Local Future Farmers of America
- L. Local Veterinarians
- M. Red Mile
- N. University of Kentucky Department of Agriculture

## State, Regional, and Federal Agencies and Organizations

- A. Agriculture Trade Associations
- B. Centers for Disease Control and Prevention
- C. Kentucky Cabinet for Health and Family Services
- D. Kentucky Department of Fish and Wildlife
- E. Kentucky Division of Emergency Management (KyEM)
- F. Kentucky Horse Park
- G. Kentucky National Guard (KyNG)
- H. Kentucky State Police
- I. Kentucky Transportation Cabinet
- J. Office of the State Entomologist
- K. U.S. Department of Agriculture (USDA)
- L. U.S. Department of Interior
- M. U.S. Food and Drug Administration
- N. University of Kentucky Department of Plant Pathology

## Purpose

The purposes of this ESF are as follows:

- A. Ensure coordinated response to any incident, real or perceived, relating to the appearance of a communicable disease or condition within the Commonwealth of Kentucky's animal or plant population that could have a direct impact on productivity, animal and plant products exports, and public health.

- B. Address coordination and response relative to a contamination emergency (CE) involving animals and also other animal disasters (AD) or animal disease emergency (ADE) requiring medical care for wild and domestic animals.
- C. Provide coordination for response to plant emergencies which can result from either contamination or disease.
- D. Coordinate the response for pet sheltering.
- E. Ensure the safety and security of Lexington Fayette's agricultural market (crop, livestock production, transportation, and processing) and ensure that animal and veterinary issues in natural disasters are supported.

## Situations and Assumptions

General situations, assumptions, and policies are found in the Basic Plan and are not repeated in this ESF. Only statements specific to ESF 11 are stated here:

- A. Most disasters occur with little or no warning; however, ESF 11 may be activated when there is imminent threat or advance warning of floods, winter storms, tornadoes, etc.
- B. Essential resources (personnel, vehicles, fuel, critical supplies, heavy equipment, etc.) may be pre-positioned and readied for activation when an area is under imminent threat.
- C. Essential resources (personnel, vehicles, fuel, critical supplies, heavy equipment, etc.) will be relocated for safety if they are in an area under imminent threat.
- D. Emergencies can quickly reach a magnitude that require additional resources from local, state, federal, or other organizations through mutual aid agreements.
- E. Requests for additional assistance from outside of Lexington Fayette will be made through and by ESF 7 to KyEM or with organizations with which Lexington Fayette and/or coordinating agencies have mutual aid agreements.
- F. The Lexington Fayette agriculture industry is a major contributor to both the local and the statewide economy.
- G. The protection of human beings will be prioritized over animals, including companion animals, livestock, fish and wildlife, plants, and crops.
- H. It is possible that agriculture related events (events affecting plants, crops, animals) will cross jurisdictional boundaries into other cities and counties and require coordination of response with jurisdictions outside of Lexington Fayette.

- I. The release of hazardous materials may have detrimental effects on plants and animals and will endanger human life by transference from plants to animals to humans and/or animals to humans. ESF 11 entities will cooperate fully and support ESF 11 during all phases of an agriculture related emergency.
- J. Large scale disasters, including natural disasters and man-made disasters, will injure, kill, and displace pets, livestock, and wildlife.
- K. Large scale disasters, including natural disasters and man-made disasters, will cause damage or destroy plant life including crops and forests.
- L. Crop and animal productivity, harvesting, monitoring, and exporting could be directly impacted by emergency events and disasters.
- M. Human lives may be lost due to the refusal of owners to evacuate without their pets or livestock.
- N. Public education by ESF 15, Lexington Humane Society, and other animal-related organizations need to make people aware of available pet sheltering facilities and the need to plan in advance.
- O. The large number of homeless/injured pets, livestock, and exotic animals would be a health and nuisance/bite threat that would necessitate a response to address the capture and subsequent sheltering of these animals.
- P. Triage and treatment of sick and injured animals to include euthanasia, if necessary, would have to be accomplished by veterinarians at designated shelters and private offices.
- Q. Commercial pet/livestock food would need to be imported into the county through prior arrangements with vendors.
- R. The accumulation of shelter animal waste and carcasses shall be removed to an approved solid waste dumping site.
- S. Disease outbreaks can impact the local agriculture community and result in catastrophic economic loss. The disease and the impact can spread to other counties and statewide.
- T. Sheltered animals will need to be re-united with their owners after the disaster.
- U. Lexington Fayette Animal Care and Control, in conjunction with the ESF 8 coordinator, will coordinate the care and/or disposal of domestic animals and wildlife.
- V. Local veterinarians will provide their normal services.

- W. The Kentucky Department of Agriculture will ensure destruction of all contaminated meats, fish, and poultry if necessary.
- X. Large and medium-scale emergency events could have long-term impact and interrupt food production and food delivery systems, including commercial import and exports.
- Y. Nutritional assistance through the U.S. Department of Agriculture (USDA) may be necessary for mass care and/or relief to be distributed to citizens remaining in affected areas.
- Z. Acts of terrorism may be directed at the food supply and/or economy and crops. Livestock herds or poultry flocks may become targets or used as a mechanism to infect the public.

## Direction and Control

ESF 11 is organized consistent with the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System. This structure and system supports incident assessment, planning, procurement, deployment, and coordination of support operations to Lexington Fayette.

All operations will be conducted in adherence to Kentucky Occupational Safety and Health Program standards and regulations with life safety issues being a priority.

Procedures, protocols and plans for disaster response activities provide guidelines for operations at the Lexington Fayette Emergency Operations Center (EOC) and in the field. The Emergency Operations Plan (EOP) and corresponding Appendices, Incident Specific Plans, Support Plans, and Standard Operating Procedures that describe ESF 11 capabilities (based on National Planning Scenarios, Universal Task List, and Target Capabilities) are the basis of these guidelines. Periodic training and exercises are also conducted to enhance effectiveness.

Tactical operations will be controlled by the Incident Commander (IC) at the scene within the Incident Command Structure. The IC(s) will assess the need for additional resources and request the deployment of assets. However, support organizations will retain administrative control over their own resources and personnel.

Decisions and priority of ESF 11 response actions will be based on information and requests received from the IC on scene and based on lifesaving and public safety functions.

Coordinating agencies will assign representatives to the EOC during activation. These representatives act as liaisons and work with other EOC staff and other ESFs to coordinate requests for additional assets and to provide reports as needed.

## Concept of Operations

### General

- A. Throughout the response and recovery periods, ESF 11 will evaluate and analyze information regarding agriculture resource requirements, develop and update assessments of the ESF 11 situation and status in the impact area, and implement contingency planning to meet anticipated demands or needs.
- B. When an event requires a specific type or response mode, technical and subject matter expertise may be provided by an appropriate person from a supporting agency with skills relevant to the type of event. The individual will advise and/or direct operations within the context of the Incident Command System structure.
- C. The EOC uses WebEOC (crisis management software) to supplement disaster management through communicative integration of ESFs, agency based emergency operations centers, and other facilities or functions as appropriate.
- D. Small and routine incidents occur often involving a single jurisdiction or limited agency response. Agriculture activities in support of these events are routinely performed by the personnel assigned to ESF 11 responsibilities for that agency or jurisdiction.

DEM maintains the overall ESF 11 Plan and accompanying Attachments and References that govern response actions related to emergencies. Supporting agencies shall develop and maintain their own similar documents for internal use, which must be compatible with, and in support of, the overall EOP. All such documents will be in compliance with the National Response Framework, the National Incident Management System, the Incident Command System, and the EOP.

A large event requiring regional, state, and/or interstate mutual aid assistance will require ESF 11 implementation. ESF 11 will coordinate with supporting agency counterparts to seek and procure, plan, coordinate, and direct the use of any required assets.

Actions initiated by ESF11 are grouped into the phases of emergency management: prevention, preparedness, response, recovery, and mitigation. Each phase requires specific skills and knowledge. Each phase 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.

### Preparedness

Actions and activities that develop agriculture response capabilities may include planning, training, orientation sessions, and exercises for ESF 11 personnel (i.e., county, state, regional, and federal) and other emergency support functions that will

respond with ESF 11. This involves the active participation of local inter-agency preparedness organizations, which collaborate in such activities on a regular basis. Local agencies will jointly address planning issues on an ongoing basis to identify response zones, potential staging areas, potential medical facilities, and the maintenance and future development of specialized teams. Initiatives also include the following:

- A. Conduct planning with ESF 11 supporting agencies and other emergency support functions to refine logistics operations.
- B. Develop and refine procedures for rapid impact assessment.
- C. Conduct training and exercises for EOC and agriculture response team members.
- D. Prepare and maintain emergency operating procedures, resource inventories, personnel rosters, and resource mobilization information necessary for implementation of the responsibilities of the lead agency.
- E. Manage inventory of equipment and other pre-designated assets that are essential to meet the requirements of special needs groups.
- F. Maintain a list of ESF 11 assets that can be deployed during an emergency.
- G. Assign and schedule sufficient personnel to implement ESF 11 tasks for an extended period of time.
- H. Ensure lead agency personnel are trained in their responsibilities and duties.
- I. Develop and implement emergency response and logistics strategies.
- J. Develop and present training courses for ESF 11 personnel.
- K. Maintain liaison with supporting agencies.
- L. Conduct All Hazards exercises involving ESF 11.
- M. Develop and coordinate pre-incident exercises and planning in which this ESF shall have primary or support responsibilities.
- N. Coordinate preparedness plans with corresponding nongovernmental organizations.
- O. Provide and train personnel to agency, state, and federal standards as applicable.
- P. Have essential personnel trained in NIMS and ICS as is necessary.

- Q. Participate in agency and county drills and tabletop exercises in addition to any federally evaluated exercises.
- R. Prepare and maintain resource inventories, personnel rosters, and resource mobilization information.
- S. Assist supporting agencies and volunteer groups to develop specific plans using recommended state and federal guidance, Standard Operating Procedures (SOPs), checklists, or other job aids consistent with agency responsibilities, training, and equipment.
- T. Identify possible resource deficits and develop Memorandums of Agreement (MOAs) with primary agencies, supporting agencies, vendors, and nongovernmental agencies to meet these or any anticipated needs.
- U. Plan and prepare for the replacement or rotation of resources during an incident.
- V. Support and participate in public preparedness education activities regarding animal and pet safety, food safety, and/or protection of natural resources.

## Mitigation

ESF 11 will perform the following:

- A. Coordinate with the All Natural Hazards Mitigation Committee to identify potential hazards and their impacts and seek funding for resources to mitigate those hazards.
- B. Provide personnel with the appropriate expertise to participate in activities designed to reduce or minimize the impact of future disasters.

## Alert and Notification

The EOC will serve as the central location for interagency coordination and executive decision-making, including all activities associated with ESF 11. The EOC will be activated, as will ESF 11, upon the direction of the Mayor of Lexington, CAO, Commissioner of Public Safety or the DEM Director. The DEM Director may make the decision to selectively activate ESF11 agencies based on the type of threat, event, or incident. DEM will notify ESF11 primary and supporting agencies of activation and request liaisons to report to the EOC. However, there will be times when it is necessary for the liaisons of primary or secondary agencies to work from in-the-field or their own agency operations center. In these cases, they will maintain telephone or radio contact with the EOC and ESF 11 coordinator.

E911 will notify the DEM Director and the primary on-call person when the county or an area of the county has been threatened or impacted by an emergency or disaster event.

E911 or DEM will initiate ESF11 notification using the Emergency Notification System. E911 will request assistance from the primary coordinating agency to staff the ESF 11 position in the EOC on a 24-hour basis.

Upon instructions to activate ESF11, ESF 11 and supporting agencies will implement their procedures to notify and mobilize all personnel, facilities, and physical resources potentially needed based on the emergency.

## Response

ESF 11 is subdivided into nine general areas. These areas include the following:

### A. Rationing

If rationing is imposed, it will probably be administered through ESF 7. Rationing may include, but not be limited to, fertilizer, seed, breeding stock, insecticides, farm equipment, manpower, fuel, and water.

### B. Situation Policy Information

ESF 11 and the EOC will communicate information about decisions and policies to the farmers.

### C. Damage Surveillance

When major parts of the county's croplands, crops, or livestock are threatened or destroyed, ESF 11 will survey the county for potential or actual damage and forward their report to the EOC Director.

### D. Control and Eradication

1. Control and eradication procedures will follow the generally accepted protocols of isolation, quarantine, vaccination, and therapeutic treatment. Strict bio-security, sanitation, vector control, and proper disposal are essential. Case incident closures will be conducted by the state veterinarian and, when requested, the USDA.
2. Professional wildlife and rodent control personnel will be called on to investigate affected premises for elimination of species that could be fomite or biological vectors.
3. Kentucky Department of Agriculture and, when requested, the USDA, will jointly develop a plan for the control or eradication of a disease specific to each situation. Control and eradication plans may be based on current state and federal control plans and programs where applicable.

4. Kentucky Department of Agriculture and, when requested, the USDA, will jointly determine the need for euthanasia of animals as a part of diagnostics and tissue collection or as part of a disease control/eradication program. The method of euthanasia will be determined according to the category of disease in accordance with the American Veterinary Medical Association (AVMA) guidelines.
5. Indemnity for condemned animals will be paid and approved according to state or federal guidelines.

#### E. Quarantine Protocol

1. The Commissioner of Agriculture, or his/her designee, may impose limits on the movement of animals and products derived from animals within, into, or out of the Commonwealth.
2. When an animal health situation warrants, the premises and all off-site locations where the animals were housed will be quarantined immediately by a state/federal veterinarian approved by the state veterinarian.
3. USDA Foreign Animal Disease Diagnosticians (FADD) can perform clinical evaluations and diagnostic procedures on suspect animals. Collection and submission of specimens will be the responsibility of the state or federal regulatory personnel with assistance from the local veterinary practitioners. At the diagnostic laboratory a priority number and laboratory assignment will be obtained prior to the submission of specimens to federal diagnostic laboratories. State diagnostic laboratories will be used when feasible.

#### F. Bio-Security/Decontamination

1. Strict bio-security will be followed at all times. All vehicles leaving the quarantined premises will be thoroughly cleaned and disinfected with a state/federally approved disinfectant. Contracting for equipment such as high-pressure sprayers may be necessary.
2. Only essential personnel will be allowed access to the quarantined site. Everyone must remove outer garments and disinfect boots prior to leaving the quarantined area or crossing the clean line.

#### G. Epidemiology

State/federal veterinarians will determine a crisis time block for the animals on the affected premises. They will do a complete evaluation of the animals' movements (current and past locations) and present health status. The presence and proximity of other animals in the area will be considered. If any animal or

avian species at another location is found sick, specific protocols for the primary infection site will be followed.

#### H. Pet and Livestock Welfare

1. Large and medium-scale emergency events that impact productivity, animals or animal products, feeding of animals (pets, livestock and wildlife), sheltering, and medical care of animals will most likely require outside assistance and resources.
2. Located within the county are veterinary resources, humane societies, wildlife experts, and/or animal care providers who can assist in the care of injured animals and the disposal of dead animals. However, because of the volunteer and or commercial nature of these resources, the availability and reliability of the assistance will vary widely.
3. Care of domestic animals and livestock will be a joint governmental and nongovernmental effort.
4. Wildlife emergencies will be handled by the KY Dept. of Fish and Wildlife.
5. Response and recovery efforts could include the culling of livestock and wildlife.
6. Animals that are displaced due to severe natural hazards, man-caused events, or other disaster events may be separated from food and water supplies in such numbers that euthanizing and disposal may become necessary.
7. Due to disease or contamination of crops or livestock, a quarantine or embargo may be imposed on all or part of the county. Assistance will be obtained from the Division of Police and the Lexington Fayette County Health Department to enforce this decree.
8. Animal sheltering.
9. Lexington Humane Society and Lexington Fayette Animal Care and Control are to provide coordination of local resources in response to small pet, livestock, and exotic animal care needs before, during, and after a significant disaster. Animal issues are often overlooked in the planning process for disasters. This lack of planning, caused by the belief that animals can fend for themselves, leads to serious problems when these animals are forced from their habitats due to injury or hunger. Developing operational procedures to care for these animals prior to such an event is critical.

10. During a mid to large-scale disaster in Lexington Fayette, pet and livestock sheltering will be available to the degree resources are made available by volunteer organizations and by local agencies and departments. It is anticipated assistance from regional, state, and federal resources will be required to meet the needs if an emergency affects a large portion of the population or a significant portion of the agricultural areas of Lexington Fayette.
11. The Fayette County Extension Office will provide assistance through information and coordination of resources for temporary livestock shelter, working with local farmers, and agriculture organizations. Lexington Humane Society will assist in setting up temporary shelters for pets and use local resources as available.
12. Pet sheltering activities will be coordinated with the ESF 6 coordinator.

I. Stray pets and livestock

Unclaimed animals or situations where owners are unavailable require special consideration. To the extent possible, Fayette Animal Care and Control will retain this responsibility. Additional assistance, as needed, will be requested with surrounding counties.

J. Search and Rescue

First response agencies with animal rescue training may perform animal rescue. In most instances, however, animal care and control officers will be the lead responders.

If first response agencies and/or animal control agencies are without the proper training and resources to effectively execute an animal search and rescue, they will contact the EOC which will request guidance and additional resources from agencies outside the county via KyEM.

## Recovery

ESF 11 will:

- A. Monitor food, water and ice needs.
- B. Monitor nutritional concerns.
- C. Assess special food concerns of impacted population.
- D. Maintain logistical links with supporting agencies with a role in ESF 11.
- E. Prepare and submit incident reports as required to KyEM and other agencies.

- F. Coordinate transition from response to normal operations.
- G. Coordinate damage assessment of farm/crop lands and natural resources with appropriate authorities.
- H. Participate in After-Action meetings and development of the After-Action Report, inclusive of corrective actions, due dates, and the agencies assigned.
- I. When applicable, prepare and submit agency's costs of the incident for reimbursement.
- J. Continue to coordinate long-term recovery activities, inclusive of sampling and monitoring activities with corresponding state and federal agencies.
- K. Assist primary and coordinating agencies as needed.
- L. Provide additional manpower and equipment resources as needed.

## Responsibilities

### A. Lexington County Extension Agent (CEA):

The extension agent is the lead coordinator for this ESF and will operate from the EOC.

### B. Division of Emergency Management (DEM)

DEM will provide technical advice and assistance to the state Cabinet for Health and Family Services, Energy and Environment Cabinet, Lexington Humane Society, and Lexington Animal Care and Control.

### C. Lexington Fayette County Health Department (LFCHD)

LFCHD will coordinate all vector control for animal borne disease. It will, in cooperation with the Cabinet for Health and Family Services and the Kentucky Department of Agriculture, conduct field investigations, collect samples, oversee laboratory tests, assist in providing necessary animal control equipment and supplies, and provide technical assistance to the ESF 8 coordinator.

### D. Farm Service Agency (FSA)

The primary function of FSA is to administer USDA programs. In addition, FSA can provide various types of emergency assistance with or without declaration of a major disaster by the President. The Emergency Loan (EL) Program is to help cover production and physical losses in the counties declared as disaster areas by the President or by the Secretary of Agriculture. For physical losses only, the FSA Administrator may authorize EL assistance.

#### E. Natural Resource and Conservation Services (NRCS)

The primary function of NRCS is to provide technical assistance under authority of Section 216 of the Flood Control Act of 1950.

#### F. Lexington Fayette Extension Service (LFES)

1. The primary function of the LFES is to provide educational services to rural families.
2. LFES provides information and educational materials to farmers and others on what they can do to protect themselves and their properties from hazards associated with disasters.
3. LFES provides advice on clean up of damaged property, sanitation precautions, insect control, food preparation in an emergency, recovery actions, and renovation of damaged equipment and property.
4. Farmers and ranchers are taught how they can protect their livestock and poultry from the effects of nuclear, biological, or chemical warfare, and how they may continue agricultural production under emergency conditions.
5. Provide representation to the EOC to coordinate ESF 11 tasks and resources as requested, working with EOC operations staff and other ESFs.
6. Coordinate efforts to restrict and/or control movement or transport of animals, equipment, products, and personnel and to eradicate animal or plant diseases.
7. Develop and maintain status reports of operations, outstanding assistance requests, and unresolved ESF 11 related issues.
8. Coordinate, monitor, and work with law enforcement at accident sites that may involve animals or agriculture products, pre-positioned traffic control points, and/or decontamination sites where citizens may be accompanied by pets and/or transporting livestock or agriculture products.
9. Work with appropriate private sector organizations to maximize use of all available resources.
10. Notify and request assistance from state and federal agencies with jurisdictional control as guidance requires.
11. Serve as liaison with corresponding state and federal agencies.

12. Notify and request assistance from supporting agencies following guidance/requirements set forth in MOAs.
13. Conduct situational and periodic readiness assessments.
14. Collect incident information and submit required incident reports to appropriate authority.
15. If coordinating ESF 11 from an activated EOC, log all information into WebEOC.
16. Plan for future operational periods according to prioritized needs.
17. Task support and assisting agencies to accomplish ESF 11 support responsibilities.
18. Demobilize resources and deactivate the ESF function upon direction from DEM.



# ESF 12 Utilities

Primary Coordinating Agencies

Kentucky Utilities, Kentucky American Water Company,  
Columbia Gas, and Windstream



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## Primary Coordinating Agency

Kentucky Utilities, Kentucky American Water Company, Columbia Gas, and Windstream are the primary coordinating agencies for Emergency Support Function 12 Utilities (ESF 12). They send a representative to EOC training events and coordinate shift changes during an event.

Primary agencies and entities for this ESF include the utility providers for Lexington Fayette (electric, gas, and water and phone) that provide the necessary resources to maintain lifesaving capabilities, critical infrastructure, and policy-decision makers who have the authority to prioritize and ration limited utility resources during times of disaster.

## Local Supporting Agencies

Restoration of utility systems is often dependent on the restoration of critical infrastructure (buildings, roads, and communication systems) and vice versa. Therefore, ESF 12 works closely with primary agencies from ESF 1 and ESF 3. Other supporting/assisting agencies are from ESF 4, ESF 7 and ESF 13. Additional agencies include, but are not limited to, the following:

- A. Blue Grass Energy
- B. Clark Energy
- C. Columbia Gas Transmission
- D. Lexington Division of Computer Services
- E. Lexington Division of Water Quality
- F. Sprint/AT&T
- G. Time Warner Cable

## State, Regional, and Federal Agencies and Organizations

ESF 12 provides for the organization, coordination, and direction of all utility resources within the Commonwealth for use during an emergency. This is done by defining and establishing responsibility and authority in utility matters at the various levels within the Commonwealth and by establishing close working relationships with public and private sector utility producers, marketers, and transporters.

The following list includes state and federal agencies, regional organizations, and private companies that assist in the restoration of energy systems, fuel resources, or assist in procuring those resources during specific types of hazards. These agencies may also be involved in the mitigation and policy-making in the interest of public health.

This list may be shortened or expanded based on the specific needs of each emergency and is inclusive, but not limited to, the following:

- A. Attorney General
- B. Kentucky Economic Development Cabinet
- C. Kentucky Health and Family Services Cabinet
- D. Kentucky Department for Energy Development and Independence
- E. Kentucky Department for Natural Resources
- F. Kentucky Department of Agriculture
- G. Kentucky Energy and Environmental Protection Cabinet
- H. Kentucky Finance and Administration Cabinet
- I. Kentucky Division of Emergency Management (KyEM)
- J. Kentucky Office of Homeland Security
- K. Kentucky Transportation Cabinet
- L. Private Business Partners Group
- M. Kentucky Public Service Commission

## Purpose

The primary mission of ESF 12 is to ensure life safety, protect public health, protect the environment, and protect property. It is also to enable other ESFs to maintain emergency response capability. Additional purposes are as follows:

- A. Coordinates with the private sector for the emergency repair and restoration of critical utilities, (i.e., gas, electricity, etc.).
- B. Coordinates the rationing and distribution of emergency power and fuel, as necessary.
- C. Provides personnel and resources to support preparedness, mitigation, response, and recovery in support of the primary emergency management objectives.

A disaster affecting a large area and/or population is similar (not in magnitude) to emergencies that the utility service providers respond to routinely. Available local service crews will respond and attempt restoration. It will be necessary to summon resources from other areas where local capability has not been exceeded. Available

resource locations include consortiums comprised of restoration teams from other energy providers.

Primary and support organizations in ESF 12 achieve their purpose by addressing the following:

- A. Identify critical energy resources in Lexington Fayette.
- B. Restore and recover utility resources following an emergency event or incident.
- C. Prioritize the location and use of limited utility resources during shortages and/or disaster events affecting distribution.
- D. Prioritize the restoration and recovery of utility resources based on lifesaving capabilities, preservation of the environment, and property.

## Situations and Assumptions

General situations, assumptions, and policies are found in the Basic Plan and are not repeated in this ESF. Only statements specific to ESF 12 are stated here:

- A. Most disasters occur with little or no warning; however, ESF 12 may be activated when there is imminent threat or advance warning of floods, winter storms, tornadoes, etc.
- B. Essential resources (personnel, vehicles, fuel, critical supplies, heavy equipment, etc.) may be pre-positioned and readied for activation when an area is under imminent threat.
- C. Essential resources (personnel, vehicles, fuel, critical supplies, heavy equipment, etc.) will be relocated for safety if they are in an area under imminent threat.
- D. Emergencies can quickly reach a magnitude that require additional resources from local, state, federal, or other organizations through mutual aid agreements.
- E. Requests for additional assistance from outside of Lexington Fayette will be made through and by ESF 7 to KyEM or with organizations with which Lexington Fayette and/or coordinating agencies have mutual aid agreements.
- F. Emergencies and disasters may cause energy supply shortages by disrupting transmission or fuel supply levels, or by increasing energy use.
- G. Public utility emergencies can include acute shortages caused by power outages, flow disruptions, and chronic shortages due to panics of fuel/electricity shortages.
- H. A shortage of energy in one form can cause shortages in other sources or negatively affect other utilities and public works.

- I. Lexington Fayette Urban County Government (LFUCG) agencies, volunteer organizations, and private companies with assigned ESF 12 responsibilities have their own plans and procedures. This ESF is not designed to replace those plans and procedures but to complement and support them.
- J. Public and private utility and energy organizations will perform tasks on their own authority to restore essential services to their service areas.
- K. Commercial power suppliers will be responsible for commercial power service restoration within their service area and develop plans and mutual aid agreements to provide for assistance for restoration during disaster events.
- L. Costs of restoration of power and energy systems owned by commercial entities will be borne by those entities. Application for disaster assistance (if available and qualified) will be the responsibility of those entities.
- M. Suppliers of energy products, such as diesel fuel, gasoline, and propane will coordinate with ESF 12 to manage limited resources during a declared disaster including, but not limited to, the rationing of fuel, prioritization of critical infrastructure and emergency services, and security of fuel distribution locations.
- N. During the response phase of an incident, the protection of lives will be the priority for the allocation of utility resources.
- O. Essential utility sources will be reallocated based upon need and amount of availability.

## Direction and Control

- A. ESF 12 complies with the National Response Framework, the National Incident Management System, and uses the Incident Command System (composed of Planning, Operations, Logistics, and Finance/Administration sections with their standardized units, teams, positions, forms and terminology) to manage its emergency/disaster responsibilities. Key to this system is DEM, which functions as the official disaster organization for preparedness, mitigation, response, and recovery within Lexington Fayette. The agency also serves as the focal point for ESF 12 activities. It is responsible for ensuring that all appropriate program departments, supporting agencies, other ESFs and private voluntary agencies have knowledge about the system and ESF 12 expectations.
- B. The ESF 12 system operates at two levels – the EOC and field operations.
- C. All management decisions regarding county and/or regional resource allocation are made at the EOC by the ESF 12 coordinator during emergency activations. Per the Incident Command System structure, the Planning, Logistics, Finance/Administration, and Operations section coordinators plus staff at the EOC assist the EOC Manager in achieving the overall mission. Sections, units,

teams, staffing levels, etc., are modular and scalable, depending on the type, size, scope, and complexity of the emergency or disaster event.

- D. In accordance with a mission assignment from ESF 12 and further mission tasking by a local primary agency, each support organization assisting in an ESF 12 assignment will retain administrative control over its own resources and personnel but will be under the operational control of ESF 12. Delegation of mission operational control may be delegated to a management Support Unit, Multi-Agency Coordination Team or a local entity.
- E. DEM is also responsible for coordinating critical resource management during emergencies and disasters including the acquisition of alternate emergency energy sources for lifesaving response and critical public services.
- F. DEM will activate ESF 12 and/or the EOC when it is determined that potential or actual damage and/or disruption to utility and distribution systems is of such consequence that public health and welfare may be affected and lifesaving response capabilities may be compromised.
- G. DEM and the ESF 12 coordinator will prioritize activities and deploy resources based on information and requests received from ESF 12 primary and supporting agencies. First and foremost, decisions and priorities will be based on lifesaving activities essential to the survival, health, and safety of the population.
- H. Resources from outside the county or other jurisdiction will be controlled by protocols outlined in mutual aid agreements and under direct control of the sponsoring agency.
- I. The EOC uses WebEOC (crisis management software) to supplement disaster management through communicative integration of ESFs, agency based emergency operations centers, and other facilities or functions as appropriate.

## Concept of Operations

### General

ESF 12 is organized consistent with the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System. This structure and system supports incident assessment, planning, procurement, deployment, and coordination of support operations to Lexington Fayette.

All operations will be conducted in adherence to Kentucky Occupational Safety and Health Program standards and regulations with life safety issues being a priority.

Procedures, protocols, and plans for disaster response activities provide guidelines for operations at the EOC and in the field. The EOP and corresponding Appendices, Incident Specific Plans, Support Plans, and Standard Operating Procedures that

describe ESF 12 capabilities (based on National Planning Scenarios, Universal Task List, and Target Capabilities) are the basis of these guidelines. Periodic training and exercises are also conducted to enhance effectiveness.

Maintenance and restoration of normal operations at utility facilities are primarily the responsibility of the owners of those facilities. Commercial fuel suppliers and energy suppliers are responsible for the maintenance and restoration of their distribution systems and points of distribution. However, ESF 12 provides the appropriate assistance and support resources to enable restoration in order to preserve the safety and well-being of Lexington Fayette citizens and citizens working in and visiting Lexington.

DEM maintains a roster of energy providers and utilities providing services and power sources in Lexington Fayette, including other agencies and utilities dependent on energy sources for distribution of life maintaining and lifesaving services (water, sanitation, communications, etc.). These lists include Lexington Fayette agencies and departments, nongovernmental organizations, and commercial companies providing services. In addition, DEM works with the major energy providers to maintain a priority list of critical facilities and emergency response organizations whose power or fuel source restoration is vital.

Lexington Fayette has mutual aid agreements in place with surrounding jurisdictions to augment critical resources during emergencies. Additionally, there are limited private sector resources available to provide alternate emergency sources of electrical power (generators) and fuel sources to maintain critical emergency services.

Actions initiated by ESF 12 are grouped into the phases of emergency management: prevention, preparedness, response, recovery, and mitigation. Each phase requires specific skills and knowledge. Each phase requires significant cooperation and collaboration between all supporting agencies and the intended recipients of service. ESF12 encompasses a full range of activities from training to the provision of field services.

A large event requiring regional, state, and/or interstate mutual aid assistance will require ESF 12 implementation. ESF 12 will coordinate with supporting agency counterparts to seek and procure, plan, coordinate and direct the use of any required assets.

DEM maintains the overall ESF 12 Plan and accompanying Attachments and References that govern response actions related to emergencies. Supporting agencies shall develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall EOP. All such documents will be in compliance with the National Response Framework, the National Incident Management System, the Incident Command System, and the EOP.

## Preparedness

Actions and activities that develop logistics response capabilities may include planning, training, orientation sessions, and exercises for ESF 12 personnel (i.e., county, state, regional and federal) and other ESFs that will respond with ESF 12. This involves the active participation of local inter-agency preparedness organizations, which collaborate in such activities on a regular basis. Local agencies will jointly address planning issues on an ongoing basis to identify response zones, potential staging areas, potential medical facilities, and the maintenance and future development of specialized teams. Initiatives also include the following:

- A. Prepare and maintain emergency operating procedures, resource inventories, personnel rosters, and resource mobilization information necessary for implementation of the responsibilities of the lead agency.
- B. Manage inventory of equipment and other pre-designated assets that are essential to meet transportation of special needs groups.
- C. Maintain a list of ESF 12 assets in the Emergency Resource List (ERL) that can be deployed during an emergency.
- D. Assign and schedule sufficient personnel to implement ESF 12 tasks for an extended period of time.
- E. Ensure lead agency personnel are trained in their responsibilities and duties.
- F. Develop and implement emergency response and transportation strategies.
- G. Develop and present training courses for ESF 12 personnel.
- H. Maintain liaison with supporting agencies.
- I. Conduct All Hazards exercises involving ESF 12.
- J. Conduct planning with ESF 12 supporting agencies and other emergency support functions to refine logistics operations.
- K. Develop and refine procedures for rapid impact assessment per field surveys.
- L. Conduct training and exercises for EOC and logistics response team members.

## Mitigation

ESF 12 will perform the following:

- A. Coordinate with the All Natural Hazards Mitigation Committee to identify potential hazards and their impacts and seek funding for resources to mitigate those hazards.

- B. Provide personnel with the appropriate expertise to participate in activities designed to reduce or minimize the impact of future disasters.

## Alert and Notification

The EOC will serve as the central location for interagency coordination and executive decision-making, including all activities associated with ESF 12. The EOC will be activated, as will ESF 12, upon the direction of the Mayor of Lexington or DEM Director. The DEM Director may make the decision to selectively activate ESF 12 agencies based on the type of threat, event, or incident. DEM will notify ESF 12 primary and supporting agencies of activation and request liaisons to report to the EOC. However, there will be times when it is necessary for the liaisons of primary or secondary agencies to work from in-the-field or their own agency operations center, i.e. Kentucky Utilities. In these cases, they will maintain telephone or radio contact with the EOC and ESF 12 coordinator.

E911 will notify the DEM Director and the primary on call person when the county or an area of the county has been threatened or impacted by an emergency or disaster event.

E911 or DEM will initiate ESF 12 notification using the Emergency Notification System (ENS). E911 will request, as directed by DEM, assistance from the primary coordinating agency to staff the ESF 12 position in the EOC on a 24-hour basis.

Upon instructions to activate ESF 12, ESF 12 and supporting agencies will implement their procedures to notify and mobilize all personnel, facilities, and physical resources potentially needed based on the emergency.

## Response

- A. When an event requires a specific type or response mode, technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with skills relevant to the type of event. The individual will advise and/or direct operations within the context of the Incident Command System structure.
- B. During a declared state of emergency, the Mayor (or designee) may order the distribution of utilities based on the following factors:
  - 1. Lifesaving services
  - 2. Critical government and public services
  - 3. Essential industry/commercial/agriculture
  - 4. Non-essential industry/agriculture
  - 5. Non-essential commercial and residential

- C. The Planning and Intelligence Chief, EOC Director and the Mayor will carry out the policies established by the State Energy Management Board.
- D. If rationing or prioritization becomes necessary, all shipments of petroleum, oil, and lubricants will be delivered to the location of the current Lexington Fayette supplier. The ESF 12 coordinator or designee will accept the shipments and authorize their distribution.
- E. Reports concerning the availability and need of all types of utilities in the county will be made by the ESF 12 coordinator to the Area 11 Manager in conformity with ESF 5.
- F. The ESF 12 coordinator will request damage assessment reports from all public utilities serving Lexington Fayette.
- G. Essential facilities will receive the highest priority when repairs to utility systems are scheduled.
- H. The ESF 12 coordinator will serve as the contact point between the public utility companies and Lexington Fayette.
- I. The major utilities have access to the WebEOC (crisis management software) system and are prepared to coordinate with DEM.
- J. Kentucky Utilities will staff the EOC after activation and/or maintain contact during the event.

## Recovery

- A. ESF 12, in consultation with the requesting jurisdiction, may obtain additional energy sector resources.
- B. Throughout the response and recovery periods, ESF 12 will evaluate and analyze information regarding utility resource requirements, develop and update assessments of the utility situation and status in the impact area, and implement contingency planning to meet anticipated demands or needs.
- C. Priorities for allocation of utilities will be lifesaving organizations essential to the survival, health, and safety of the population.

## Responsibilities

The primary coordinating agencies will:

- A. Provide leadership in directing, coordinating, and integrating overall efforts to provide utility restoration to affected areas and populations.

- B. Staff and operate a National Incident Management System compliant, command and control structure (i.e., Incident Command System), to assure that services and staff are provided to areas of need.
- C. Coordinate and direct the activation and deployment of utility restoration personnel, supplies, and equipment and provide certain direct resources.
- D. Jointly evaluate (ESF 12 representatives/designees) the emergency, make strategic decisions, identify resource needs, and secure resources required for field operations.
- E. Task supporting agencies as necessary to accomplish ESF 12 support responsibilities.
- F. Monitor utility sector emergency response and recovery operations.
- G. Make specific requests for utility restoration assistance to the State ESF 12 comparable as needed. The state will activate resources through the State Emergency Response Plan.
- H. Re-assess priorities and strategies throughout the emergency according to the most critical energy needs.
- I. Assist with emergency evacuations and re-entry of threatened areas.
- J. Demobilize resources and deactivate the ESF 12 function upon direction from the EOC Manager.
- K. Supporting agencies will provide assistance to the ESF with services, staff, equipment, and supplies that compliment the entire emergency response effort as the EOC addresses the consequences generated by the hazards that may affect the area (i.e., severe weather, earthquake, environmental, biological, and/or terrorism). Services and resources are subject to change. Emergency coordinators are responsible for frequently updating their resource capabilities with ESF 12.
- L. DEM will provide EOC support, conduct briefings, direct needs assessments, distribute key information, and serve as liaison to the State EOC for resource requests.
- M. Local law enforcement agencies (ESF 13) will provide crowd control, security measures, roadway assessments, and ingress/egress actions to protect the public in, and proximate, to areas involved in energy related emergencies that would be hazardous to the public.
- N. ESF 4 will provide first line response for fires and other energy related emergencies requiring trained personnel and equipment.

- O. ESF 3 and other departments will provide equipment and other major resources needed to clear roadways or other areas in support of emergency response actions.



# ESF 13 Law Enforcement

Primary Coordinating Agency

Lexington Division of Police



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## Primary Coordinating Agency

The Lexington Division of Police is the primary coordinating agency for Emergency Support Function (ESF) 13 Law Enforcement.

During an emergency or disaster event, the ESF 13 coordinator will coordinate the resources from the supporting agencies. ESF 13 provides coordination and mobilization of law enforcement personnel, resources, equipment, and support services to the Lexington Fayette Emergency Operations Center (EOC). ESF 13 applies to law enforcement agencies and public safety and security agencies that provide services required to support disaster response and recovery.

Activities under this ESF include non-investigative/non-criminal law enforcement, public safety, and security capabilities and resources during potential and/or actual emergency situations. ESF 13 may be activated as requested by the Lexington Fayette Division of Emergency Management (DEM) Director during partial or full activation of the EOC or as requested by agencies with which there are existing memorandums of agreement. Agencies in ESF 13 have their own organizational policies, procedures, and guidelines. This document does not take the place of those plans but is designed to complement and support them. ESF 13 does not address daily law enforcement activities for which public safety entities are typically responsible, i.e., criminal investigations.

ESF 13 maintains law and order, protects life and property, undertakes traffic control, provides law enforcement support to other law enforcement agencies, guards essential facilities and supplies, and coordinates state-wide law enforcement mutual aid.

DEM develops and maintains the overall ESF 13 Emergency Operations Plan (EOP) and accompanying Appendices, Incident Specific Plans, Support Plans, and Standard Operating Guidelines that govern response actions related to emergencies. Supporting agencies shall develop and maintain their own similar documents for internal use which must be compatible with, and in support of, the overall EOP. All such documents must be compliant with the National Response Framework, National Incident Management System, Incident Command System, and the EOP.

## Local Supporting Agencies

- A. E911
- B. Fayette County Coroner
- C. Fayette County Sheriff
- D. Lexington Division of Community Corrections
- E. Lexington Division of Emergency Management
- F. Lexington Division of Facilities and Fleet Management

- G. University Of Kentucky Police
- H. Transylvania University Police
- I. Veterans Administration Police

## State, Regional, Federal Agencies and Organizations

- A. Kentucky Department of Fish and Wildlife Resources
- B. Department of Military Affairs – Army National Guard, Air National Guard
- C. Kentucky Civil Air Patrol
- D. Kentucky Department of Highways
- E. Kentucky Division of Emergency Management (KyEM)
- F. Kentucky Motor Vehicle Enforcement
- G. Kentucky State Police
- H. Local FBI
- I. U.S. Department of Justice Bureau of Alcohol, Firearms, and Tobacco
- J. U.S. Marshal's Office

## Purpose

The purpose of this ESF is to provide guidance and coordination of law enforcement resources when an emergency situation exceeds normal law enforcement capabilities. Coordination activities include, but are not limited to, the following:

- A. Maintain law and order
- B. Protect life and property
- C. Coordinate law enforcement support to other law enforcement agencies
- D. Crowd control
- E. Traffic and access control
- F. Security activities including, but not limited to, shelters, points of distribution, and critical facilities

- G. Enforcement of laws, ordinances, and orders in law enforcement including emergency orders
- H. Coordination with state and federal law enforcement resources through mutual aid agreements
- I. Liaison between response operations and criminal investigation activities

## Situations and Assumptions

General situations, assumptions, and policies are found in the Basic Plan and are not repeated in this ESF. Only statements specific to ESF 13 are stated here, as follows:

- A. Most disasters occur with little or no warning; however, ESF 13 may be activated when there is imminent threat or advance warning of floods, winter storms, tornadoes, etc.
- B. Essential resources (personnel, vehicles, fuel, critical supplies, heavy equipment, etc.) may be pre-positioned and readied for activation when an area is under imminent threat.
- C. Essential resources (personnel, vehicles, fuel, critical supplies, heavy equipment, etc.) will be re-located for safety if they are in an area under imminent threat.
- D. Emergencies can quickly reach a magnitude that require additional resources from local, state, federal, or other organizations through mutual aid agreements. Requests for additional assistance from outside of Lexington Fayette will be made through and by ESF 7 to the Kentucky Division of Emergency Management (KyEM), or with organizations with which Lexington Fayette and/or coordinating agencies have mutual aid agreements.
- E. An emergency can result in conditions that will necessitate law enforcement agencies to take extraordinary measures to protect life and property.
- F. Evacuation of a large number of people can cause a need for detour or diversion from normal traffic patterns and an increase in traffic control.
- G. The concentration of a large number of people in public shelters can necessitate the need for assignment of law enforcement personnel to maintain orderly conduct.
- H. An emergency may result in conditions that require security to prevent unlawful entry to an area, building, etc.

- I. An evacuation of a detention center or prison may require additional law enforcement personnel to provide security during the transportation and temporary sheltering of prisoners.
- J. An emergency of a chemical or biological nature may require security at hospitals, shelters, pharmaceutical supply sites, dispensing sites, or other healthcare facilities.
- K. The Division of Police may have to obtain additional law enforcement resources to provide the services needed in response to a disaster.
- L. Additional law enforcement surveillance may be needed in evacuated areas to prevent looting.
- M. Incidents of bombing, bomb threats, and arson to achieve political concession and public notoriety are becoming more prevalent. Such terroristic and violent activity may result in a real disaster. There is also the potential for mobilization of local law enforcement resources through bombing, blackmail, or sniping activity.
- N. In situations involving unintentional man-made and natural disasters, this ESF will provide support for the incident and be responsible for the enforcement of laws, ordinances, and orders, provide force/security protection for other first responders and workers, and provide control of traffic, crowds, and access points.
- O. In situations involving terrorism, this ESF will have primary responsibility in a unified command until the appropriate federal agencies can respond. When command shifts to the federal government, it is assumed this ESF will act in a support role for the incident.
- P. Civil disturbances frequently result in injuries to persons and property damage. Explosives and firebombs are not uncommon components of civil disturbances. Law enforcement resources will be fully mobilized for such occurrences.
- Q. In large scale situations involving criminal activity, it is assumed this ESF will play a primary role in either a unified command or a single command.

## Direction and Control

- A. Operations chiefs will report to their field commanders at the mobile command post. Under the overall coordination of the police/FBI on-scene commander, field commanders will direct response operations at the site and will report to their commanding officers, agency heads, or ESF coordinators at the EOC.
- B. The local government's senior decision-making officials, including the Mayor, Chief Administrative Officer (CAO), Public Safety Commissioner, Police Chief,

Fire Chief, DEM Director, and other agency heads, will assemble at the EOC to direct the overall response effort.

- C. Local resources will be managed and coordinated through the EOC.
- D. Intra-agency response procedures will be governed by each agency's implementing procedures and internal SOPs.
- E. Local EOC response will be coordinated by the DEM Director or designee at the direction of the Mayor and Public Safety Commissioner.
- F. KyEM officials will coordinate state or other jurisdictional resources requested by the EOC. State personnel may provide technical assistance, support, and/or response functions.
- G. Once the federal government becomes officially involved and the FBI has declared the incident a terrorism event, the FBI will become the lead agency and may assume incident command. The FBI will retain this status for the crisis management aspects of the incident as long as federal resources are present. This will be done in accordance with the Presidential Decision Directive 39 U.S. Policy on Counterterrorism and the National Response Framework.
- H. Homeland Security will be the federal agency responsible for consequence management throughout the federal response to the incident. DEM will be the local agency responsible for consequence management.
- I. The Federal Aviation Administration (FAA) and the National Transportation Safety Board (NTSB) will respond to and support the FBI in terrorist acts involving aircraft.
- J. State and local officials will be represented at the federal Joint Operations Center (JOC) to ensure coordination of assets, information, and response among all levels of government. The unified command structure will direct response and recovery operations by setting priorities and strategic objectives as the incident evolves.
- K. The Joint Information System (JIS) will be implemented with a representative at the Joint Information Center (JIC) to ensure coordination of information released to the media and general public.
- L. DEM, at the direction of the Mayor, will coordinate the local organizational response in support of the lead local law enforcement agency. The senior DEM representative at the scene will be designated the Incident Coordinator. The Incident Coordinator will provide assistance and advice to the local law enforcement on-scene commander who will be in overall command of the scene.

State agency personnel on scene may be observers, technical advisory personnel, or integrated into the local National Incident Management System.

## Concept of Operations

### General

ESF 13 is organized consistent with the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System. This structure and system supports incident assessment, planning, procurement, deployment, and coordination of support operations to Lexington Fayette.

All operations will be conducted in adherence to Kentucky Occupational Safety and Health Program standards and regulations with life safety issues being a priority.

Procedures, protocols, and plans for disaster response activities provide guidelines for operations at the EOC and in the field. The EOP and corresponding Appendices, Incident Specific Plans, Support Plans, and Standard Operating Procedures that describe ESF 13 capabilities (based on National Planning Scenarios, Universal Task List, and Target Capabilities) are the basis of these guidelines. Periodic training and exercises are also conducted to enhance effectiveness.

DEM maintains the overall ESF 13 Plan and accompanying Attachments and References that govern response actions related to emergencies. Supporting agencies shall develop and maintain their own similar documents for internal use, which must be compatible with, and in support of, the overall EOP. All such documents will be in compliance with the National Response Framework, the National Incident Management System, the Incident Command System, and the EOP.

The EOC uses WEBEOC (crisis management software) to supplement disaster management through communicative integration of ESFs, agency based emergency operations centers, and other facilities or functions as appropriate.

Actions initiated by ESF13 are grouped into the phases of emergency management: prevention, preparedness, response, recovery, and mitigation. Each phase requires specific skills and knowledge. Each phase 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.

A large event requiring regional, state, and/or interstate mutual aid assistance will require ESF13 implementation. ESF 13 will coordinate with support agency counterparts to seek and procure, plan, coordinate, and direct the use of any required assets.

DEM will maintain up-to-date listings of law enforcement agencies in Lexington Fayette including names of responsible officials, readiness status, and major equipment and/or teams.

Law enforcement agencies are responsible for training and continuing education of their personnel.

### Alert and Notification

The EOC will serve as the central location for interagency coordination and executive decision-making, including all activities associated with ESF 13.

The EOC will be activated, as will ESF 13, upon the direction of the Mayor of Lexington, CAO, Commissioner of Public Safety or the DEM Director. The DEM Director may make the decision to selectively activate ESF 13 agencies based on the type of threat, event, or incident. DEM will notify the ESF 13 coordinator and supporting agencies of activation and request liaisons to report to the EOC. However, there will be times when it is necessary for the liaisons of primary or secondary agencies to work from in-the-field or their own agency operations center. In these cases, they will maintain telephone or radio contact with the EOC and the ESF 13 coordinator.

E911 or DEM initiate ESF 13 notification using the Emergency Notification System. E911 will request, as directed by DEM, assistance from the Division of Police to staff the ESF 13 position in the EOC on a 24-hour basis.

Upon instructions to activate ESF 13, ESF 13, and supporting agencies will implement their procedures to notify and mobilize all personnel, facilities, and physical resources potentially needed based on the emergency.

In the early moments of a threatened or suspected terrorist event, the actual situation may remain unclear. Because of the potential risks involved, Police will notify the Division of Fire and Emergency Services (FES), DEM, and the FBI to be on alert for a possible terrorist event. Upon receipt of this notification, DEM will contact KyEM to be on standby. Once it is determined that a terrorist event has occurred, DEM will activate the EOC and will notify KyEM and other appropriate agencies that a terrorist event has been confirmed.

### Preparedness

Actions and activities that develop ESF 13 response capabilities may include planning, training, orientation sessions, and exercises for ESF 13 personnel (i.e., county, state, regional, and federal) and other ESFs that will respond with ESF 13. This involves the active participation of local inter-agency preparedness organizations, which collaborate in such activities on a regular basis. Local agencies will jointly address planning issues on an on-going basis to identify response zones, potential staging areas, potential

medical facilities, and the maintenance and future development of specialized teams. Initiatives also include the following:

- A. Develop and coordinate pre-incident planning for those incidents which this ESF will have primary responsibilities, such as civil disturbance, terrorism, and evacuations.
- B. Conduct planning with ESF 13 supporting agencies and other ESFs to refine law enforcement operations.
- C. Conduct training and exercises for EOC and law enforcement response team members.
- D. Prepare and maintain emergency operating procedures, resource inventories, personnel rosters, and resource mobilization information necessary for implementation of the responsibilities of the lead agency.
- E. Manage inventory of equipment and other pre-designated assets that are essential to meet the requirements of special needs groups.
- F. Maintain a list of ESF 13 assets that can be deployed during an emergency.
- G. Ensure lead agency personnel are trained in their responsibilities and duties.
- H. Develop and present training courses for ESF 13 personnel.
- I. Maintain liaison with supporting agencies.
- J. Conduct All Hazards exercises involving ESF 13.

### Mitigation

ESF 13 will:

- A. Coordinate with the All Natural Hazard Mitigation Committee to identify potential hazards and their impacts and seek funding for resources to mitigate those hazards.
- B. Provide personnel with the appropriate expertise to participate in activities designed to reduce or minimize the impact of future disasters.
- C. Throughout the response and recovery periods, evaluate and analyze information regarding law enforcement resource requirements, develop and update assessments of the law enforcement situation and status in the impact area, and implement contingency planning to meet anticipated demands or needs.

## Response

During the response phase, ESF 13 will perform the following tasks:

- A. Evaluate and analyze information regarding law enforcement requests.
- B. Develop and update assessments of the security status in the impact area(s) and undertake contingency planning to meet anticipated demands and needs.
- C. Send notification of interstate highway closures during emergency situations to the Kentucky Transportation Department, Kentucky State Police, and DEM.
- D. Provide representation to the EOC to coordinate ESF 13 tasks, resources, and act as law enforcement liaisons and work with EOC operations and staff.
- E. Assign and schedule sufficient personnel to implement ESF 13 tasks for an extended period of time.
- F. Develop and implement emergency response and logistics strategies.
- G. Develop and maintain status reports of operations and outstanding assistance.
- H. Work with appropriate private-sector organizations to maximize use of all available resources.
- I. Ensure that the following activities (as needed) have been assigned to a law enforcement agency and will monitor the status of each activity:
  1. Provide overall coordination of Lexington Fayette law enforcement resources.
  2. Assist in disaster warning to the maximum extent possible.
  3. Provide back-up communication for DEM.
  4. Aid in search and rescue.
  5. Aid in evacuation.
  6. Provide traffic control, law enforcement, and protection of damaged or abandoned property, security at shelters, critical facilities, and feeding centers.
  7. Obtain, or otherwise arrange for, the necessary supporting resources (gasoline, spare parts, personnel, sustenance, etc.).

- 8. Provide security for evacuated areas by patrolling and limiting access.
- J. Demobilize resources and deactivate the ESF function upon direction from the coordinating agency.
- K. Provide After-Action Reports as required in a timely manner following the conclusion of incidents.
- L. Participate in EOC briefings and development of Incident Action Plans and situation reports.

Traffic control teams will perform the following tasks:

- A. If streets and roads become blocked or if traffic becomes extremely heavy, procedures will be implemented for the detour and/or diversion of traffic from normal traffic patterns. Traffic control points will be established to direct traffic according to a prepared plan. These traffic control points will be staffed and may utilize signage and barricades to facilitate operations.
- B. Additional barricades and signs can be requested from the ESF 3 coordinator.
- C. The towing of abandoned or damaged vehicles may be necessary to clear blocked streets and roads.
- D. Abandoned or broken down vehicles will, depending on the circumstances, be towed away or pushed to the side of the road.

Evacuation teams will perform the following tasks:

- A. If a mass evacuation becomes necessary, law enforcement agencies will take the lead role in the evacuation.
- B. The geographical boundaries of areas that have been evacuated or declared dangerous will be identified and marked, if possible. Entry to these areas will be denied to unauthorized persons.
- C. Assistance will be provided during evacuation procedures by identifying evacuation routes and by maintaining an orderly flow of traffic along these routes.
- D. Assistance will be given to disseminate protective action information to the public. This assistance may be done by transmitting messages from the public address system on mobile units or by going door-to-door.
- E. If an unforeseen incident necessitates immediate evacuation, the Incident Commander and/or on-scene coordinator may order an evacuation.
- F. Evacuation routes and relocation areas will be determined by the IC and/or on-scene coordination with the EOC taking into account the nature of the hazard,

the location of the incident, the number and type of population affected, weather conditions, and the estimated length of time until reentry is allowed.

- G. Mapping and notification systems and GIS maps will be used in the determination of evacuation routes.
- H. Depending on the size and duration of the event, evacuation procedures may be directed from a Field Command Post or from the EOC.
- I. Evacuation announcements will be made using some or all of the methods listed in ESF 2 and ESF 15.
- J. Transportation and sheltering of evacuees, including those with special needs and pets, will be in accordance with ESF 6 and ESF 8.
- K. Medical needs of evacuees will be in accordance with ESF 8.
- L. If an evacuation impacts another county or counties, the following person will be notified:
  - 1. The local emergency management directors of the county or counties involved.
  - 2. The KyEM Area 11 Manager.
  - 3. The KyEM Duty Officer.
- M. Reentry into the evacuated area will not be allowed until the area is declared safe by official personnel who are appropriately trained and educated.
- N. In the event a complete evacuation of Lexington Fayette is deemed necessary, all primary evacuation routes will be converted to one-way, outbound traffic to facilitate an efficient flow of vehicles. Citizens incapable of self evacuating will be directed to proceed to pre-designated collection points along the primary evacuation routes to receive transportation. The selection of these collection points is determined by population density and availability of evacuation routes within the pre-designated evacuation planning areas identified in the Evacuation Route Map. Identification and movement of persons incapable of self evacuating or moving to collection points will be coordinated by the EOC.

Security teams will perform the following tasks:

- A. Security will be provided during the transportation and sheltering of prisoners evacuated from the detention centers or prisons.
- B. Personnel may be assigned to public shelters to maintain law and order.

- C. Security will be provided for vital facilities such as healthcare facilities, utility installations, food distribution centers, shelters, storage locations, distribution sites, field medical facilities, and government offices.

### Terrorism Response

The goal of emergency response for a terrorist incident is to enhance the ability of individual response and supporting agencies to do their jobs effectively while ensuring a coordinated response to the terrorist incident or threatened incident. Local, state, federal, private, and other jurisdictional response capabilities must be coordinated to determine priorities, manage responses and resources, and minimize duplication of effort.

- A. In a terrorist event, the Division of Police will be the lead agency for managing the crisis until the FBI arrives. In the early moments of a threatened or suspected terrorist event, the actual situation may remain unclear. Because of the potential risks involved, the Division of Police will notify the FES, DEM, and the FBI to be on alert for a possible terrorist event. Upon receipt of this notification, DEM will contact KyEM to be on standby. Once it is determined that a terrorist event has occurred, DEM will activate the EOC and will notify KyEM and other appropriate agencies that a terrorist event has been confirmed.
- B. Primary responsibility for an incident involving a nuclear weapon rests with the federal government and is defined in the "Federal Bureau of Investigations, Department of Defense and Department of Energy Joint Agreement for Response to Improvised Nuclear Device Incident." State responsibility for the coordination of resources in any such event will be accomplished through the applicable sections of the EOP.
- C. For terrorist acts involving the intentional contamination of a waterway or water supply the EEC will have the primary state responsibility, in conjunction with the Cabinet for Health and Family Services (CHFS), to ensure that all water resources are safe prior to permitting consumption to resume. The actions of EEC will be coordinated through the EOC with other responding agencies.
- D. The Division of Police on-scene commander will be in command of the incident scene and will report from the scene to his/her commanding officer through the normal Police chain of command. Once the EOC is activated, the on-scene commander will provide updates and requests for assistance to the ESF 13 coordinator in the EOC.
- E. The local government's senior decision-making officials, including the Mayor, CAO, Public Safety Commissioner, Police Chief, Fire Chief, DEM Director, and other agency heads, will assemble at the EOC to direct the overall response effort.

- F. KyEM officials will coordinate state or other jurisdictional resources requested by the EOC. State personnel may provide technical assistance, support, and/or response functions.
- G. Once the federal government becomes officially involved and the FBI has declared the incident a terrorism event, the FBI will become the lead agency and may assume incident command. They will retain this status for the crisis management aspects of the incident as long as federal resources are present. This will be done in accordance with the Presidential Decision Directive 39 U.S. Policy on Counterterrorism, and the National Response Framework.
- H. Homeland Security will be the federal agency responsible for consequence management throughout the federal response to the incident. DEM will be the local agency responsible for consequence management. Consequence management addresses the effects or potential effects of the incident on health, safety, and the environment.
- I. The FAA and the NTSB will respond to and support the FBI in terrorist acts involving aircraft.
- J. State and local officials will be represented at the federal JOC to ensure coordination of assets, information, and response among all levels of government. The unified command structure will direct response and recovery operations by setting priorities and strategic objectives as the incident evolves.
- K. In all response situations, responders should be alert for any of the signs or indications that would suggest the possibility of a Weapons of Mass Destruction (WMD) incident, especially any situation in which responders discover many people exhibiting the same medical symptoms. The possibility of secondary devices must always be considered.
- L. The EOC will be activated in any situation involving WMD or any act of terrorism.
- M. If the situation dictates activation of the EOC, each agency responding to the scene will report from the field to its agency head or functional area coordinator in the EOC. Inter-agency response efforts in support of police, fire, and rescue activities will be coordinated through the EOC according to the EOP.
- N. Because a terrorism incident is a crime and an emergency/disaster, evidence preservation, law enforcement investigation, and site management are of greater concern than in many other incidents. Accordingly, local law enforcement retains incident command until the FBI arrives.
- O. On-scene decisions for FES responders will be made by their commanding officers who will coordinate their response with the IC in the Division of Police.

While life safety issues are of primary importance, care will be taken to preserve the crime scene to the greatest extent possible.

- P. The primary responsibility for technical assistance in managing the incident will be based upon the particular hazard identified and the agency having the most expertise to deal with that hazard. The agencies listed below are available to provide technical assistance to EOC staff and on-scene responders:
1. In an incident involving a biological agent, the LFCHD Commissioner or designee shall serve as chief technical advisor.
  2. In an incident involving a chemical or radiological agent, the ESF 10 coordinator or designee shall serve as chief technical advisor.
    - a. In the event of an attack on any local institutions/organizations computer systems, the Computer Services Director, or designee for the targeted institution, will assume the role of chief technical advisor.
  3. In an attack on a state or federal building within Lexington Fayette, local responders will assume management of the response until appropriate representatives of the owning agency can arrive on scene.
- Q. When the FBI arrives, they will assume lead agency responsibilities for the crisis management aspects of the incident.
- R. When Federal Emergency Management Agency (FEMA) officials arrive, they will serve as the lead federal agency for the consequence management efforts and will coordinate federal assets in support of local and state emergency response activities.
- S. A JOC will be established by the FBI at a site appropriate for the particular incident. Representatives of state and local emergency management agencies will be present at the JOC to ensure the efficient coordination of resources and activities in response to the incident.
- T. Whether through the JOC or through a separate JIC, public information will be distributed through one spokesperson. It is essential that all information to the public be accurate and coordinated among all response agencies and levels of government. Accordingly, a representative from the Lexington Division of Government Communications will be present at the JIC.

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

## Recovery

ESF 13 will:

- A. Contact each law enforcement agency for initial damage assessment of personnel, equipment, and supplies.
- B. Maintain documentation of all reported damage by law enforcement agencies
- C. Coordinate equipment and other logistic assessment and accountability.
- D. Coordinate from response to normal operations.
- E. Coordinate the primary agencies costs of the incident.
- F. Coordinate equipment and other logistic assessment for damage and accountability.
- G. Return activities from response to normal operations.
- H. Participate in After-Action meetings and development of the After-Action Report.
- I. Prepare and submit damage estimates to KyEM.

## Responsibilities

### A. Chief of Police

Direct all Division of Police assets. The Division of Police is the lead law enforcement agency in Lexington Fayette.

### B. Other Law Enforcement Agencies

Direction and control of their own law enforcement agencies remain with their respective chiefs.

### C. Incident Commander

All responses will be directed by the Incident Commander. Agency jurisdiction will be determined by the location, situation, and law.

### D. ESF 13 Coordinator

During events requiring EOC activation, the ESF 13 coordinator will coordinate between the EOC, the Division of Police, other law enforcement agencies, and the Incident Commander(s).

E. Mayor

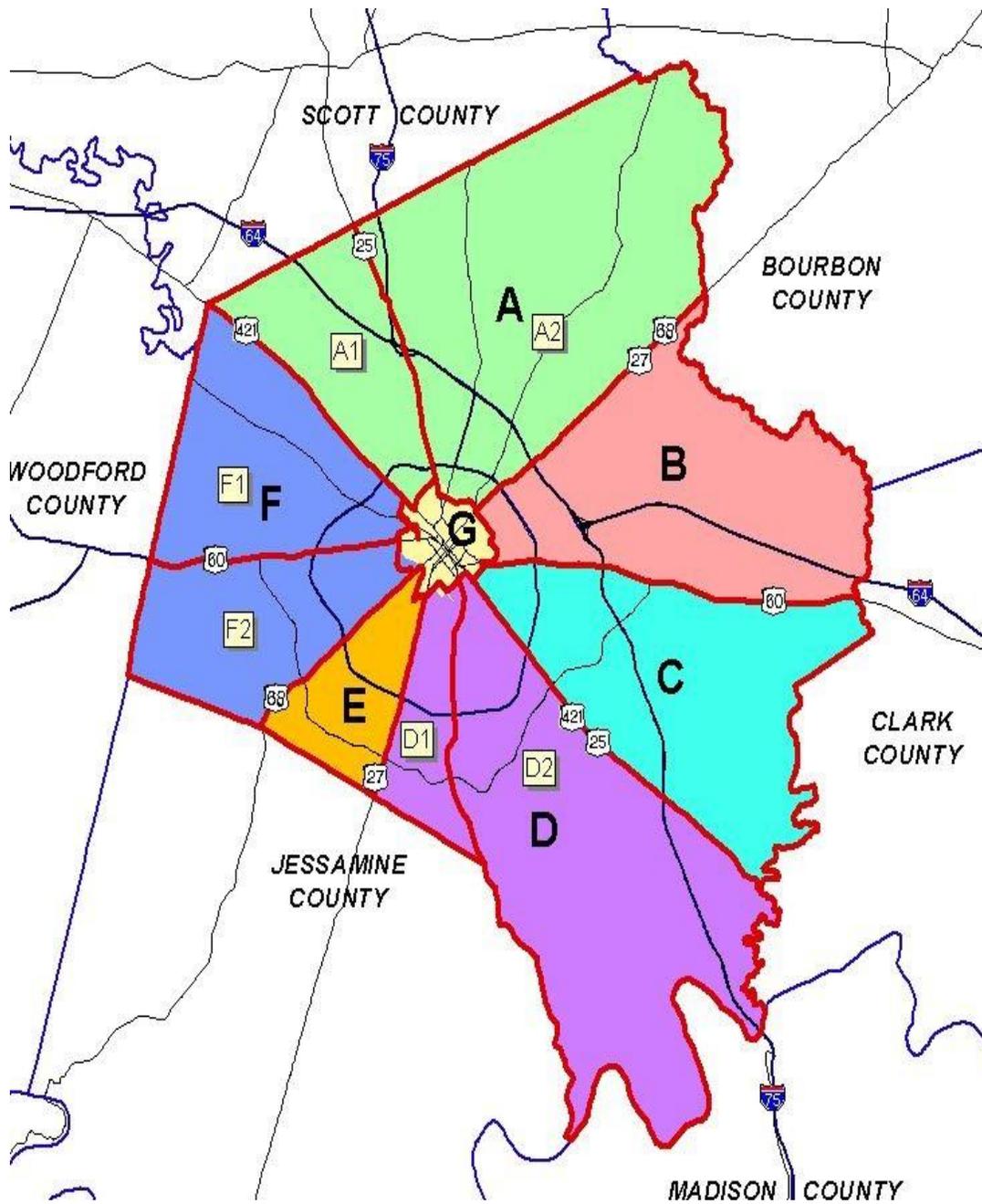
May order a partial or full evacuation of the county.

F. DEM Director

Shall act as the Mayor's designee, will activate the EOC for major evacuations, and will coordinate all support needs for an evacuation.

Attachment A

Evacuation Route Map



## References

- A. Presidential Decision (PDD) 39, U.S. Policy on Counterterrorism, Homeland Security Directives 3 and 5
- B. National Response Plan
- C. FBI/DOE/DOD Joint Agreement for Response to Improvised Nuclear Device Incident
- D. Commonwealth of Kentucky EOP



# ESF 14 Long-Term Recovery

Primary Coordinating Agency

Lexington Division of Emergency Management



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## **Primary Coordinating Agency**

The Lexington Division of Emergency Management (DEM) is the primary coordinating agency for Emergency Support Function 14 Long-Term Recovery (ESF 14).

ESF 14 coordinates the development and implementation of long term recovery strategies and plans relating to state, county, and local recovery from major and catastrophic disasters. These strategies and plans will integrate the recovery needs of individuals and establish functional goals for uplifting the whole community from disaster to full recovery.

## **Local Supporting Agencies**

- A. All ESFs
- B. Bluegrass Chapter American Red Cross
- C. Commerce Lexington
- D. Lexington Department of Environmental Quality and Public Works
- E. Lexington Department of Finance
- F. Lexington Department of Law
- G. Lexington Division of Building Inspection
- H. Lexington Division of Computer Services
- I. Lexington Division of Engineering
- J. Lexington Division of Grants and Special Programs
- K. Lexington Division of Planning
- L. Lexington Division of Risk Management
- M. Lexington Economic Development Office
- N. Local Utilities
- O. Property Valuation Assessment Office

## **State, Regional, Federal Agencies and Organizations**

- A. Bluegrass Area Development District

- B. Christian Appalachian Project
- C. FEMA Department of Homeland Security
- D. First United Methodist Committee on Relief
- E. Kentucky Cabinet for Economic Development
- F. Kentucky Community Crisis Response Board (KCCRB)
- G. Kentucky Department for Local Government (DLG)
- H. Kentucky Department of Agriculture
- I. Kentucky Department for Public Health
- J. Kentucky Department of Transportation
- K. Kentucky Division of Emergency Management (KyEM)
- L. Kentucky Energy and Environment Cabinet
- M. Kentucky Health and Family Services Cabinet
- N. Kentucky Housing Authority
- O. Kentucky Voluntary Organizations Active in Disasters (VOAD)
- P. Salvation Army Regional and National Offices
- Q. Southern Baptist Disaster Relief
- R. U.S. Army Corps of Engineers
- S. U.S. Department of Agriculture
- T. U.S. Department of Health and Human Services
- U. U.S. Department of the Interior
- V. U.S. Department of Transportation
- W. U.S. Environmental Protection Agency

## **Purpose**

The purpose of ESF 14 is as follows:

- A. Provide an overview of the transitional process from short-term recovery activities (response phase) to the long-term recovery (greater than 60 days) phase of planning and implementing community restoration and mitigation plans following a major and/or catastrophic event.
- B. Concern with long-term policies and programs for community recovery, mitigation, and economic stabilization.
- C. Provide for the recovery of Lexington Fayette from the long-term impacts and consequences of emergencies and disasters.
- D. Address the stabilization of Lexington Fayette and the local economy by identifying measures to reduce or eliminate risk from future emergencies and disasters wherever possible.

ESF 14 facilitates the following:

- A. Guidance and coordination for multiple departments, agencies, jurisdictions, nongovernmental organizations, citizens, and businesses to expedite recovery activities including development of a long-term recovery and mitigation plan.
- B. Assistance (including technical assistance) for assessments, impact analysis, and recovery planning support.
- C. Assistance in identification and application for assistance from state and/or federal agencies, non-profit organizations, and/or private organizations.
- D. Technical advice and evaluations to prioritize the allocation of resources in recovery and restoration activities.
- E. Economic assessment and stabilization.
- F. Development of long-term community restoration strategy that incorporates mitigation strategies and plans.
- G. Coordination and guidance for recovery operations to include restoration of damaged or destroyed public property, services, and assistance to private citizens affected by a major incident.
- H. Coordination and administration of damage assessment activities, county/state declaration requirements, damage assessment reports, project applications, and the county's Public Assistance, Individual Assistance, and Hazard Mitigation programs.

- I. Coordination and publication/dissemination of information relevant to the recovery process.

## **Situations and Assumptions**

General situations, assumptions, and policies are found in the Basic Plan and are not repeated in this ESF. Only statements specific to ESF 14 are stated here:

- A. Most disasters occur with little or no warning; however, ESF 14 may be activated when there is imminent threat or advance warning of floods, winter storms, tornadoes, etc.
- B. Emergencies can quickly reach a magnitude that require additional resources from local, state, federal, or other organizations through mutual aid agreements. Requests for additional assistance from outside of Lexington Fayette will be made through and by ESF 7 to KyEM, or with organizations with which Lexington Fayette and/or coordinating agencies have mutual aid agreements.
- C. Most hazardous events have the potential for causing extensive property damage. In the event that such damage occurs, a planned damage assessment procedure is essential for response and recovery operations. Damage assessment operations will be integrated with recovery operations.
- D. During the response and recovery phases of a disaster, Lexington Fayette will conduct a systematic analysis of the nature of the damage to public and private property which estimates the extent of such damage based upon actual observation and inspection. Damage assessment will be performed on an urgent basis to provide an initial estimate of damage and set the stage for short-term stabilization and long-term recovery and mitigation.
- E. When a disaster occurs of such magnitude that it could result in a Presidential Declaration, damage assessment of public and private property is required for the affected parts of Lexington Fayette to determine the extent of damage. This information will provide a basis for the determination of needed actions, the establishment of priorities, allocation of local government resources in the disaster area during the early stages of the recovery effort, and what, if any, outside assistance will be required.
- F. The timely and accurate assessment of damage to public and private property will be of vital concern to local officials following a disaster. This will have great bearing upon the manner in which recovery is affected in the community.
- G. Pre-arranged teams of local personnel will assess damage.
- H. If promptly implemented, this plan can expedite relief and assistance for those adversely affected.

- I. The specific actions that need to be taken for long-term recovery and mitigation will be based on damage assessment.
- J. Assistance from state and federal agencies will be available when requested.
- K. Additional assistance from public and private entities will be needed to complete all assigned tasks for ESF 14 during the transition from short to long-term recovery including debris clearance, damage assessments, structural evaluations, technical assistance, permanent restoration of facilities and infrastructure, and case management.
- L. County agencies, volunteer organizations, and private companies with assigned ESF 14 responsibilities may have other ESF responsibilities during the response phase of an emergency. They will also have their own plans and procedures. This ESF is not designed to replace those plans and procedures but to complement and support them.
- M. Long-term community planning for restoration of public works systems, municipal infrastructures, zoning, and land use will be prioritized and guided by the Mayor's office and based upon restoration needs for the present and mitigation needs for the future.
- N. Emergency environmental waivers and legal clearances may be needed for disposal of materials from debris clearance, demolition activities, and temporary structural repair during the short-term recovery phase.
- O. Restoration of critical infrastructure and utilities (road, water, sanitation, energy systems, etc.) will require technical assistance and/or clearance from state and federal regulatory authorities during long-term recovery.
- P. Both short-term and long-term recovery activities will require the assistance of VOAD on the local, state, and/or national level.
- Q. A disaster or emergency may damage homes, historic buildings, public buildings, and structures (publicly and privately owned) to the extent they may be uninhabitable and require stabilization or general repair before long-term and permanent restoration can begin.
- R. The re-creation of pre-disaster levels of services and quality of life cannot be guaranteed, but long-term recovery and mitigation activities will work toward establishing normalcy.
- S. In the aftermath of a catastrophic disaster, it may take years to establish a sense of normalcy and restore levels of services and quality of life to pre-disaster levels.

- T. In presidentially declared disasters, Lexington Fayette will use the FEMA approved Long-Term Recovery Assessment Tool and work with KyEM and FEMA to identify long-term assistance needs and the Planning Service Level that will be provided by FEMA.
- U. Comprehensive long-term planning following a catastrophic event will incorporate mitigation analysis and planning to reduce damage from similar disaster events in the future.

## **Direction and Control**

The DEM Director is responsible for the overall management of the plan. The direction and control section should be viewed as the source of command responsibilities within specific levels of government, detailing use of the Emergency Operations Center (EOC), and the communication and coordination of decisions with all concerned elements of operation.

DEM functions as the official disaster organization for preparedness, mitigation, response, and recovery. The EOC serves as the central location for interagency coordination and multijurisdictional executive decision-making, including all activities associated with activated ESFs during an emergency incident. During the response phase of an incident, including short-term recovery, DEM and the designated ESF coordinator(s) will prioritize and deploy resources based on information and requests received from the Incident Commander (IC), from primary and supporting agencies, and from multiple activated ESFs. DEM will rely on the IC and activated ESF(s) to assist in providing assessment and safety surety of critical infrastructure and utilities and/or clearance and restoration of vital infrastructure systems to ensure public safety and health.

First and foremost, decisions and priorities for short-term recovery will be based on lifesaving and public safety functions. As stabilization occurs, DEM and the policy group will direct the transition from short-term recovery to long-term recovery. During this period, the following will occur:

- A. After a presidential declaration of disaster, Lexington Fayette will initiate a Long-Term Recovery (LTR) planning process. Depending on the magnitude of the disaster and the determination of Planning Service Level for which the community qualifies, KyEM and/or FEMA will provide guidance, technical assistance, advisors, or a LTR team to advise and/or facilitate a LTR planning process. However, it is the local governments and their assigned departments, agencies, and community boards that have the responsibility to develop and implement the Community Long-Term Recovery Plan.
- B. All departments will provide resources and personnel to support recovery operations as requested.

- C. Personnel from operating departments assigned recovery operation responsibilities will remain under the control of their own departments but will function under the technical supervision of the EOC under disaster conditions.
- D. DEM is responsible for developing long-term recovery and mitigation programs.
- E. DEM is responsible for overseeing the training of personnel and maintenance of corresponding equipment.
- F. The KyEM Individual Assistance Officer is responsible for administrating and coordinating the Individuals and Households Program (IHP).
- G. While accomplishment of these actions is the joint responsibility of federal, state, and local government, the coordination of submittal of the form from Lexington Fayette is the responsibility of the Finance/Administration Section Chief and those departments and divisions who will be completing the project.

## **Concept of Operations**

### General

Actions initiated by ESF 14 are grouped into five phases of emergency management: prevention, preparedness, response, recovery, and mitigation. Each phase requires specific skills and knowledge. Each phase 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.

Procedures, protocols, and plans for disaster response activities provide guidelines for operations at the EOC and in the field. The Emergency Operations Plan (EOP) and corresponding Appendices, Incident Specific Plans, Support Plans, and Standard Operating Procedures that describe ESF 14 capabilities are the basis of these guidelines. Periodic training and exercises are also conducted to enhance effectiveness.

As stated in the Direction and Control section of this ESF, disaster recovery typically occurs in two phases: short-term recovery in the response phase, and once stabilization begins, into long-term recovery. Long-term recovery takes place when decisions and actions address the many needs to ensure permanent recovery and reconstruction. Though Lexington departments and agencies are involved in both phases of recovery, the emphasis and focus will shift. For example, initially ESF 4, ESF 13, ESF 3, ESF 6, and other first response agencies will be at the forefront to ensure immediate life safety. The emphasis then shifts to departments and agencies dealing with long-term housing and redevelopment, public works infrastructure rebuilding, economic recovery and development, land use, zoning, and government financing/assistance.

If a state of emergency occurs, or if such a state is likely to occur, the Mayor may declare that a state of emergency exists in Lexington Fayette. This action will be in accordance with KRS 39.409. The ultimate responsibility for long-term recovery and mitigation lies with Lexington Fayette Urban County Government (LFUCG). Extensive damage assessment is a necessary part of most recovery grant and aid programs at the state and federal levels. DEM will identify and arrange to train long-term recovery personnel. Qualified and trained local teams will conduct damage assessment.

Throughout the response and recovery periods, ESF 14 will evaluate and analyze information regarding long-term recovery resource requirements, develop and update assessments of the emergency situation and status in the impact area, and implement contingency planning to meet anticipated demands or needs.

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

The EOC uses WebEOC (crisis management software) to supplement disaster management through communicative integration of ESFs, agency based emergency operations centers, and other facilities or functions as appropriate.

DEM maintains the overall ESF 14 plan and accompanying Attachments and References that govern response actions related to emergencies. Supporting agencies shall develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall EOP. All such documents will be in compliance with the National Response Framework, the National Incident Management System, the Incident Command System, and the EOP.

## Preparedness

Actions and activities that develop long-term recovery and mitigation response capabilities may include planning, training, orientation sessions, and exercises for ESF 14 personnel (i.e., county, state, regional, and federal) and other ESFs that will respond with ESF 14. This involves the active participation of local inter-agency preparedness organizations which collaborate in such activities on a regular basis. Local agencies will jointly address planning issues on an ongoing basis to identify response zones, potential staging areas, potential medical facilities, and the maintenance and future development of specialized teams.

Preparedness initiatives also include the following:

- A. Prepare and maintain emergency operating procedures, resource inventories, personnel rosters, and resource mobilization information necessary for implementation of the responsibilities of the lead agency.

- B. Maintain a list of ESF 14 assets that can be deployed during an emergency.
- C. Manage inventory of equipment and other pre-designated assets that are essential to meet the requirements of special needs groups.
- D. Maintain pre-disaster maps, photos, and other documents.
- E. Conduct long-term recovery and mitigation exercises.
- F. Develop and implement emergency response and logistics strategies.
- G. Select and train personnel on long-term recovery and mitigation plans, procedures, and activities.
- H. Ensure lead agency personnel are trained in their responsibilities and duties.
- I. Develop and implement emergency response and transportation strategies.
- J. Develop and present training courses.
- K. Maintain liaison with supporting agencies.
- L. Maintain the Lexington Fayette Hazard Mitigation Plan.
- M. Conduct All Hazards exercises.
- N. Coordinate with ESF 15 to develop and deploy strategies to increase the level of preparedness knowledge in the general public.

## Mitigation

ESF 14 will perform the following:

- A. Develop and enforce adequate building codes.
- B. Develop and enforce adequate land-use regulations.
- C. Participate in hazard mitigation surveys and identify potential hazard zones.
- D. Discourage development in hazard zones.
- E. Develop a public information program to alert citizens to the need for flood insurance.
- F. Develop post-disaster zoning and land use ordinances and regulations as required.

G. Develop post-disaster mitigation plans as needed.

## Alert and Notification

The EOC will serve as the central location for interagency coordination and executive decision-making, including all activities associated with ESF 14. The EOC will be activated, as will ESF 14 upon the direction of the Mayor or the DEM Director.

ESF 14 is organized consistent with the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System. This structure and system supports incident assessment, planning, procurement, deployment, and coordination of support operations to Lexington Fayette.

All operations will be conducted in adherence to Kentucky Occupational Safety and Health Program standards and regulations with life safety issues being a priority.

## Response

The ultimate responsibility for long-term recovery and mitigation lies with LFUCG. Extensive damage assessment is a necessary part of most recovery grant and aid programs at the state and federal levels. Initial damage assessment is conducted in the response phase of an emergency.

The DEM Director, or the assigned designee, will prioritize the formation of damage assessment teams to conduct detailed assessments based on information received from the initial assessments and other reports received in the EOC. DEM will identify and arrange to train long-term recovery personnel. Qualified, trained local teams will conduct damage assessment.

Response activities include the following:

- A. Coordinate long-term recovery process with damage assessment activities.
- B. Coordinate local disaster recovery out of the EOC.
- C. Maintain awareness of all damage information and reports.
- D. Begin the long-term recovery and post-disaster mitigation planning processes.
- E. Manage inventory of equipment and other pre-designated assets that are essential to meet the requirements of special needs groups.
- F. Maintain a list of ESF 14 assets that can be deployed during an emergency.
- G. Assign and schedule sufficient personnel to implement ESF 14 tasks for an extended period of time.

- H. Ensure lead agency personnel are trained in their responsibilities and duties.
- I. Develop and implement emergency response and logistics strategies.
- J. Select and train personnel on long-term recovery and mitigation plans, procedures, and activities.
- K. Determine the types of available assistance from higher levels of government and procedures for obtaining them.
- L. Maintain pre-disaster maps, photos, and other documents.
- M. Conduct long-term recovery and mitigation exercises.
- N. List critical facilities requiring priority of restoration and mitigation.
- O. Review procedures and forms for requesting long-term recovery assistance from higher levels of government.
- P. Identify nonprofit organizations, trade organizations, and professional people who can provide assistance.
- Q. Maintain the Lexington Fayette Hazard Mitigation Plan.
- R. Request the following type of assistance if necessary:
  - 1. State Assistance
    - a. If the Mayor determines that the need for state assistance exists, DEM will submit a damage assessment report to the KyEM, and/or State EOC.
    - b. Damage assessment reports may be transmitted to the state electronically, by telephone or fax if necessary. However, written documents will be submitted as soon as possible using the appropriate KyEM form.
    - c. KyEM may send state damage assessment teams to confirm the Mayor's damage assessment report. Depending on the circumstances, KyEM may also request that a joint Preliminary Damage Assessment (PDA) be conducted.
    - d. The Governor will use the Mayor's letter of request and damage assessment report to decide whether to declare a state of emergency for Kentucky (per KRS 39.400).

## 2. Federal Assistance

- a. The Governor will include PDA documents when requesting a Presidential Disaster Declaration in order to receive federal assistance (per PL 93-288, as amended).
- b. The Mayor is required to submit a report of disaster related expenditures to the Governor and the President (through KyEM).
- c. If a Presidential Declaration is issued, a Federal Coordinating Officer (FCO) shall be appointed to work with Lexington Fayette through the State Coordinating Officer (SCO) to identify needs and support requirements.
- d. The FCO and SCO will establish a disaster field office. It will house the FCO, SCO, and federal/state staff.
- e. Government officials often base the decision to declare a state of emergency on initial and follow-up damage reports. Federal assistance and declarations of emergency fall into two types:
  - 1) Public Assistance, and
  - 2) Individual Assistance.Therefore, there are two types of initial damage assessments and reports:

### 1) Public Assistance

Damage assessment for public facilities includes damage incurred by public structures owned by public or private non-profit entities.

### 2) Individual Assistance

Categories for Individual Assistance include damage to homes and damage to business.

Following a Presidential Declaration of Emergency, or if a declaration is pending, a Joint Damage Assessment with KyEM and/or with FEMA may take place. This will be in the recovery phase and based on the initial detailed damage assessment reports and/or any state declarations of emergency. It is anticipated that Lexington Fayette will receive individuals through KyEM and/or FEMA specifically trained in damage assessment and long-term recovery and re-entry analysis.

### 3. Disaster Assistance

- a. Included as principal staff officers on the FCO's staff are the Public Assistance Officer, Civil Rights Compliance Officer, and Individual Assistance Officer. The Individual Assistance Officer is directly responsible to the FCO for all matters relating to individual assistance, including the establishment, location, and operation of the Disaster Assistance Center (DAC) and mobile teams. The DAC Manager works under the direction of the Individual Assistance Officer. The FCO and staff are usually located in the Disaster Field Office established to serve as the central management point for all federal disaster operations.
- b. Kentucky Housing Corporation (KHC) may provide grants and/or low interest loans to KHC eligible disaster victims to repair or replace damaged homes and will assist in coordination of temporary or permanent housing.
- c. The following assistance may be available through the DAC to disaster victims:
  - 1) Emergency needs such as immediate shelter, food, clothing, and medical aid. These are provided by volunteer agencies such as the American Red Cross, Salvation Army, God's Pantry, and other private relief agencies.
  - 2) The temporary housing program can provide federal rental assistance to disaster victims whose verified uninsured losses or damages have a significant impact on safety, security, sanitation, and habitability of a house.
  - 3) Disaster unemployment and job placement assistance for those who lost their jobs because of the disaster.
  - 4) Distribution of food stamps to eligible victims by the U.S. Department of Agriculture through the state and county.
  - 5) Disaster loans for refinancing repair, replacement, or rehabilitation of damaged real or personal property not covered by insurance.
  - 6) Financial assistance from the Agricultural Stabilization and Conservation Service, U.S. Department of Agriculture, to farmers who perform emergency conservation measures on farm land damaged by the disaster in the form of a maximum of 80% funding. Internal Revenue Service can provide tax assistance in computing credits based on disaster casualty

losses.

- 7) Veterans Administration assistance includes death benefits, pensions, insurance settlements and adjustments to VA insured home mortgages.
- 8) Social security can provide assistance for recipients in expediting delivery of checks delayed by the disaster. Assistance can be provided in applying for disability, death and survivor benefits.
- 9) Emergency assistance and services can be provided to families under the Social Security Act in the form of funds (up to \$500) for repair of homes owned by public assistance recipients, shelter, and medical care.

#### 4. Public Assistance Program

- a. Projects under the Public Assistance Program are divided into two types: Emergency Work and Permanent Work.
- b. The two categories of Emergency Work are Category A-Debris Removal and Category B-Emergency Protective Measures.

#### 5. Individuals and Households Program (IHP)

- a. IHP can provide grants to individuals and households adversely affected by a major disaster. The maximum grant is based on the Consumer Price Index and is revised annually. A grant may be awarded to enable individuals and households to meet their disaster related serious needs and necessary expenses when they are unable to meet such expenses or needs through other means.
- b. The Governor expresses the intent to implement the IHP when requesting a Presidential Disaster Declaration, or within seven days of requesting a declaration. The program cannot be implemented until the State Cooperative Agreement has been approved by FEMA.
- c. The IHP is not intended to meet all disaster related losses, nor is it designed to purchase nonessential, luxury, or decorative items. IHP does not return recipients to pre-disaster status, nor does the program provide assistance for verified pre-existing conditions.
- d. Applicants with housing, personal property, or transportation needs must first apply to the Small Business Administration (SBA) and be declined a disaster loan prior to becoming eligible for the IHP. If an

applicant refuses SBA consideration, he/she is ineligible for the IHP.

- e. Recipients must purchase and maintain a minimum amount of flood insurance if the property is in a flood zone. If the applicant lives in a flood zone, and suffers a loss, and the jurisdiction does not participate in the National Flood Insurance Program (NFIP), a grant cannot be awarded until the jurisdiction is in the NFIP. A jurisdiction has six months from the declaration date to join the NFIP.

## Recovery

Recovery shall be carried out in accordance with state and federal regulations governing disaster assistance programs. As part of the recovery process, a brief hazard analysis and vulnerability review should be conducted to determine if mitigation measures would be beneficial. A Disaster Assistance Center (DAC) will be established in a location(s) as close to the disaster site as possible.

In the event of a catastrophic event the federal government will activate the National Disaster Response Framework. Under the NRF, the Disaster Field Office (DFO) shall be the primary field location for the coordination of federal response and recovery operations. The DFO shall house the Federal Coordination Officer (FCO) and the staff of the Emergency Response Team, and shall be located in or near the affected area. The office shall operate 24 hours a day, or with a schedule sufficient to sustain the federal response operations.

Long-term recovery activities include, but are not limited to, the following:

- A. Monitor damage assessment activities including the submission of the Preliminary Damage Assessments (PDA) to Kentucky Emergency Management.
- B. Establish priorities for emergency repairs to buildings, roads, and/or bridges.
- C. Evaluate the need for post-disaster zoning and land use ordinances and regulations.
- D. Coordinate recovery operations with state and federal agencies.

The recovery analysis process consists of the following:

- A. Re-entry
- B. Needs assessment
- C. Damage assessment

- D. Formulation of short- and long-term priorities within the context of basic needs and available resources
- E. Identification and implementation of appropriate restoration and development strategies

Short-term strategies address the following needs (this list may be shortened or expanded depending on the disaster and its assessment):

- A. Emergency services
- B. Communications networks
- C. Transportation networks and services
- D. Potable water systems
- E. Sewer systems
- F. Oil and natural gas networks
- G. Electrical power systems
- H. Emergency debris removal
- I. Security of evacuated or destroyed area
- J. Establishing a disaster recovery center and joint field office

Long-term recovery actions will require investigation, planning, and collaboration to develop and implement a program of reconstruction that is sustainable and incorporates mitigation measures to reduce the risks of future hazards or repeated damage that may be caused by future disastrous events. Long-term recovery strategies include, but are not limited to, the following:

- A. Completion of damage assessment and analysis
- B. Repairing/rebuilding the transportation infrastructure
- C. Repairing/rebuilding of private homes and businesses
- D. Hazard mitigation projects
- E. Other infrastructure rebuilding
- F. Completion of debris removal

There are several methods of debris removal including burning, grinding and chipping, burying, and recycling. Each method has its advantages and disadvantages. Ideally, all methods should be used to expedite debris reduction operations while complying with local and state ordinances and environmental regulations.

#### G. Post damage building inspection

1. Immediately following a damaging disaster, Lexington Fayette will be overwhelmed with the number of structures requiring safety evaluations. The damage assessment teams' data will be used to determine priorities for safety surveys.
2. Procedures have been developed to allow expedient assessment and posting of affected areas.
3. The initial assessment of potentially damaged areas will be carried out by the preliminary damage assessment team and will be followed by inspections by the Lexington Division of Building Inspection and the Lexington Division of Code Enforcement personnel to areas of heaviest damage or potential danger. Safety surveys of buildings require individual rather than area-wide observations.
4. The development of building and environmental hazard assessment criteria has taken into account the anticipated shortfall of manpower resources and in doing so has been divided into two levels of complexity and technical requirements.
5. Inspections of the affected buildings, by appropriately qualified inspectors, will allow posting of those structures with placards designed to inform the public of the suitability and safety of the building for further use. The methodology employed for this purpose is a three level designation of apparent damage or danger. In addition to the posting classifications required to rate the safety of a building as a whole, there may also be a need to designate individual areas, either otherwise undamaged buildings or some outside areas, as dangerous for occupancy or use. Examples of these areas may include cracked parapet, elevators, areas of ground subsidence, damaged propane tanks, areas within the strike zone from damaged chimneys, etc. These areas will require barricades or other means of limiting potential danger to the public.

#### H. Activation of Donation Coordination Center (DCC)

1. When the DCC is activated, staff from the Department of Social Services and volunteer agencies will create a needs assessment team and will determine an initial "needs list" for donated goods.

2. When the DCC is activated, the EOC Director will develop a donations reception team composed of staff from Lexington Division of Parks and Recreation and Lexington Division of Facilities and Fleet Management, along with volunteer/non-profit agency representatives.
3. Upon activation of the DCC, the EOC Director will designate the Logistics Section Chief as the Donations Coordinator to assist the Donations Reception Team in facilitating transactions concerning offers of cash, goods, and services during the disaster operations.
4. The DCC is tasked with facilitating the matching of donated goods and services with all organizations involved. This site will work in conjunction with the EOC.
5. A database will be utilized for documenting and tracking all donated resources. Donations information will be made available to all participating agencies, volunteer organizations, emergency responders, and the EOC.
6. Information regarding individuals and businesses soliciting contracts for goods or services will be recorded separately from donated goods and services.
7. For the proper management of unsolicited and non-designated donations, operating facilities will include checkpoints, staging areas, donations coordination centers, distribution centers, and storage warehouses.
8. The Logistics Section Chief will work with the private sector, volunteer non-profit agencies to identify appropriate facilities to serve as donations DCCs, distribution centers, and storage warehouses.
9. Twenty-four hour security of facilities and for personnel will be provided.
10. Distribution centers will be operated by local governments, local churches, community-based organizations, and volunteer agencies to provide donated goods directly to disaster victims.
11. Donors will be advised to properly package and label all goods and to provide a detailed inventory list with shipments.
12. The organization accepting/receiving designated donations will follow its own policies and procedures for handling the logistics involved.
13. Non-designated cash donations will be used only for needs and expenses resulting from locally declared disasters.

14. Donors will be discouraged from sending unsolicited donations. Donors who insist on donating unsolicited or unwanted goods will be told the goods cannot be accepted at this time. If these goods are received, the information will be entered into a database and made available to volunteer organizations and other emergency responders, should a need arise for such goods. When possible, unneeded goods such as clothing shall be recycled or redistributed to others in need.
15. Corporate offers of bulk items will be accepted if the items can be used in the disaster response and relief efforts. Information concerning corporate offers of bulk items will be entered in the resource database. When necessary, information concerning the proper use of items being donated and expiration dates will also be entered in the database. Corporate donors will be advised to label goods and to provide a detailed inventory list with all shipments.

#### I. Restoration of Documents

1. The Council Clerk will develop procedures and guidance for which documents are critical to be restored and the ones from which information can be retrieved.
2. The Kentucky Department of Libraries and Archives can provide trained personnel or guidance in obtaining trained personnel to assist in the restoration and retrieval of damaged paper, film, and electronic documents.
3. The Kentucky Historical Society can provide trained personnel or guidance in obtaining trained personnel to help conserve and restore historical artifacts and documents.
4. The preservation of damaged documents and artifacts must begin as soon as it is safe to gain access to the damaged documents.
5. It is impossible to return damaged documents and artifacts to their original state, but the information they contain can often be retrieved.

#### J. Begin the long-term community planning process

1. ESF 14 will spearhead the long-term community planning process which requires a collaborative effort including local, state, and federal governments, community groups, including individuals and groups representing access and functional needs populations, property owners, developers, contractors, infrastructure providers, insurance providers, and the financial community. FEMA guidance indicates the community

planning process can take 6-12 weeks or longer depending on the magnitude of the disaster and available resources for planning. Implementation can take years.

2. Planning assistance will be sought from KyEM and FEMA, and the level of assistance received will be primarily determined by the following factors:
  - a. Geographic extent of the disaster
  - b. Degree of impact by sector (sectors include housing, infrastructure/environment, and economy, including agriculture)
  - c. Local government's capacity to strategically manage the long-term recovery process
3. The community planning process will address five key areas for recovery:
  - a. Community well-being, including public health, mental health, and community services
  - b. Economic development
  - c. Infrastructure systems and structural environment
  - d. Natural environment (condition of soil, air, and water)
  - e. Cultural heritage and historic preservation
4. In a catastrophic disaster state, federal resources will be necessary to expedite the planning process and to provide technical and financial assistance to implement community recovery plans. However, local governmental leadership, existing local resolutions and/or ordinances, local governmental agencies and departments, and planning commissions are in a position to provide the basic framework needed for community planning.

In the case of a catastrophic event or any emergency, the Mayor has the authority to appoint the following boards and assign them with specific duties and authorities:

- a. County Emergency Board

Develop agriculture policy and ensure the safety and restoration of the food production cycle, address livestock and animal issues, and provide line of communication with the State Emergency Board and local community.

b. County Construction/Housing and Engineering Board

Assess housing inventory and resources and the requirements needed to meet the needs of the emergency, i.e., evacuee housing, housing for medical facilities and/or storage, and reconstruction of buildings both private and public.

c. Economic Stabilization Board

Support and implement federal, state, and local economic stabilization measures including purchasing, stockpiling, and distribution of resources. Works closely with ESF 7.

K. Hazard Mitigation Grant Program (HMGP)

1. The HMGP has the following objectives:
  - a. To prevent future loss of lives and property due to disasters.
  - b. To implement local hazard mitigation plans.
  - c. To enable mitigation measures to be implemented during the immediate recovery period.
  - d. To provide funding for previously identified mitigation measures that benefit the disaster area.
2. The HMGP can be utilized to fund projects to protect either public or private property.
3. A Letter of Intent for a proposed project must be submitted to KyEM.
4. Proposed projects must meet certain minimum criterion which is designed to ensure that the most cost effective and appropriate projects are selected for funding. Both federal law and regulations require that the projects are part of the overall mitigation strategy for the disaster area.
5. It is the responsibility of the State Hazard Mitigation Team to select and prioritize projects to be submitted to FEMA for funding.
6. Each application shall be reviewed for eligibility in accordance with the criteria contained in the HMGP State Administrative Plan and the State Hazard Mitigation Plan.

## **Responsibilities**

### A. Lexington Division of Emergency Management (DEM)

DEM is responsible for the development of a long-term recovery and mitigation plan and should receive support from LFUCG, non-profit organizations, and disaster support services (i.e., American Red Cross).

The DEM Director has overall direction and control of long-term recovery and mitigation for LFUCG citizens, to include:

1. Discourage development in hazard zones.
2. Develop public information and education programs.
3. Train personnel in long-term recovery and mitigation techniques.
4. Maintain pre-disaster maps, blueprints, photos, and other documents.
5. Make a list of critical locations requiring priority repairs if damaged.
6. Perform long-term recovery and mitigation activities, as necessary, during emergency conditions.
7. Identify nongovernmental groups that could assist.

### B. Lexington Division of Code Enforcement

1. The Division of Code Enforcement will serve as the lead for the Damage Assessment Teams and will analyze hazardous zones.
2. Damage Assessment Teams will survey all impacted structures and determine unsafe structures.
3. All damage assessments will be forwarded immediately to the EOC Planning Chief. When possible, all data will be entered in WebEOC.
4. Review building codes and land-use regulations for possible improvements.
5. Develop and enforce building codes and land-use regulations.
6. Evaluate the need for post-disaster zoning and land use ordinances and regulations.

C. Lexington Division of Finance

Maintain accurate records of funds, materials, and man-hours expended as a direct result of the disaster.

D. Lexington Division of Computer Services / GIS

1. Provide maps, blueprints, etc. as requested.
2. Provide technical assistance in planning and operations as required.

E. Lexington Department of Environmental Quality and Public Works

1. Maintain maps and other documents relating to water and sewer lines and other utilities.
2. Make a list of critical facilities under the jurisdiction of this department requiring priority repair(s) if damaged.
3. Assist in long-term recovery and mitigation operations, as directed.
4. Post unsafe and/or unusable buildings, road, or bridges.

F. Lexington Fayette County Health Department (LFCHD)

LFCHD will provide personnel to perform water quality checks and determine the need/generate public health notices.

G. Lexington Fayette Property Valuation Administrator (PVA)

1. Collect information about structural damage.
2. Use damage information to revise property records.
3. Provide property assessments to determine value of damaged property.

H. Mayor of Lexington

The Mayor, as chief executive of the LFUCG, has overall direction and control of all recovery activities following an emergency.

I. DEM Director / EOC Director

1. The DEM Director will organize and coordinate damage assessment, provide the Mayor and other agencies with reports, and assist state and local agencies with damage assessment.

2. The DEM Director is responsible for establishing the DAC and coordinating all activities of the DAC.
3. The DEM Director is responsible for administering and coordinating the local hazard mitigation plan.
4. The DEM Director will determine what kind of and when donations are needed and authorize locations for acceptance.

J. Lexington Division of Building Inspection Director

Provide direction and control of building survey and processes.

K. ESF 3 Coordinator

The ESF 3 coordinator is responsible for coordinating the removal and disposal of debris. Lexington Fayette has the initial responsibility for debris removal. However, if the emergency or disaster is beyond the capability of local government, it may request assistance from the state, other local governments, contractors, etc.

L. Administration and Finance Chief

The Administration and Finance Chief provides interface between the EOC, Department of Finance, Applicant's Agent, and all other agencies involved with recovery activities.

M. Logistics Chief

The Logistics Chief is responsible for providing/coordinating all logistical support requirements for the DAC. The Logistics Section Chief will determine donation locations and match accepted goods with requests/needs.

N. Planning Chief

1. Collect and collate information concerning damage to the infrastructure and other property within Lexington Fayette.
2. Submit initial and follow-up damage assessment reports to the EOC Director, EOC Operations Chief, EOC Manager, and display the information in the EOC when requested.
3. Process damage assessment reports and make recommendations for which buildings are critical infrastructure and should be considered for the priority list for a more detailed building survey.
4. Monitor the disaster assessment process.

5. Collect, report, and maintain estimates of expenditures and obligations as required.
6. Correlate and consolidate all expenditures for submission to KyEM.
7. Solicit cooperation from local companies (appraisers, contractors, utilities, etc.), and local representatives of supporting agencies such as American Red Cross, Lexington Division of Fire and Emergency Services (FES), etc., to assist in the recovery process.
8. Maintain a list of critical facilities (public buildings, streets, bridges, etc.) requiring priority repairs if damaged.

O. Disaster Recovery Coordination

The DEM Director will direct disaster recovery operations. The EOC Planning Chief will be responsible to the DEM Director for the recovery operations.

P. Community Nonprofit Agencies (American Red Cross, etc.)

1. Advise and assist in recovery operations as needed.
2. Advise about shelter, housing, and meeting other human needs.

Q. Applicant's Agent

The Commissioner of Finance has been appointed by the Mayor to serve as the Applicant's Agent for Lexington Fayette. He or she is authorized to represent Lexington Fayette with state and federal agencies managing public assistance programs. Duties of the Applicant's agent include:

1. Receiving funds provided to Lexington Fayette by state or federal public assistance programs.
2. Coordinating bid contract procedures for the recovery effort.
3. Ensure that proper documentation and records are maintained throughout recovery operations through collection and maintenance of records of LFUCG expenditures relating to response and recovery efforts.
4. Informing Commissioners and Directors of the dates by which project application work must be completed.

R. Federal Coordinating Officer (FCO)

The FCO is responsible for coordination of all federal disaster assistance efforts in the affected areas. The FCO works closely with the State Coordinating Officer (SCO) to ensure effective implementation of assistance programs.

S. Kentucky Department of Libraries and Archives (KDLA)

KDLA will provide direction and guidance to the Council Clerk.

T. Small Business Administration (SBA)

SBA provides low interest disaster loans to homeowners, renters, businesses of all sizes and private, nonprofit organizations to repair or replace real estate, personal property, machinery and equipment, inventory, and business assets that have been damaged or destroyed in a declared disaster.

U. Private Utilities

1. Provide information about locations of power, natural gas, telephone facilities, and lines.
2. Evaluate how damage to facilities and lines impact recovery operations.

V. Other Agencies

KyEM can assist in preparing disaster assistance requests and in coordinating outside assistance.

## Attachment A

### Damage Assessment Protocol for LFUCG

The deployment of the Damage Assessment Team will be at the request of the DEM Director in response to an event in Lexington Fayette that causes damage from high winds, severe thunderstorms, tornadoes, earthquakes, or a man-made event.

The DEM Director will contact the Lexington Division Code Enforcement Director and brief regarding the event and needs for assessment. The Code Enforcement Director will deploy essential assets based on the event and assets required to adequately assess damage.

The Code Enforcement Director will contact and coordinate the other Inspection Teams in Lexington-Fayette as needed.

There are six primary Inspection Teams responsible for assessing damages:

#### A. Critical Facilities Inspection Team

1. Code Enforcement Director is the team leader.
2. The assessment of damage to critical facilities is coordinated by the team leader.
3. The team leader will submit summaries of team reports to the EOC Planning Chief and EOC Director.
4. This team will be comprised of personnel from these LFUCG divisions: FES, Building Inspection, and Code Enforcement.
5. Inspectors will:
  - a. Determine the extent and type of damage to the building.
  - b. Determine the structural integrity of the building.
  - c. Determine the habitability of the building.
  - d. Recommend the repair or demolition of the building.
  - e. Prohibit entry into a dangerous building(s) by blocking entrances using barricade tape or other means.
  - f. Submit reports to the team leader.

## B. Streets and Roads Inspection Teams

1. Lexington Division of Streets and Roads is the team leader.
2. This damage assessment team will assess damages to the streets and roads under the jurisdiction of Lexington Fayette.
3. This team is comprised of personnel from Streets and Roads and the State Highway Department.
4. Critical Assessments will include:
  - a. The ESF 3 coordinator, in consultation with the EOC Director and the EOC Manager, will determine the priority in which road repairs should be made.
  - b. The ESF 3 coordinator will ensure that roads will be closed, if necessary, and the appropriate barricades and signs are placed.

## C. Bridge / Pedway Inspection Teams

1. Lexington Division of Engineering is the team leader.
2. This damage assessment team will be composed of engineers who have volunteered to inspect bridges after an earthquake.
3. Inspectors should:
  - a. Report to assigned bridge(s) and inspecting them for damage.
  - b. Document the damage by taking photographs if possible.
  - c. Use surveyors' crayon to write on both ends of the bridge the following information:
    - 1) Status of bridge (OK for pedestrians, no heavy equipment, etc.).
    - 2) Date and time of inspection.
    - 3) Name and phone number of inspector.
  - d. Cordon off the bridge with "Do Not Enter" tape if necessary.

- e. Report bridge status to the EOC Planning Chief, ESF 3 coordinator, and EOC Director.

#### D. LFUCG Facilities Inspection Team

1. Lexington Division of Risk Management is the team leader.
2. This team will assess damage to buildings and other structures belonging to LFUCG.
3. The team leader will submit summaries of team reports to the EOC Planning Chief and EOC Director.
4. This team is comprised of personnel from these LFUCG divisions: Risk Management, Water Quality, Parks and Recreation, and Facilities and Fleet Management.
5. Inspectors should:
  - a. Determine the extent and type of damage to the building.
  - b. Determine the structural integrity of the building.
  - c. Determine the habitability of the building.
  - d. Recommend the repair or demolition of the building.
  - e. Prohibit entry into a dangerous building by blocking entrances using barricade tape or other means.

#### E. University of Kentucky Inspection Team

1. University of Kentucky Crisis, Management, and Preparedness (UKCMP) is the team leader.
2. This team will assess the damage to the University of Kentucky properties.
3. The team leader will submit summaries of team reports to the EOC Planning Chief and EOC Director.
4. UKCMP will develop a list prioritizing the buildings and structures to be inspected.
5. University of Kentucky Inspectors will:
  - a. Determine the extent and type of damage to the building.

- b. Determine the structural integrity of the building.
- c. Determine the habitability of the building.
- d. Recommend the repair or demolition of the building.
- e. Prohibit entry into a dangerous building by blocking entrances using barricade tape or other means.

#### F. Residential and Commercial Inspection Team

1. Lexington Division of Code Enforcement is the team leader.
2. This team is responsible for assessing damage to all residential and commercial properties in Lexington-Fayette.
3. The team leader will submit summaries of team reports to the EOC Planning Chief and EOC Director.
4. This team will be comprised of personnel from PVA, Building Inspection, Code Enforcement, GIS, and private contractors.
5. The team will:
  - a. Determine the extent and type of damage to the structures and its contents.
  - b. Determine the habitability of the structure.
  - c. Recommending the repair or demolition of the building.
  - d. Prohibit the entry into a dangerous building by blocking entrances using barricade tape or other means.

### Damage Assessment Trailer Deployment Protocol

The Damage Assessment Trailer (DAT) is stored at Lexington Division of Fleet Services at 669 Byrd Thurman Drive.

The DAT will be deployed with the Damage Assessment Team to support that team at the request of the DEM Director.

Lexington Division of Code Enforcement is responsible for:

- A. Inventory of equipment in this trailer should be completed at least semi-annually.

- B. Equipment damages and shortages will be reported to DEM.
- C. Training of the Damage Assessment Team personnel in the use of the DAT trailer and related equipment.
- D. Set up of the Zumro tent, located in the trailer, which should be completed semi-annually and inspected for function.
- E. Moving the trailer to damage assessment incident site as directed by the DEM Director. If the move cannot be completed by Code Enforcement personnel, a request for assistance should be made through the EOC.
- F. The Code Enforcement Director will assign equipment from the trailer to Damage Assessment Team personnel.
- G. The Code Enforcement Director will assign team members to damage areas for evaluation.



# ESF 15 Public Information

Primary Coordinating Agency

Lexington Division of Emergency Management



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## Primary Coordinating Agency

The Lexington Division of Emergency Management (DEM) is the primary coordinating agency for Emergency Support Function 15 Public Information (ESF). DEM will act as the central coordinating agency for receiving and disseminating public information during a disaster.

Information will be disseminated from the Emergency Operations Center (EOC) in the form of media briefings, news releases, social media postings, website updates, blogs, audio updates to its AM radio station network, video news releases, the GTV-3 cable channel, and situation reports.

Through WebEOC (crisis management software) and press release distribution, information will also flow from ESF 15 to the State EOC.

## Local Supporting Agencies

Local supporting agencies for ESF 15 are agencies with designated Public Information/Public Affairs Officers, or spokespersons that participate in information gathering and dissemination activities. This list of primary agencies may be expanded or shortened dependent on the event. These agencies may become a part of a Joint Information System (JIS) as necessary.

- A. E911
- B. Fayette County Public Schools
- C. Kentucky Horse Park
- D. LexCall
- E. Lexington Division of Community Corrections
- F. Lexington Division of Computer services
- G. Lexington Division of Environmental Policy
- H. Lexington Division of Fire and Emergency Services
- I. Lexington Division of Government Communications
- J. Lexington Division of Police
- K. Lexington Fayette County Health Department (LFCHD)
- L. Local Media

- M. Local Utilities
- N. Mayor's Office
- O. United Way - 211
- P. University of Kentucky Office of Public Information

## State, Regional, and Federal Agencies and Organizations

ESF 15 keeps officials and the citizens of the Commonwealth informed of developing emergency situations, instructions for protective actions in the event of a threatened or actual natural, man-made, technological, or terrorist incident, controls rumors and speculations, and provides recovery operations instructions.

Specific incidents may require the notification to, and assistance from, state, regional, or federal agencies. State and federal agencies that may be active in ESF 15 include, but are not limited to, the following:

- A. Office of the Governor
- B. Kentucky Department for Public Health (KDPH)
- C. Kentucky Department for Environmental Protection
- D. Kentucky Division of Emergency Management (KyEM)
- E. Federal Emergency Management Agency (FEMA)
- F. Kentucky State Police
- G. Blue Grass Army Depot
- H. Blue Grass Army Chemical Activity
- I. Kentucky Department of Agriculture
- J. Kentucky Department of Transportation
- K. Language services, i.e., Kentucky Cabinet for Health and Family Services Language Access Program (LAP)
- L. Kentucky Cabinet for Health and Family Services

## Purpose

The purpose of ESF 15 is the generation of timely public information that is essential to avoid or minimize the loss of life and property if a disaster is imminent or has occurred.

Information will be disseminated to government officials, emergency services staff, media outlets, and the public through the Emergency Alert System (EAS), 1620 AM Alert Radio, the outdoor warning system, IPAWS, the news media, and other media as appropriate. Additionally, ESF 15 will maintain contact with contiguous political jurisdictions, state, and federal level authorities.

This coordination will improve the ability of all participating agencies and organizations to coordinate and to cohesively and effectively perform the following:

- A. Quickly relay critical and potentially lifesaving information to those at risk.
- B. Provide timely, consistent information on the status of emergency operations.
- C. Coordinate the release of public information from all responding agencies and avoid unnecessary duplication of messages.
- D. Assure the public that government is responding effectively to the emergency.
- E. Make credible and consistent information available to answer citizen inquiries.
- F. Provide ongoing and useful information regarding recovery.
- G. Ensure a system is in place to provide information using all available channels.
- H. Ensure a system is in place to monitor traditional media and social media to ensure accurate information is being disseminated to the public.
- I. Ensure a system of information gathering is in place during crises.

During times of crises, local broadcast stations and news publications share a commitment to warn and inform local citizenry of actions that can save lives and protect the environment and property. This function is separate and distinct from news coverage and journalistic pursuits. A complete list of media outlets, including out-of-county, regional, state, and national media, is maintained by ESF 15 for news and information dissemination.

During emergency situations, most broadcast stations in central Kentucky participate in the national EAS. WUKY-FM is the primary notification station for EAS alert messages. Time Warner/Insight Cable subscribers receive these messages, as well as viewers of the local over-the-air broadcast stations – WKYT-TV, WLEX-TV, WTVQ-TV, WDKY-TV, and Kentucky Educational Television (KET). Additionally, most AM and FM radio stations rebroadcast EAS messages.

## Situations and Assumptions

General situations, assumptions, and policies are found in the Emergency Operations Plans (EOP) Basic Plan and are not repeated in this ESF. Only statements specific to ESF 15 are stated here:

- A. Most disasters occur with little or no warning; however, ESF15 may be activated when there is imminent threat or advance warning of floods, winter storms, tornadoes, etc.
- B. Essential resources (personnel, vehicles, fuel, critical supplies, etc.) may be pre-positioned and readied for activation when an area is under imminent threat.
- C. Essential resources (personnel, vehicles, fuel, critical supplies, etc.) will be relocated for safety if they are in an area under imminent threat.
- D. Emergencies can quickly reach a magnitude that require additional resources from local, state, federal, or other organizations through mutual aid agreements. Requests for additional assistance from outside of Lexington Fayette will be made through and by ESF 7 KyEM, or with organizations with which Lexington Fayette and/or coordinating agencies have mutual aid agreements.

The following assumptions will guide the dissemination of public information in the Lexington/Fayette area:

- A. A significant natural disaster, emergency condition, or other incident may be of such magnitude that the means for dispersing public information in the disaster area may be severely affected or cease to function.
- B. Extensive destruction of media communications facilities and loss of electrical power may severely disrupt the normal flow and dispersal of information in the disaster area.
- C. The demand for public information within the disaster area may exceed the capability of ESF 15 to provide service. Additional support may be requested from other local agencies or the state.
- D. Information can be erroneous, vague, difficult to confirm, and contradictory during a disaster. It is the responsibility of ESF 15 to provide guidance and correcting/clarifying information in these cases.
- E. There will be significant demand for information on volunteer resources that are needed during a disaster.

- F. When ESF 15 is activated, Lexington DEM PIO will lead ESF 15 activities from the EOC.
- G. Depending on the extent and nature of the emergency, ESF 15, in consultation with the DEM Director and/or EOC Manager, may activate additional staff according to JIS operating procedures. A Joint Information Center (JIC) may be staffed physically at the EOC or be staffed virtually.
- H. During an event involving multiple agencies and jurisdictions, all participating agencies and departments will coordinate, to the greatest extent possible, emergency public information releases, through ESF 15.
- I. During an event involving state, regional, and federal level agencies, ESF 15 will coordinate activities and emergency information releases with the other Public Information Officers and Public Affairs Officers of these organizations.
- J. Local, regional, state, and national media outlets, if effectively utilized, can inform the population of emergency events that may be occurring and how best to take protective actions.
- K. Local, regional, state, and federal agencies, non-profit organizations and/or networks (such as the Kentucky Outreach and Information Network) will be utilized to reach populations with access and functional needs, people with language barriers, etc.

Depending on the severity of the emergency, telephone communication and electrical power may be affected. This may prompt two unrelated actions: (1) door to door and/or public address systems to warn the public of impending danger, and (2) dependence on internet and texting capabilities to send information to media outlets outside the affected area.

## Direction and Control

The Lexington Fayette EOC will serve as the central location for interagency coordination and multijurisdictional executive decision-making, including all activities associated with ESF 15.

Though a JIC/JIS system may be activated, the ESF 15 coordinator will stay in contact with the EOC Director and the EOC Manager through an EOC/JIC liaison. Ultimately, it is the responsibility of the EOC Director and/or the EOC Manager to approve the information disseminated by ESF 15.

ESF 15 complies with the National Response Framework, the National Incident Management System, and uses the Incident Command System (composed of Planning, Operations, Logistics, and Finance/Administration Sections with their standardized units, teams, positions, forms, and terminology) to manage its emergency/disaster

responsibilities. Key to this system is DEM, which functions as the official disaster organization for preparedness, mitigation, response, and recovery within Lexington Fayette. ESF 15 complies with Incident Command System standards for the formation and operation of a JIC.

ESF 15 operates at three levels within the EOC with one or more staff in conjunction with a JIC and one or more field operations.

All management decisions regarding county and/or regional resource allocation are made at the EOC by the ESF 15 coordinator during emergency activations.

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.

## Concept of Operations

### General

- A. All operations will be conducted in adherence to Kentucky Occupational Safety and Health Program standards and regulations with life safety issues being a priority.
- B. Procedures, protocols, and plans for disaster response activities provide guidelines for operations at the EOC and in the field. The EOP and corresponding Appendices, Incident Specific Plans, Support Plans, and Standard Operating Procedures that describe ESF 15 capabilities (based on National Planning Scenarios, Universal Task List, and Target Capabilities) are the basis of these guidelines. Periodic training and exercises are also conducted to enhance effectiveness.
- C. DEM maintains the overall ESF 15 plan and accompanying Attachments and References that govern response actions related to emergencies.
- D. Supporting agencies shall develop and maintain their own similar documents for internal use, which must be compatible with, and in support of, the overall EOP. All such documents will be in compliance with the National Response Framework, the National Incident Management System, the Incident Command System, and the EOP.
- E. When directed by the on-scene Incident Commander (IC), ESF 15 will establish and staff a Joint Information/ Media Center near the scene of the emergency. The location of the center will be selected by ESF 15 with the approval of the on-scene IC. The purpose of the center is to provide a central location to collect and collate information from the response agencies and to disseminate official

statements, emergency information, and instructions.

- F. ESF 15 will obtain authorization from the on-scene IC before the news media are allowed to visit any restricted area. ESF 15 staff will coordinate media activities at the scene according to the criteria established by the on-scene IC.
- G. Actions initiated by ESF 15 are grouped into the phases of emergency management: prevention, preparedness, response, recovery, and mitigation. Each phase requires specific skills and knowledge. Each phase 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.
- H. Lead or supporting agency public information staff will operate from the EOC on a 24-hour schedule to help maintain the flow of public information. As necessary, a physical or virtual JIC will be established to meet the requirements of the ESF-15 operational plan for the required 12-hour cycles.
- I. A large event requiring regional, state, and/or interstate mutual aid assistance will require ESF 15 implementation through JIS procedures. ESF 15 will coordinate with supporting agency counterparts to seek and procure, plan, coordinate, and direct the use of any required assets, including the formation and staffing of a JIC.
- J. Access to the EOC by the media will be restricted and normally limited to a designated area. A pool representative from each media type may be selected for access if space constraints become an issue.
- K. The EOC uses WebEOC to supplement disaster management through communicative integration of ESFs, agency based emergency operations centers, and other facilities or functions as appropriate.

## Preparedness

Actions and activities that develop ESF 15 response capabilities may include planning, training, orientation sessions, and exercises for ESF 15 personnel (i.e., county, state, regional, and federal) and other ESFs that will respond with ESF 15. Initiatives also include the following:

- A. Conduct planning with ESF 15 supporting agencies and other emergency support functions to refine operations.
- B. Conduct training and exercises for EOC and response team members. Ensure lead agency personnel are trained in their responsibilities and duties.

- C. Manage inventory of equipment and other pre-designated assets that are essential to meet the requirements of special needs groups.
- D. Maintain a list of ESF 15 assets that can be deployed during an emergency.
- E. Assign and schedule sufficient personnel to implement ESF 15 tasks for an extended period of time.
- F. Develop and implement emergency response and logistics strategies.
- G. Develop and present training courses for ESF 15 personnel.
- H. Maintain liaison with supporting agencies.
- I. Conduct all-hazards exercises involving ESF 15.
- J. Develop and maintain a resource request system.
- K. On an ongoing basis and during periods of non-emergency, DEM Public Information Office (PIO), and other primary and supporting agencies involved in ESF 15, will engage in public education programs. These programs are designed to educate and prepare citizens for potential hazards and best response procedures.
- L. Public Information Officers will be trained in their roles of the PIO under NIMS and the Incident Command System including legal issues, risk communication, communication in emergencies, and the role of the Joint Information System/Joint Information Centers.
- M. ESF 15 staff will be trained in the use of disaster intelligence from ESF 5, including how the intelligence can be effectively used in communications with news media on potential consequences of hazards on people, buildings and infrastructure.
- N. The ESF 15 coordinator and his/her assistants will disseminate written and graphic disaster preparedness materials such as brochures and publications, public presentations, news releases, website and social media postings, and through attendance at public events.

The information will be designed to encourage preparedness activities, awareness and personal responsibility to minimize the loss of life and property during a disaster.

- O. ESF 15 will 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.

## Mitigation

ESF 15 will perform the following:

- A. Coordinate with the All Natural Hazards Mitigation Committee to identify potential hazards and their impacts and seek funding for resources to mitigate those hazards.
- B. Provide personnel with the appropriate expertise to participate in activities designed to reduce or minimize the impact of future disasters.

## Alert and Notification

The EOC will serve as the central location for interagency coordination and executive decision-making, including all activities associated with ESF 15.

The EOC will be activated, as will ESF 15, upon the direction of the Mayor or the DEM Director. The DEM Director may make the decision to selectively activate ESF 15 agencies based on the type of threat, event, or incident. DEM will notify ESF 15 primary and supporting agencies of activation and request liaisons to report to the EOC.

E911 will notify the DEM Director and the primary on-call person when the county or an area of the county has been threatened or impacted by an emergency or disaster event.

E911 or DEM will initiate ESF 15 notification using the Emergency Notification System (ENS). E911 will request, as directed by DEM, assistance from the primary coordinating agency to staff the ESF 15 position in the EOC on a 24-hour basis.

Upon instructions to activate the ESF 15 group, ESF 15 and supporting agencies will implement their procedures to notify and mobilize all personnel, facilities, and physical resources potentially needed based on the emergency.

Primary and supporting agencies in ESF 15 will include appropriate methods and media outlets to ensure that persons with disabilities, cultural differences, and language barriers receive the public health and safety public information disseminated to all populations.

## Response

The EOC will act as the central coordinating facility for receiving, interpreting, writing, editing, and disseminating public information during a disaster.

Information will be received by the EOC through ESF emergent information and Situation Reports, news media reports, social media reports, and citizen reports received by LexCall.

In major events or those with considerable media attention, ESF 15 will establish a JIC to facilitate the coordinated release of information from all responding agencies. ESF 15 will:

- A. Notify the media of disaster impacts, protective measures, and other topics that will facilitate and expedite response and recovery and address public information needs.
- B. 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.
- C. Create informational releases with the following prioritization:
  - 1. Lifesaving, including information essential to survival, health, and safety.
  - 2. Recovery, including instructions concerning disaster recovery, relief, programs, and services.
  - 3. Other, including non-emergency notices released by participating government and volunteer agencies.

ESF 15 is responsible for the coordination of all public information activities during an actual or pending emergency. ESF 15 will:

- A. Disseminate information concerning specific disasters and the threats associated with the current potential situation as well as long and short-term protective actions. This information will be disseminated to the news media and general public through a multimedia methodology.
- B. Ensure that no media information is released prior to appropriate coordination and approval.
- C. Actively solicit information from all ESFs and liaisons to ensure current and complete information is being disseminated.
- D. Coordinate information flow with the State EOC.
- E. Coordinate and publish information concerning all facets of the emergency, e.g., needed volunteers and donations, evacuation, reentry, and other recovery issues.

- F. Develop a JIC should the situation warrant.
- G. Ensure broadcast, print, and social media are monitored for correct and consistent informational reports and postings.
- H. Conduct media briefings and/or press conferences as appropriate.
- I. Participate in EOC briefings, Incident Action Plans, Situation Reports, and meetings.
- J. Ensure the most up to date information is available to answer public inquiries regarding the emergency by developing uniform talking points for all employees or volunteers who have direct contact with the public.
- K. Work with the DEM Director, or designee, to help ensure LexCall has timely, accurate, and useful information available to answer direct inquiries from the public.
- L. Schedule and coordinate news conferences and media briefings as dictated by the event.
- M. Make every effort to provide emergency information appropriate for non-English speaking citizens and other special population groups (e.g., the elderly and those with physical and developmental disabilities).
- N. Coordinate with the staff of senior elected officials and other dignitaries visiting the disaster area to coordinate site visits, tours, and media opportunities.
- P. Work with elected officials and department heads to ensure appropriate representation at news conferences and ample opportunities for media interviews and photos. The ESF 15 coordinator will ensure local officials are kept apprised of such visits.
- Q. Continue to work with DEM and all other departments and agencies throughout the stabilization and recovery period.
- R. Coordinate efforts with KyEM, in particular the application of multimedia public information strategies, techniques, and monitoring efforts.

## Recovery

After the emergency response phase is determined complete, ESF 15 participates in the recovery effort. ESF 15 will:

- A. Coordinate with ESF 5 in assessing disaster recovery issues, priorities, problems, and other factors that need to be shared with the news media. This

includes questions on damage assessment findings, disaster response performance, and other potentially sensitive issues.

- B. Coordinate with ESF 6 to announce status of shelters, location of mass feeding and/or supplies distribution sites, and comfort stations.
- C. Coordinate information and publicity efforts with volunteer and donations coordinators in relation to volunteers and/or donations.
- D. Provide staff if establishment of JIC is required.
- E. Maintain records of all releases for documentation after the event.
- F. Include disaster assistance information, descriptions of recovery efforts, actions being taken to alleviate problems, and public assistance programs available in informational releases.

## Responsibilities

ESF 15 is the primary lead and coordinator for ESF 15 when the EOC is activated. As part of the EOC team, ESF 15 coordinator functions may include, but are not limited to, the following:

- A. Assist ESF 2 with initiating EAS by activating the Integrated Public Alert and Warning System (IPAWS).
- B. As directed by the EOC Manager, disseminate to the local media by any distribution method available lifesaving emergency response actions that should be taken by the public.
- C. Gather emergency response information from other ESF coordinators or ESF 15 agencies tasked with primary, support, or assisting responsibilities.
- D. Coordinate the release of emergency response information to the media, as necessary, with other local, state, regional, and federal agencies with ESF 15 responsibilities.
- E. Manage the activation and operation of a JIC, which includes the following activities:
  - 1. Gathering and disseminating emergency information in a multijurisdictional response requires a well-organized coordination process. When multiple PIOs coordinate with each other from their respective EOCs or out in the community, they will use processes and protocols as defined in the JIS.

When situations dictate a large response by ESF 15, the EOC Manager,

EOC Director, and ESF 15 coordinator may decide to provide facilities for multiple PIOs to operate in a single operational unit or facility, known as a JIC.

2. Activation of the JIC will be initiated when an emergency event, or the imminent threat of an event, requires multiple jurisdictions and/or requires dissemination of information to the public to protect the lives, environment, and property of the citizens of Lexington Fayette and/or surrounding counties and jurisdictions.
3. The JIC can operate physically in one location with multiple personnel or through electronic coordination in multiple locations.
4. The JIC functions will be performed by the following teams which will be staffed by DEM PIO, personnel from other ESF 15 primary and supporting agencies, ESF 15 state, regional, and federal Public Information Officers, Public Affairs Officers, and trained volunteers.
5. The JIS/JIC consists of the following operating units:
  - a. JIC Manager/Lead Public Information Officer
  - b. Information Gathering and Production Group Supervisor
    - 1) EOC Liaison
    - 2) Research and Writing Unit
    - 3) Audio/Visual Support Unit
    - 4) Media/Social Media Monitoring Unit
  - c. Information Dissemination Group Supervisor
    - 1) Internal Communications Unit
    - 2) Media/Rapid Response Unit
    - 3) Briefing Unit
    - 4) Telephone Unit
    - 5) Internet Applications/Email/Social Media Unit
  - d. Field Information Group Supervisor

- 1) Community Relations Unit
- 2) Field Operations/Media Unit
- 3) VIP Unit