LEADING FROM THE FRONTIER TO THE FUTURE

KENTON COUNTY
HOMELAND SECURITY
EMERGENCY MANAGEMENT

Kenton County Kentucky Emergency Operations Plan

(Version: KCEOP 059-01-2024)

Appendices

Kenton County Homeland Security Emergency Management

1840 Simon Kenton Way, Suite 2400 — Covington, Kentucky 41011 — www.kentoncounty.org

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Kenton County ~ Community Profile & Statistical Demographics Appendix A

Kenton County Homeland Security Emergency Management

Kenton County Homeland Security
Emergency Management
Director Steve Hensley

(Version: APP A 059-01-2024)

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Appendix A – Kenton County Profile / Demographics

Kenton County is located in the Commonwealth of Kentucky and is the third most populous county in Kentucky. The county was formed in 1840 and is named after Simon Kenton, a frontiersman notable in the early history of the state. Kenton County, with Boone and Campbell Counties are part of the Northern Kentucky metropolitan area. Kenton County was established on January 29, 1840 from land given by Campbell County.

Geography

According to the U.S. Census Bureau, the county has a total area of 164 square miles, of which 160 square miles is land and 4.1 square miles (2.5%) is water. The county is located at the confluence of the Licking River and Ohio River. The elevation in the county ranges from 455 feet to 960 feet above sea level.

Demographics

County Seat(s): Covington and Independence ♦ Coordinates: 38°56′N / 84°32′W

Total Population: In the 2020 census, the population was 169,064.

Total Square Miles: 164 total sq. mi. ♦ 160 sq. mi. of Land ♦ 4.1 sq. mi. Water

Total Housing Units: 69,894 (Owned - 43,326; Vacant - 6,207; Rental - 20,325)

Incorporated Cities in Kenton County - **All of these communities list KCHSEM as the Emergency Management Agency for the city* (See Appendix I – Section 2)*

- v Bromley
- v Covington
- v Crescent Springs
- v Crestview Hills
- v Edgewood
- v Elsmere
- v Erlanger
- v Fairview
- v Fort Mitchell
- v Fort Wright
- v Independence
- v Kenton Vale
- v Lakeside Park
- v Ludlow
- v Park Hills
- v Ryland Heights
- v Taylor Mill
- v Villa Hills
- v Walton

Unincorporated Communities

- v Atwood
- v Latonia
- v Nicholson
- v Visalia

Adjacent Counties / State

- v Campbell (East)
- v Pendleton (Southeast)
- v Grant (Southwest)
- v Boone (West)
- v Hamilton, Ohio (North)

Interstates / Major Highways

- I-71
- I-75
- I-275
- US 25
- US 127
- US 42
- KY 8
- KY 14
- KY 16
- KY 17
- KY 177
- KY 371
- KY 536
- KY 1072
- KY 1303
- KY 1486
- KY 1829
- KY 2042
- KY 2043
- KY 2046

Community Resilience Indicator Analysis (CRIA) Indicators

Percent Age over 65: 13.95%
Percent with a Disability: 13.84%
Percent without HS Diploma: 10.14%
Percent Unemployment: 4.20%
Percent Lacking Health Insurance: 5.60%
Percent HH with Limited English Proficiency: 1.16%
Median HH Income: $64,339
Percent of Mobile Homes: 2.23%
Percent of Owner Occupied Housing: 60.73%
Percent of Single Parent HH: 20.00%
Vacant Rental Rate: 3.60%
Percent of HH without a Vehicle: 7.78%

Income Inequality (GINI Index): 0.44
Percent of Religious Adherents: 48.50%
Health Diagnosing and Treating Practitioners per 1,000: 25.10
Public Schools per 5,000: 1.39
Hotels/Motels per 5,000: 0.67
Social and Civic Organizations per 10,000: 0.85
Hospitals per 10,000: 0.67
Population Change as a Standard Deviation: 0.04

Aggregate Resilience Indicator: 0.23

Law Enforcement Organizations

There are 15 Law Enforcement Organizations within Kenton County (*see Appendix I – Section 6*). Kenton County Sheriff's Office, Kenton County Police Department, and twelve cities within the county provide police services.

- Covington Police Department
- Cincinnati/Northern Kentucky International Airport Police Department
- Crestview Hills-Lakeside Park Police Authority
- Edgewood Police Department
- Elsmere Police Department
- Erlanger Police Department
- Fort Mitchell Police Department
- Fort Wright Police Department
- Independence Police Department
- Kenton County Police Department
- Kenton County Sheriff's Office
- Ludlow Police Department
- Northern Kentucky Drug Strike Force
- Park Hills Police Department
- Taylor Mill Police Department
- Villa Hills/ Crescent Springs

Fire Departments

There are 16 fire departments located in Kenton County (11 City fire departments, 4 fire protection districts, 1 fire authority), plus 2 additional departments located other counties that provide service to areas in Kenton County. (*See Appendix I – Section 4*)

- Covington Fire Department
- Cincinnati/Northern Kentucky International Airport Fire Department
- Crescent Springs-Villa Hills Fire/EMS Department
- Crittenden and Community Volunteer Fire Department
- Edgewood Fire Department
- Elsmere Fire Protection District
- Erlanger Fire/EMS Department
- Fort Mitchell Fire/EMS Department
- Fort Wright Fire/EMS Department, City of
- Independence Fire Protection District
- Ludlow Fire Department
- Park Hills Fire Department
- Piner Fiskburg Fire Protection District
- Ryland Heights and Community Fire Protection District
- Taylor Mill Fire Department
- Walton Fire Protection District

Water Service

The Northern Kentucky Water District provides water service to all of Kenton County.

Sanitary And Storm Sewer Service

Sanitation District #1 provides sewer and sanitation system services to all of Kenton County.

Electrical Services

Duke Energy provides electrical services for the northern part of the County, and Owen Electric provides electrical service in the southern part.

Heating Sources

Approximately 57% of housing units utilize utility gas, 35% utilize electricity, and less than 8% utilize other sources of fuel for home heating. Duke Energy is the sole natural gas service provider to Kenton County, but several private companies provide Liquefied Propane services.

Transportation Entities

Kenton County will rely heavily on the school districts and the Transportation Authority of Northern Kentucky (TANK) for transport of citizens should it be needed.

Hospitals

There are five medical facilities in Kenton County: St. Elizabeth Hospitals in Covington and Edgewood, NorthKey Community Care in Covington, SUN Behavioral Kentucky in Erlanger, and Encompass Health Rehabilitation Hospital of Northern Kentucky in Edgewood. St. Elizabeth Edgewood is the primary emergency care facility in the County and the Northern Kentucky Region (*see Appendix I – Section 10*). In addition to the Local Fire / EMS Services, American Medical Response (AMR) and Patient Transport Services (PTS) provide EMS transportation services for these locations. Evacuation plans are in place for the facilities, including transportation resources, to support the plans.

Nursing Homes, Assisted Living And Retirement Communities

The County is home to 15 nursing homes, assisted living and retirement communities (s*ee Appendix I – Section 16*). The facilities are serviced by the Local EMS service for emergency calls and AMR and / or PTS for non-emergent transport runs. Each facility has a current evacuation plan and has identified transportation resources to support the plan.

Schools

There are six public school districts within Kenton County and several private catholic schools that operate under the jurisdiction of the Diocese of Covington (*see Appendix I – Section 8*). The larger school districts have access to transportation and have transportation plans in place. The smaller districts without transportation work within a Memorandum of Agreement with supporting agencies.

Universities / Colleges

Thomas More University is the only fully accredited university in the County and is located in Crestview Hills. The Gateway Community Technical College is an accredited community college that has a main campus located in Boone County with several satellite campuses located in Edgewood, Ft. Wright and Covington. Gateway Community Technical College is one of 16 two-year, open-admissions colleges of the Kentucky Community and Technical College System (KCTCS).

Jails/Prisons/Detention Center

The Kenton County Detention Center has limited transportation capabilities and would require assistance from Kenton County to transport its population and staff to appropriate receiving facilities.

Children's Homes

The County is host to two Children's Homes. Children's Home of Northern Kentucky is located in Covington and Diocesan Catholic Children's Home is located in Fort Mitchell, both of which are in the northern portion of the County.

Rural/Urban Populations

Kenton County is generally divided into two parts. The northern part is highly urban / suburban make-up with 18 incorporated cities, and the southern part is essentially an agricultural area dotted with rural residential sites.

High Occupancy Structures

26% of the 69,858 housing units in Kenton County are in multi-unit buildings.

Housing Units (rentals, homes, seasonal)

There are 69,858 total housing units in Kenton County and 29% (20,325) of them are rental units.

Airport

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

Branding / Logo / Motto

"Leading From The Frontier To The Future"

Storm Warning Sirens

There are 36 outdoor early warning sirens strategically located throughout the county. The sirens are a collaborative effort between the Kenton County Homeland Security Emergency Management Agency and Kenton County Emergency Communications Center (E911). See Appendix I Section 13 for list.

Weather

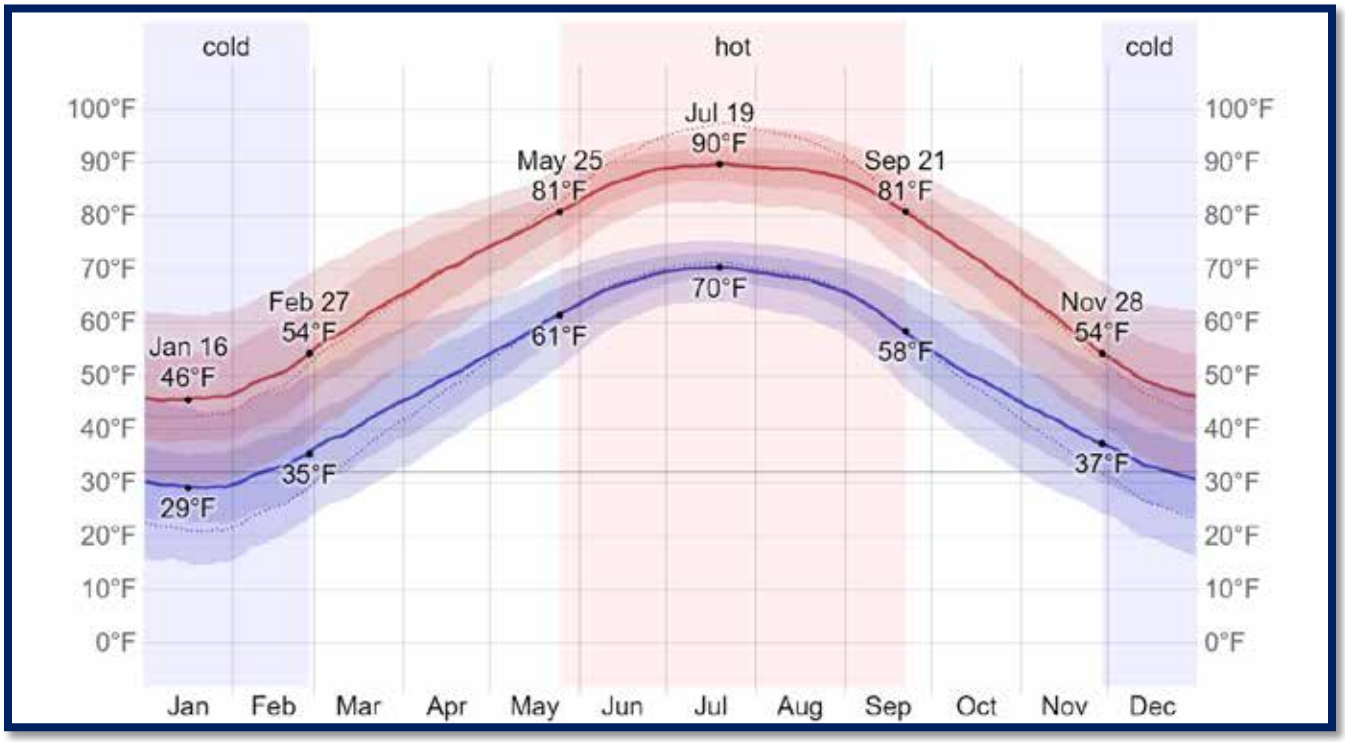
Kenton County can get extreme weather any time of year with tornadoes and severe thunderstorms becoming quite dangerous. The state experiences all four distinct seasons, with warm summers and moderately cold winters. Daytime temperatures during the summer average 87 degrees, and the UV index is typically high. In Kenton County, the summers are long, hot, and muggy; the winters are very cold, wet, and windy; and it is partly cloudy year-round. Over the course of the year, the temperature typically varies from 29°F to 90°F and is rarely below 14°F or above 96°F. You can't risk "hoping for the best" when it comes to Kentucky weather.

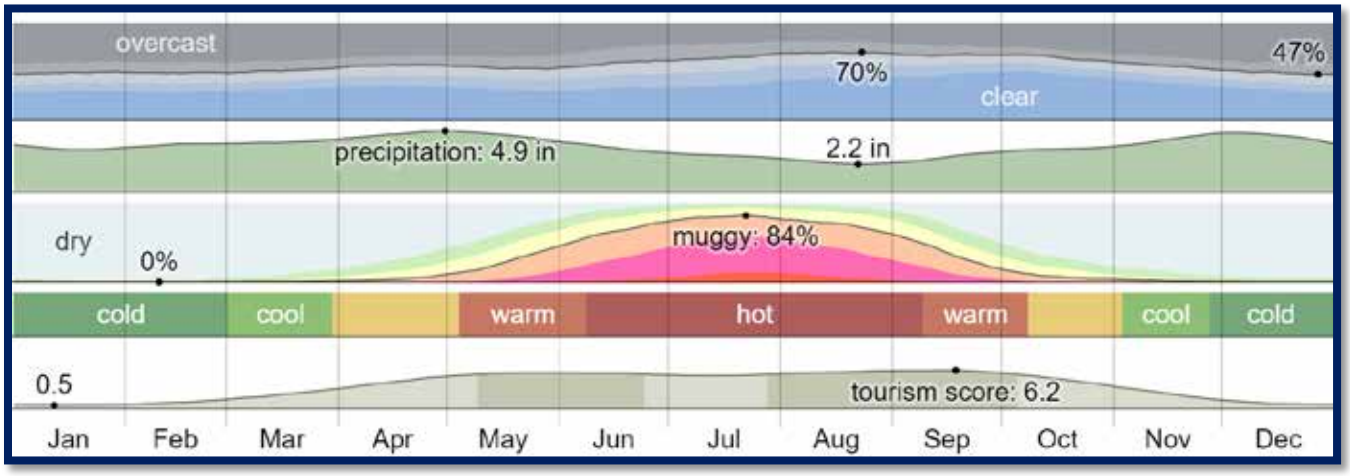
Kenton County Weather Averages (Temperatures)

Temperature / Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
High °C	3	6	12	18	23	28	30	29	26	19	12	6
Low °C	-6	-4	1	6	12	16	19	18	14	7	2	-3
High °F	37	43	54	64	73	82	86	84	79	66	54	43
Low °F	21	25	34	43	54	61	66	64	57	45	36	27
Rainfall	3.1	3.6	3.9	4.6	4.6	3.6	2.9	2.3	2.8	3.4	4.2	4.4
Snowfall	3.1″	2.9″	0.7″	0.0″	0.0″	0.0″	0.0″	0.0″	0.0″	0.0″	0.3″	2.0″
Daylight	10.0h	10.9h	12.0h	13.2h	14.1h	14.6h	14.3h	13.5h	12.4h	11.2h	10.2h	9.7h
Wind Speed	10.2	10.5	10.8	10.5	8.9	7.2	6.4	6.5	7.5	8.6	9.6	9.9

Climate Averages

	Kenton, Kentucky	United States
Rainfall	43.9 in.	38.1 in.
Snowfall	15.7 in.	27.8 in.
Precipitation	118.0 days	106.2 days
Sunny	179 days	205 days





Census Demographic Facts for Kenton County Kentucky (2020):

Fact	Kenton County Ky	Fact Note
Population Estimated 2022	169,495	
Population Census, April 1, 2020	169,064	
Population Census, April 1, 2010	159,728	
Population, percent change - April 1, 2010 to April 1, 2020	4.60%	
Persons under 5 years, percent	6.50%	
Persons under 18 years, percent	23.60%	
Persons 65 years and over, percent	14.90%	
Female persons, percent	50.50%	
White alone, percent	91.20%	
Black or African American alone, percent	4.90%	(a)
American Indian and Alaska Native alone, percent	0.20%	(a)
Asian alone, percent	1.30%	(a)
Native Hawaiian and Other Pacific Islander alone, percent	0.10%	(a)
Two or More Races, percent	2.20%	
Hispanic or Latino, percent	3.40%	(b)
White alone, not Hispanic or Latino, percent	88.20%	
Veterans, 2015-2019	10,069	

Fact	Kenton County Ky	Fact Note
Foreign born persons, percent, 2015-2019	3.30%	
Housing units, July 1, 2019, (V2019)	69,894	
Owner-occupied housing unit rate, 2015-2019	66.10%	
Median value of owner-occupied housing units, 2015-2019	$161,100	
Median selected monthly owner costs -with a mortgage, 2015-2019	$1,288	
Median selected monthly owner costs -without a mortgage, 2015-2019	$433	
Median gross rent, 2015-2019	$811	
Building permits, 2020	311	
Households, 2015-2019	63,966	
Persons per household, 2015-2019	2.55	
Living in same house 1 year ago, percent of persons age 1 year+, 2015-2019	85.20%	
Language other than English spoken at home, percent of persons age 5 years+, 2015-2019	4.50%	
Households with a computer, percent, 2015-2019	91.40%	
Households with a broadband Internet subscription, percent, 2015-2019	85.70%	
High school graduate or higher, percent of persons age 25 years+, 2015-2019	89.90%	
Bachelor's degree or higher, percent of persons age 25 years+, 2015-2019	31.70%	
With a disability, under age 65 years, percent, 2015-2019	10.60%	
Persons without health insurance, under age 65 years, percent	6.20%	

Fact	Kenton County Ky	Fact Note
In civilian labor force, total, percent of population age 16 years+, 2015-2019	68.50%	
In civilian labor force, female, percent of population age 16 years+, 2015-2019	64.30%	
Total accommodation and food services sales, 2012 ($1,000)	D (*See Value Notes*)	(c)
Total health care and social assistance receipts/revenue, 2012 ($1,000)	1,297,956	(c)
Total manufacturers' shipments, 2012 ($1,000)	1,674,796	(c)
Total merchant wholesaler sales, 2012 ($1,000)	886,004	(c)
Total retail sales, 2012 ($1,000)	1,331,664	(c)
Total retail sales per capita, 2012	$8,235	(c)
Mean travel time to work (minutes), workers age 16 years+, 2015-2019	23.7	
Median household income (in 2019 dollars), 2015-2019	$64,339	
Per capita income in past 12 months (in 2019 dollars), 2015-2019	$33,330	
Persons in poverty, percent	11.20%	
Total employer establishments, 2019	3,157	
Total employment, 2019	60,453	
Total annual payroll, 2019 ($1,000)	3,167,120	
Total employment, percent change, 2018-2019	2.20%	
Total non-employer establishments, 2018	10,116	
All firms, 2012	11,306	

Fact	Kenton County Ky	Fact Note
Men-owned firms, 2012	6,451	
Women-owned firms, 2012	3,740	
Minority-owned firms, 2012	912	
Nonminority-owned firms, 2012	10,038	
Veteran-owned firms, 2012	1,247	
Nonveteran-owned firms, 2012	9,377	
Population per square mile, 2010	996.7	
Land area in square miles, 2010	160.25	
FIPS Code	"21117"	
NOTE: FIPS Code values are enclosed in quotes to ensure leading zeros remain intact.		
Value Notes		
None		
Fact Notes		
(a)		Includes persons reporting only one race
(c)		Economic Census - Puerto Rico data are not comparable to U.S. Economic Census data

Fact	Kenton County Ky	Fact Note
(b)		Hispanics may be of any race, so also are included in applicable race categories
Value Flags		
-		Either no or too few sample observations were available to compute an estimate, or a ratio of medians cannot be calculated because one or both of the median estimates falls in the lowest or upper interval of an open ended distribution.
F		Fewer than 25 firms
D		Suppressed to avoid disclosure of confidential information
N		Data for this geographic area cannot be displayed because the number of sample cases is too small.
FN		Footnote on this item in place of data
X		Not applicable
S		Suppressed; does not meet publication standards
NA		Not available
Z		Value greater than zero but less than half unit of measure shown

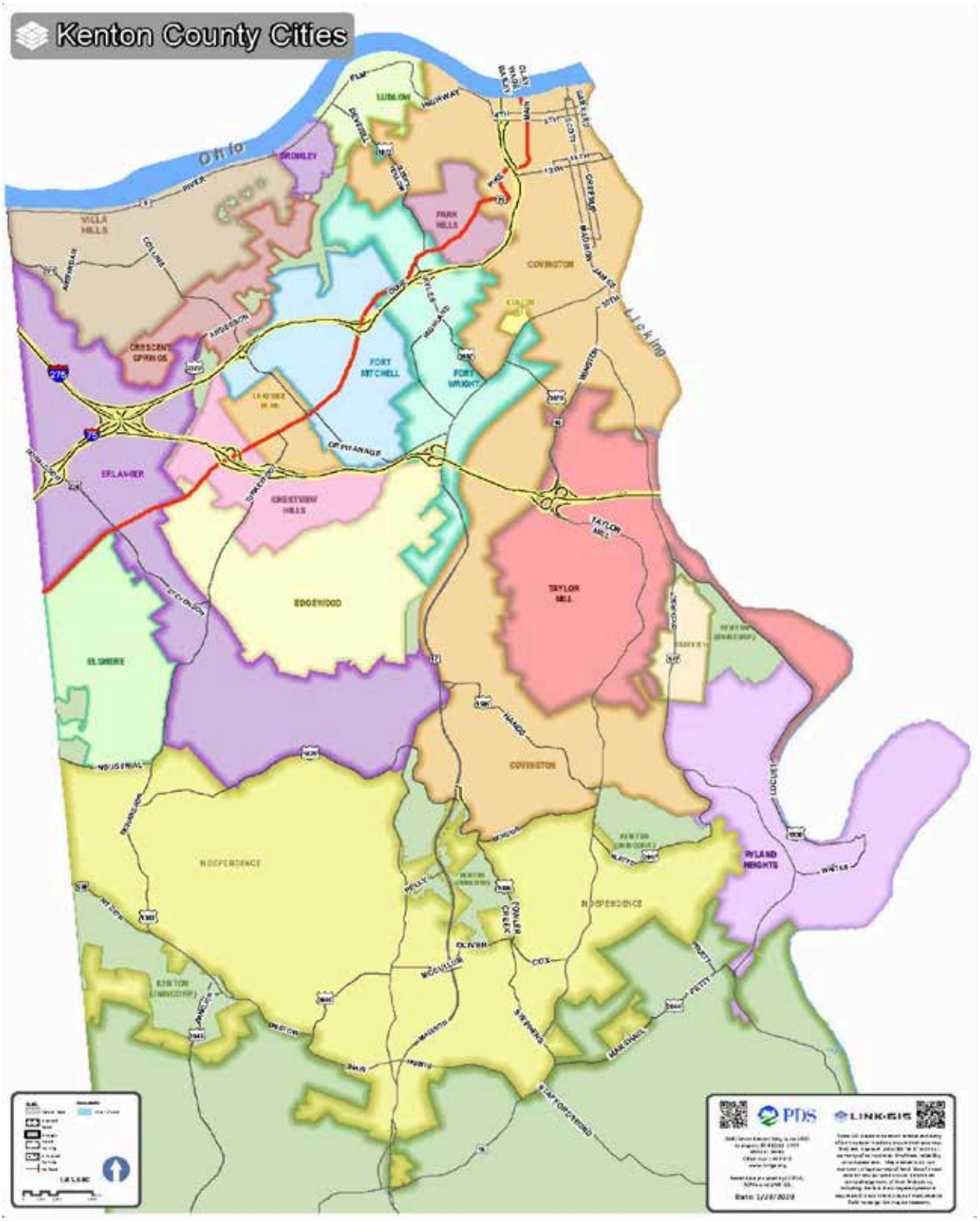
Annual Estimates of the Population by Location in Kenton County Kentucky: April 1, 2020 to July 1, 2021			
Geographic Area	**April 1, 2020 Census Base**	**Population Estimate**	
		2020	**2021**
Bromley City, Kentucky	0721	721	718
Covington City, Kentucky	41,058	41,018	40,837
Crescent Springs City, Kentucky	4,295	4,312	4,340
Crestview City, Kentucky	446	446	447
Crestview Hills City, Kentucky	3,412	3,412	3,414
Edgewood City, Kentucky	8,403	8,402	8,387
Elsmere City, Kentucky	9,169	9,173	9,165
Erlanger City, Kentucky	19,617	19,641	19,710
Fairview City, Kentucky	141	141	141
Fort Mitchell City, Kentucky	8,682	8,681	8,662
Fort Wright City, Kentucky	5,854	5,855	5,837
Independence City, Kentucky	28,557	28,632	28,920
Kenton Vale City, Kentucky	107	107	106
Lakeside Park City, Kentucky	2,831	2,829	2,820
Ludlow City, Kentucky	4,380	4,377	4,358
Park Hills City, Kentucky	3,171	3,172	3,165

Geographic Area	April 1, 2020 Census Base	Population Estimate	
		2020	2021
Ryland Heights City, Kentucky	921	921	928
Taylor Mill City, Kentucky	6,844	6,843	6,832
Villa Hills City, Kentucky	7,324	7,325	7,331
Walton City, Kentucky	5,478	5,494	5,530
Unincorporated Kenton County	7,653	7,681	7,847
Kenton County Totals	**169,064**	**169,183**	**169,495**

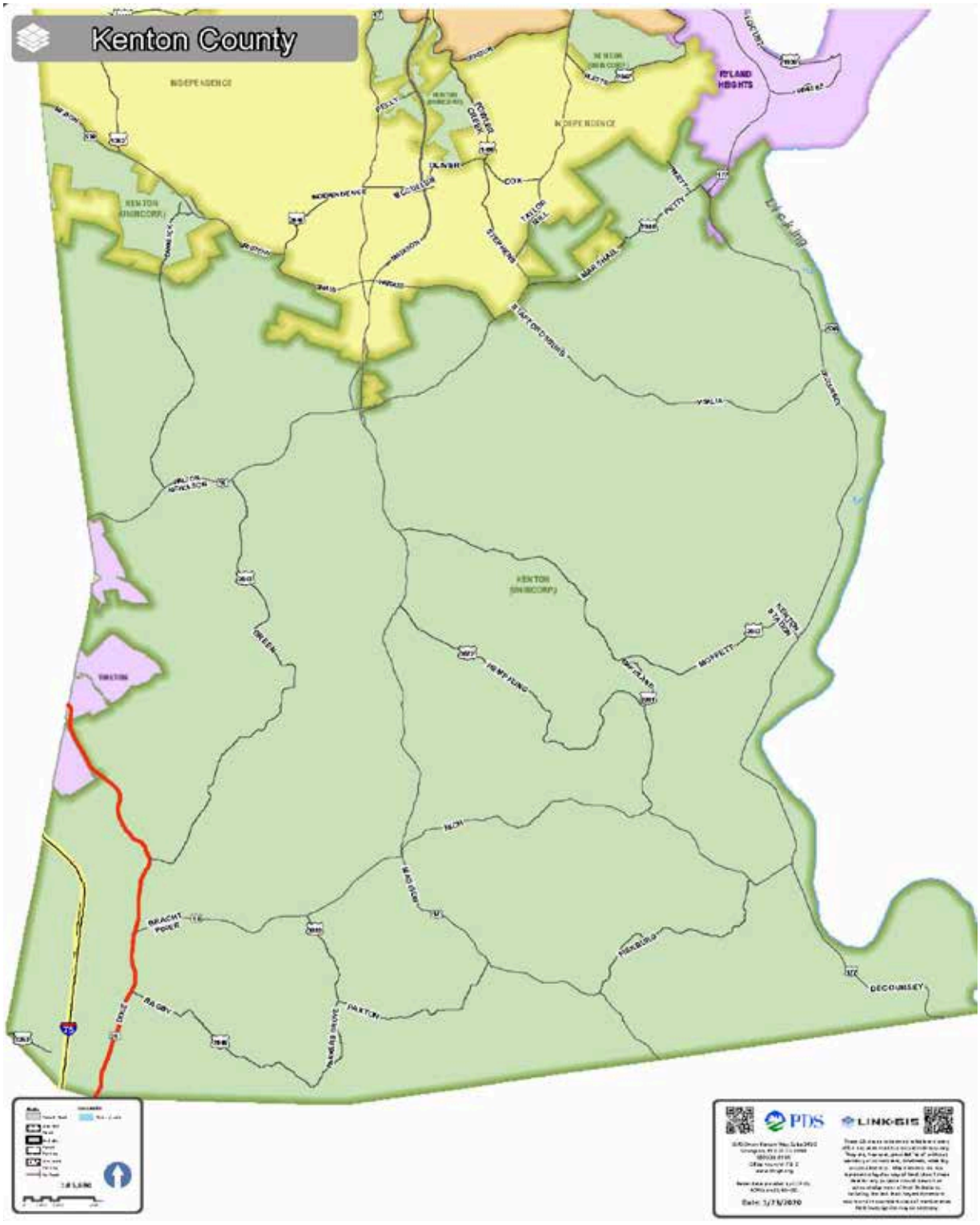
Note: The estimates are developed from a base that incorporates the 2020 Census, Vintage 2020 estimates, and 2020 Demographic Analysis estimates. For population estimates methodology statements, see http://www.census.gov/programs-surveys/popest/technical-documentation/methodology.html. The estimates feature geographic boundaries from the Vintage 2020 estimates series; the geographic boundaries for these 2021 population estimates are as of January 1, 2020.

Suggested Citation:
Annual Estimates of the Resident Population for Counties in Kentucky: April 1, 2020 to July 1, 2021
(CO-EST2021-POP-21)
Source: U.S. Census Bureau, Population Division
Release Date: March 2022

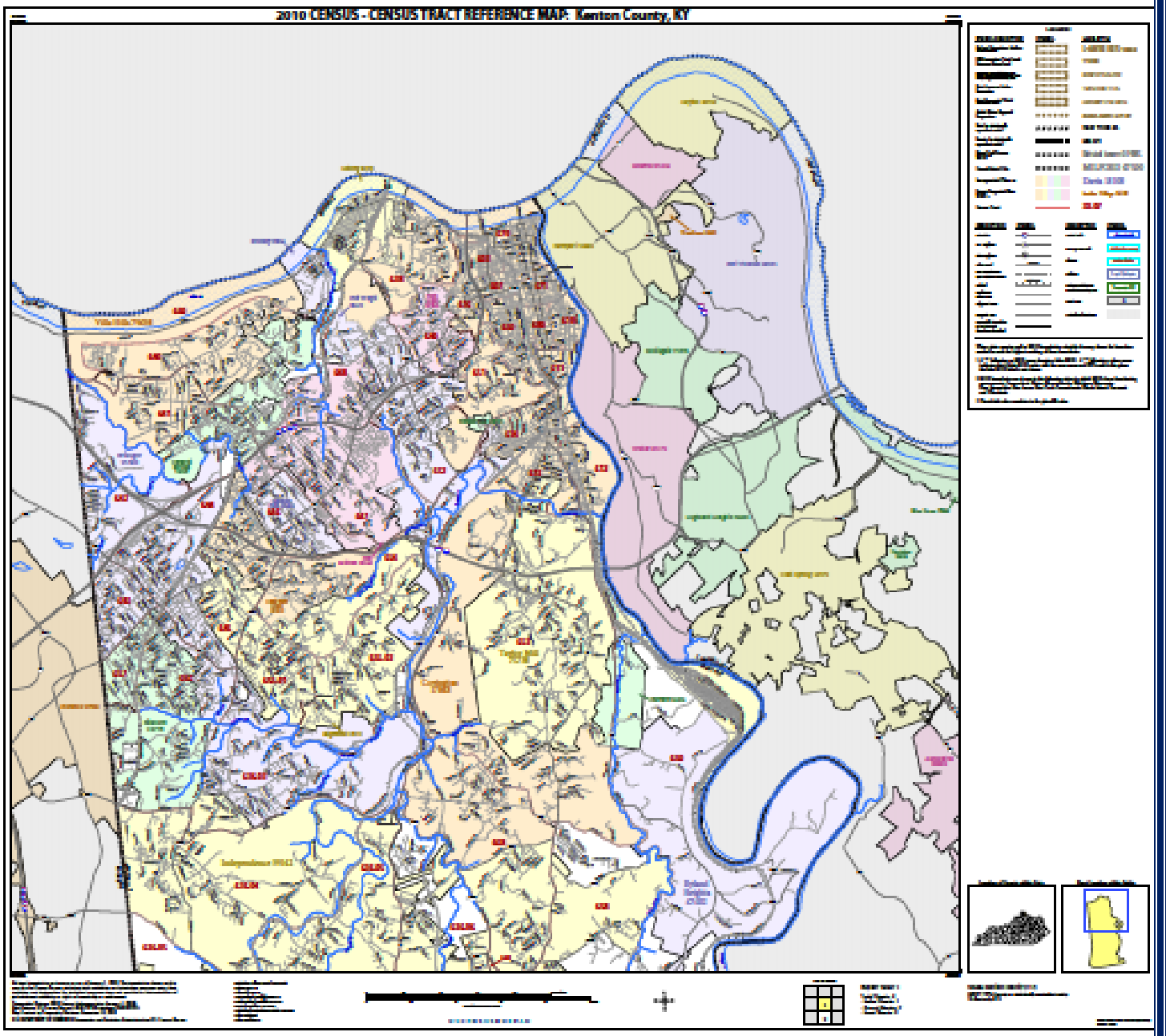
Northern Map Of Kenton County



Southern Map Of Kenton County



CENSUS MAP



FEMA CRI Indicators

Kenton, KY
County Population: 168,264
% of Residents with 3+ RF: 18.26% (+/- 8.66%)
# of Residents with 3+ RF: 30,306 (+/- 14,375)
% of Residents with 1-2 RF: 38.17% (+/- 11.07%)
# of Residents with 1-2 RF: 63,361 (+/- 18,373)
% of Residents with 0 RF: 43.57% (+/- 11.15%)
# of Residents with 0 RF: 72,334 (+/- 18,506)

FEMA Community Resilience Challenges Index Percentile: 15 of 100

FEMA CRCI Indicators

Percent without HS Diploma: 8.45%
Percent Age 65 and Older: 14.50%
Percent with a Disability: 13.44%
Percent HH without a Vehicle: 7.44%
Percent HH with Limited English: 1.38%
Percent Single-Parent HH: 25.56%
Percent HH without a Smartphone: 13.08%
Percent Mobile Homes: 2.06%
Percent Owner-Occupied Housing: 62.95%
Number of Hospitals per 10,000 People: 0.24
Number of Medical Practitioners per 1,000 People: 25.27
Percent without Health Insurance: 5.37%
Percent Below Poverty Level: 11.89%
Median HH Income: $68,503
Percent Unemployed Labor Force: 4.17%
Percent Unemployed Women in Labor Force: 3.80%
Percent Workforce Employed in Predominant Sector: 22.21%
Income Inequality (Gini Index): 0.45
Social/Civic Organizations per 10,000 People: 0.77
Percent without Religious Affiliation: 56.77%
Percent Inactive Voters: 10.09%
Population Change: 0.01

FEMA Community Resilience Index: 0.41

NATURAL HAZARD RISK INDEX

Risk Index is Relatively Low

Score: **73.81**
National Percentile: 73.81 Percentile Within Kentucky: 90.00

The Risk Index rating is **Relatively Low** for **Kenton County, KY** when compared to the rest of the U.S.

Risk Index Overview

Compared to the rest of the U.S., **Kenton County, KY's** Risk Index components are:

Expected Annual Loss:	**Relatively Low**
Social Vulnerability:	**Relatively Low**
Community Resilience:	**Very High**

Hazard Type Risk Ratings

Compared to the rest of the U.S., **Kenton County, KY's** risk to each hazard type is:

Avalanche	Not Applicable	
Coastal Flooding	Not Applicable	
Cold Wave	**Relatively Low**	Score: **49.7**
Drought*	**Very Low**	Score: **16.9**

*Note: Risk Index is based on Agricultural (crop only) impacts

Earthquake	**Relatively Low**	Score: **75.4**
Hail	**Very Low**	Score: **14.1**
Heat Wave	**Relatively Low**	Score: **44.0**
Hurricane	**Very Low**	Score: **24.9**
Ice Storm	**Relatively Moderate**	Score: **63.7**
Landslide	**Relatively High**	Score: **95.8**
Lightning	**Relatively Low**	Score: **31.0**
Riverine Flooding	**Relatively Low**	Score: **62.0**
Strong Wind	**Relatively High**	Score: **95.9**
Tornado	**Relatively High**	Score: **92.7**

Tsunami	Not Applicable	
Volcanic Activity	Not Applicable	
Wildfire	**Very Low**	Score: **45.5**
Winter Weather	**Relatively Low**	Score: **52.7**

Calculating the Risk Index

Risk Index scores are calculated using an equation that combines scores for Expected Annual Loss due to Natural Hazards, Social Vulnerability and Community Resilience:

Expected Annual Loss
×Social Vulnerability
÷Community Resilience
=Risk Index

Risk Index scores are presented as a composite score for all 18 hazard types, as well as individual scores for each hazard type.

For more information, visit the National Risk Index website's **Determining Risk** page.

Do you want to reduce your risk? **Learn how to take action**

Expected Annual Loss is Relatively Low

Score: **75.49**

National Percentile: 75.49 Percentile Within Kentucky: 91.70

In **Kenton County, KY**, expected loss each year due to natural hazards is **Relatively Low** when compared to the rest of the U.S.

Expected Annual Loss Overview

Composite Expected Annual Loss	**$14,421,995.44**
Building EAL	**$6,830,790.26**
Building EAL Rate	**$1 per $3.42K of building value**
Population EAL	**0.65 fatalities**
Population EAL Rate	**1 per 258.65K people**
Population Equivalence EAL	**$7,577,991.02**
Agriculture EAL	**$13,214.16**
Agriculture EAL Rate	**$1 per $468.14 of agriculture value**

Expected Annual Loss Details

14 of 18 hazard types contribute to the expected annual loss for **Kenton County, KY**.

Avalanche Not Applicable

Coastal Flooding Not Applicable

Cold Wave	**Relatively Low**	Score: **53.3**
Expected Annual Loss	**$64K**	
Exposure	**$2.0T**	
Frequency	**0.2 events per year**	
Historic Loss Ratio	**Very Low**	

Drought*	**Very Low**	Score: **19.3**
Expected Annual Loss	**$0.18K**	
Exposure	**$3.3M**	
Frequency	**2.5 events per year**	
Historic Loss Ratio	**Very Low**	

*Note: Expected Annual Loss is based on Agricultural (crop only) impacts

Earthquake	**Relatively Low**	Score: **75.3**
Expected Annual Loss	**$0.71M**	
Exposure	**$2.0T**	
Frequency	**0.040% chance per year**	
Historic Loss Ratio	**Relatively Low**	

Hail	**Very Low**	Score: **18.6**
Expected Annual Loss	**$15K**	
Exposure	**$2.0T**	
Frequency	**3.6 events per year**	
Historic Loss Ratio	**Very Low**	
Heat Wave	**Relatively Low**	Score: **48.4**
Expected Annual Loss	**$60K**	
Exposure	**$2.0T**	
Frequency	**1.7 events per year**	
Historic Loss Ratio	**Very Low**	
Hurricane	**Very Low**	Score: **27.0**
Expected Annual Loss	**$33K**	
Exposure	**$2.0T**	
Frequency	**0 events per year**	
Historic Loss Ratio	**Very Low**	
Ice Storm	**Relatively Moderate**	Score: **66.9**
Expected Annual Loss	**$0.13M**	
Exposure	**$2.0T**	
Frequency	**0.9 events per year**	
Historic Loss Ratio	**Very Low**	
Landslide	**Relatively High**	Score: **96.8**
Expected Annual Loss	**$0.37M**	
Exposure	**$0.93T**	
Frequency	**0 events per year**	
Historic Loss Ratio	**Very Low**	
Lightning	**Relatively Low**	Score: **37.8**
Expected Annual Loss	**$59K**	
Exposure	**$2.0T**	
Frequency	**82.4 events per year**	
Historic Loss Ratio	**Very Low**	
Riverine Flooding	**Relatively Low**	Score: **63.5**
Expected Annual Loss	**$0.71M**	
Exposure	**$22B**	
Frequency	**2.3 events per year**	
Historic Loss Ratio	**Very Low**	

Strong Wind	**Relatively High**	Score: **96.6**
Expected Annual Loss	**$3.1M**	
Exposure	**$2.0T**	
Frequency	**3.6 events per year**	
Historic Loss Ratio	**Relatively Low**	
Tornado	**Relatively High**	Score: **93.8**
Expected Annual Loss	**$9.1M**	
Exposure	**$2.0T**	
Frequency	**0.1 events per year**	
Historic Loss Ratio	**Relatively High**	
Tsunami	Not Applicable	
Volcanic Activity	Not Applicable	
Wildfire	**Very Low**	Score: **48.1**
Expected Annual Loss	**$34K**	
Exposure	**$0.67T**	
Frequency	**0.001% chance per year**	
Historic Loss Ratio	**Very Low**	
Winter Weather	**Relatively Moderate**	Score: **58.3**
Expected Annual Loss	**$67K**	
Exposure	**$2.0T**	
Frequency	**2.9 events per year**	
Historic Loss Ratio	**Very Low**	

Calculating Expected Annual Loss

Expected Annual Loss scores are calculated using an equation that combines values for exposure, annualized frequency, and historic loss ratios for 18 hazard types:

Exposure
×Annualized Frequency
×Historic Loss Ratio
=Expected Annual Loss

Expected Annual Loss scores are presented as a composite score for all 18 hazard types, as well as individual scores for each hazard type.

Social Vulnerability is Relatively Low

Score: **29.6**

National Percentile: 29.60 Percentile Within Kentucky: 0.20

Social groups in **Kenton County, KY** have a **Relatively Low** susceptibility to the adverse impacts of natural hazards when compared to the rest of the U.S.

Calculating Social Vulnerability

Social Vulnerability is measured using the **Social Vulnerability Index (SVI)** published by the **Centers for Disease Control (CDC)**.

Community Resilience is Very High

Score: **83.39**

National Percentile: 83.39 Percentile Within Kentucky: 1.00

Communities in **Kenton County, KY** have a **Very High** ability to prepare for anticipated natural hazards, adapt to changing conditions, and withstand and recover rapidly from disruptions when compared to the rest of the U.S.

Calculating Community Resilience

Community Resilience is measured using the **Baseline Resilience Indicators for Communities (HVRI BRIC)** published by the **University of South Carolina's Hazards and Vulnerability Research Institute (HVRI)**.

LEADING FROM THE FRONTIER TO THE FUTURE

KENTON COUNTY
HOMELAND SECURITY
EMERGENCY MANAGEMENT

Kenton County Kentucky Emergency Operations Plan

Appendix B

Acronyms / Abbreviations

Kenton County Homeland Security Emergency Management

Kenton County Homeland Security
Emergency Management
Director Steve Hensley

(Version: APP B 059-01-2024)

1840 Simon Kenton Way, Suite 2400 — Covington, Kentucky 41011 — www.kentoncounty.org

Appendix B – Acronyms / Abbreviations

Kenton County Agency Abbreviations:

Law Enforcement / Fire / Rescue / EMS Organizations				
Fire Departments			**Police Departments**	
APFD	Airport Fire		APPD	Airport Police
CIFD	Cincinnati Fire		CIPD	Cincinnati Police
CSFD	Crescent Springs / Villa Hills Fire Authority		CVPD	Covington Police
			EDPD	Edgewood Police
CVFD	Covington Fire		ELPD	Elsmere Police
EDFD	Edgewood Fire		ERPD	Erlanger Police
ELFD	Elsmere Fire		FMPD	Fort Mitchell Police
ERFD	Erlanger Fire		FWPD	Fort Wright Police
FMFD	Fort Mitchell Fire		IPPD	Independence Police
FWFD	Fort Wright Fire		KCPD	Kenton County Police
IPFD	Independence Fire		KCRS	Kenton County Regional SWAT
LDFD	Ludlow Fire		KCSO	Kenton County Sheriff Office
NKTRT	Northern Kentucky Technical Rescue Team		KSP	Kentucky State Police
			LDPD	Ludlow Police
PHFD	Park Hills Fire		LPPD	Lakeside Park Police
PNFD	Piner Fire		NKDSF	Northern Kentucky Drug Strike Force
RYFD	Ryland Fire		PHPD	Park Hills Police
TMFD	Taylor Mill Fire		TMPD	Taylor Mill Police
WTFD	Walton Fire		VHPD	Villa Hills Police
Cities / Unincorporated Communities				
ATW	Atwood Community		KCFC	Kenton County Fiscal Court
BRM	Bromley, City of		KV	Kenton Vale, City of
CH	Crestview Hills, City of		LAT	Latonia Community
COV	Covington, City of		LDW	Ludlow, City of
CS	Crescent Springs, City of		MNV	Morningview Community
EDG	Edgewood, City of		NCH	Nicholson Community
ELS	Elsmere, City of		PH	Park Hills, City of
ERL	Erlanger, City of		PNR	Piner / Fiskburg Communities
FV	Fairview, City of		RH	Ryland Heights, City of
FM	Fort Mitchell, City of		TM	Taylor Mill, City of
FW	Fort Wright, City of		VH	Villa Hills, City of
IND	Independence, City of		WAL	Walton, City of
KC	Kenton County		VSA	Visalia Community

Appendix B – Acronyms and Abbreviations

Acronym	Full Name / Term
A	Alpha Side
AAR AAR/IP	After Action Report / Review; ***also*** After Action Report / Improvement Plan
AC / A/C	Assistant Chief; ***also*** Area Command
ACP	Area Command Post
AD	Animal Disease
ADA	American Disabilities Act
ADE	Animal Disease Emergency
AFB	Air Force Base
AHIMT	All-Hazards Incident Management Team
AHJ	Authority Having Jurisdiction
ALS	Advanced Life Support
AM	Area Manager
AMR	American Medical Response
AMS	Aerial Measuring System
AMSC	Area Maritime Security Committee
ANG	Air National Guard
ANSIR	Awareness of National Security Issues and Response Program
AOBD	Air Operations Branch Director
AOC	Administrative Offices of the Courts; **also** Agency Operations Center
AOR	Area of Responsibility
AP	Action Plan
APFD	Cincinnati / Northern Kentucky International Airport Fire Department
APHIS	Animal and Plant Health Inspection Services
APPD	Cincinnati / Northern Kentucky International Airport Police Department
ARAC	Atmospheric Release Advisory Capability
ARC	American Red Cross
ARCGIS	Aeronautical Reconnaissance Coverage Geographic Information System
AREP	Agency Representative
ARES	Amateur Radio Emergency Service
ARFF	Aircraft Rescue and Fire Fighting
ARG	Accident Response Group
ARS	Agriculture Research Service

Acronym	Full Name / Term
ASG	Air Support Group
ASHE	Active Shooter/Hostile Event
ASHER	Active Shooter/Hostile Event Response
ATC	Air Traffic Control
ATF	Alcohol Tabaco Firearms and Explosives Agency
ATL	Attempt To Locate
ATSD (CS)	Assistant to the Secretary of Defense for Civil Support
ATSDR	Agency for Toxic Substance Disease Registry
AUX	Auxiliary
AVPU	Alert, Verbal Stimuli, Painful Stimuli, Unresponsive
B	Bravo Side
BBL	Barrel
BC	Boone County
BCEMA	Boone County Emergency Management Agency
BCPSCC	Boone County Public Safety Communication Center
BCWR	Boone County Water Rescue Team
BDC	Bomb Data Center
BLS	Basic Life Support
BMM	Bomb-Making Material
BOLO	Be On Look Out
BRM	City of Bromley
BVM	Bag Valve Mask
C	Car; ***also*** Charley Side
C / B	Chemical / Biological
C2	Command and Control
C3	Command, Control, Communications
C4	Command, Control, Communications and Computers
C4ISR	Command, Control, Communications and Computers + Intelligence, Surveillance and Reconnaissance
CAAG	Commonwealth Assessment and Analysis Group
CAD	Computer Aided Dispatch Software

Acronym	Full Name / Term
CAO	City/Chief Administrative Officer (City Manager); ***also*** Commonwealth Attorney Office
CAP	Civil Air Patrol; ***also*** Corrective Action Program; ***also***
CAP	Common Alerting Protocol
CAPT	Captain
CATS	Consequence Assessment Tool Set
CBDIAC	Chemical, Biological, Defense Information and Analysis Center
CBIAC	Chemical and Biological Defense Information and Analysis Center
CBIRF	Chemical/Biological Incident Response Force
CBRN	Chemical, Biological, Radiological, and Nuclear
CBRNE	Chemical Biological Radiological Nuclear and Explosive (Threat)
CC	Campbell County
CCCD	Chemical Causality Care Division (USAMRICD)
CCCDC	Campbell County Consolidated Dispatch Center
CCLSAR	Campbell County Land Search And Rescue
CCOEM	Campbell County Office of Emergency Management
CCP	Causality Collection Point
CDC	Centers For Disease Control And Prevention
CDRG	Catastrophic Disaster Response Group
CEOC	Commonwealth Emergency Operations Center *(See also SEOC)*
CEPPO	Chemical Emergency Preparedness and Prevention Office
CERC	Commonwealth Emergency Response Commission
CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act
CERT	Community Emergency Response Team
CFD	Covington Fire Department
CFM	Cubic Feet Per Minute
CFO	City/Chief Financial Officer
CFR	Code of Federal Regulations

Acronym	Full Name / Term
CGIG	Commonwealth Geospatial Information Group
CGIG	Commonwealth Geospatial Information Group
CH	Channel; ***also*** City Of Crestview Hills
CHEMTREC	Chemical Transportation Emergency Center
CHEP	Commonwealth Handling Equipment Pool
CHFS	Cabinet for Health and Family Services
CHPPM	Center for Health Promotion and Preventive Medicine
CIAO	Critical Infrastructure Assurance Office
CICG	Commonwealth Intergovernmental Coordination Group
CIFD	Cincinnati Fire Department
CIN	Cincinnati
CIPD	Cincinnati Police Department
CIRG	Critical Incident Response Group
CISM	Critical Incident Stress Management
CJE	County Judge Executive
CJIC	Commonwealth Joint Information Center
CM	Consequence Management
CMT	Crisis Management Team
CMU	Crisis Management Unit
CNKIA	Cincinnati / Northern Kentucky International Airport
CNU	Crisis Negotiation Unit
COG	Continuity of Government; ***also*** Council of Governments; **also** Collaborative Operating Group
COML	Communications Unit Leader
CONOPS	Concept Of Operations
COOP	Continuity Of Operations Plan
COP	Common Operating Picture
COV	City of Covington
COVID-19	Novel Coronavirus (Novel stands for New, “CO” for Corona, “VI” for virus, ”D” for disease, and “19” for year identified)
CP	Command Post; **also** Communications Plan
CP3	Center for Prevention Programs and Partnerships

Acronym	Full Name / Term
CPD	Covington Police Department
CPG	Civil Preparedness Guide; ***also*** Comprehensive Preparedness Guide (CPG) 101, Developing and Maintaining Emergency Operations Plans, Version 3.0 (CPG 101 V3). Sept. 2021 3.0
C-POD	Commodity Points Of Distribution
CPR	Cardio Pulmonary Resuscitation
CRIA	Community Resilience Indicator Analysis
CROG	Commonwealth Recovery Operations Group
CRT	Crisis Response Team
CRTCC	Cincinnati Real Time Crime Center
CRU	Crisis Response Unit
CS	City of Crescent Springs
CSA	County Staging Area
CSA	County Staging Area
CSEPP	Chemical Stockpile Emergency Preparedness Program
CSFD	Crescent Springs / Villa Hills Fire Authority
CST	Civil Support Teams
CUC	Commonwealth Unified Command
CVFD	Covington Fire Department
CVG	Cincinnati / Northern Kentucky International Airport
CVPD	Covington Police Department
CW/CBD	Chemical Warfare/Contraband Detection
D	Delta Side
DA	Damage Assessment; ***also*** District Attorney
DC	Detention Center; ***also*** Discontinue
DECON	Decontamination
DEHP	Division of Epidemiology and Health Planning
DEMOB	Demobilization
DEP	Department of Environmental Protection
DEPT	Department
DES	Disaster Emergency Services
DEST	Domestic Emergency Support Team
DFO	Disaster Field Office
DHHS	Department of Health and Human Services

Acronym	Full Name / Term
DHS	Department of Homeland Security
DIVS	Division / Group Supervisor
DLG	Department for Local Government
DMA	Department of Military Affairs
DMAT	Disaster Medical Assistance Team
DMCR	Disaster Management Central Resource
DMORT	Disaster Mortuary Operational Response Team
DO	Duty Officer
DOB	Date Of Birth
DOC	Department Operations Center
DOCL	Documentation Unit Leader
DOD	United States Department of Defense
DOE	Department of Energy
DOH	Department of Health
DOJ	Department of Justice
DOT	Department of Transportation
DPMU	Disaster Portable Morgue Units
DPP	Domestic Preparedness Program
DRC	Disaster Recovery Center
DTCTPS	Domestic Terrorism / Counter Terrorism Planning Section (FBI HQ)
DTPA	Diethylenetriamine Pentaacetic Acid
DVE	Domestic Violent Extremist
DWI	Disaster Welfare Inquiry System
E	East
e.g.	Example Given
EAP	Emergency / Event Action Plan; ***also*** Employee Assistance Program
EAS	Emergency Alert System
ECBC	Edgewood Chemical Biological Center (formerly SBCCOM)
ECIC	Emergency Communications & Information Center
ED or ER	Emergency Department / Emergency Room
EDFD	Edgewood Fire Department
EDG	City of Edgewood
EDPD	Edgewood Police Department
EDT	Exercise Design Team
EEG	Exercise Evaluation Guide
EEI	Essential Elements of Information

Acronym	Full Name / Term
EHS	Extremely Hazardous Substance
EIS	Emergency Interim Successors
ELFD	Elsmere Fire Department
ELPD	Elsmere Police Department
ELS	City of Elsmere
EM	Emergency Management; ***or*** Emergency Manager
EMA	Emergency Management Agency
EMAC	Emergency Management Assistant Compact
EMI	Emergency Management Institute
EMPG	Emergency Management Performance Grant
EMS	Emergency Medical Services
EMT / EMT-P	Emergency Medical Technician / P = Paramedic
EO	Executive Order
EOC	Emergency Operations Center
EOD	Explosive Ordnance Device / Disposal
EOP	Emergency Operations Plan
EPA	Environmental Protection Agency
EPCRA	Emergency Planning and Community Right-to-Know Act
EPI	Emergency Public Information
EPPC	Environmental and Public Protection Cabinet
EQPT	Equipment
ERFD	Erlanger Fire/EMS Department
ERFOG	Emergency Responder Field Operating Guide
ERG	Emergency Response Guide
ERL	City of Erlanger
ERPD	Erlanger Police Department
ERT	Emergency Response Team; ***also*** Environmental Response Team
ERT-A	Emergency Response Team – Advance Element
ESF	Emergency Support Function
Esri	Environmental Systems Research Institute (Software Development Company for Arc-GIS)
ETA	Estimated Time of Arrival
EU	Explosives Unit
FA	First Aid

Acronym	Full Name / Term
FAA	Federal Aviation Agency
FaaW	Fire-as-a-Weapon
FAC	Family Assistance Center
FAD	Foreign Animal Disease
FAX	Facsimile
FBI	Federal Bureau of Investigation
FCC	Federal Communication Commission
FCO	Federal Coordinating Officer
FD	Fire Department
FDA	Federal Drug Agency
FE	Functional Exercise
FEMA	Federal Emergency Management Agency
FERPA	Family Educational Rights and Privacy Act
FF	Firefighter
FIA	Federal Insurance Administration
FM	City of Fort Mitchell
FMFD	Fort Mitchell Fire Department
FMPD	Fort Mitchell Police Department
FNF	Fixed Nuclear Facility
FNS	Food and Nutrition Service
FOC	Field Operations Center
FOG	Field Operating Guide
FOIA	Freedom Of Information Act
FOUO // U	For Official Use Only // Unclassified
FPM	Final Planning Meeting
FR	First Responder
FRC	Family Reunification Center
FRERP	Federal Radiological Emergency Response Plan
FRMAC	Federal Radiological Monitoring and Assessment Center
FS	Forest Service
FSC	Finance/Administration Section Chief
FSE	Full-Scale Exercise
Ft. / ‘	Feet
FW	City of Fort Wright
FWFD	Fort Wright Fire Department
FWPD	Fort Wright Police Department
gal.	Gallons
GAR	Governors Authorized Representative

Acronym	Full Name / Term
GC	Grant County
GCEMA	Grant County Emergency Management
GCFC	Greater Cincinnati Fusion Center
GCTC	Gateway Community Technical College
GIS	Geographical Information Systems
GOA	Gone On Arrival
GPS	Global Positioning System
GSUL	Ground Support Unit Leader
H2O	Water
HA	Hazard Analysis
HAZ-MAT	Hazardous Material(s)
HC	Hamilton County
HCEMHSA	Hamilton County Emergency Management & Homeland Security Agency
HEPA	High-Efficiency Particulate Air
HHS	Department of Health and Human Services
HIPAA	Health Insurance Portability and Accountability Act
HLSA	Homeland Security Act
HME	Homemade Explosive
HMRU	Hazardous Materials Response Unit
HPC	Hospital Planning Coalition
HPP	Hospital Preparedness Program
HSEEP	Homeland Security Exercise and Evaluation Program
HSPD	Homeland Security Presidential Directive
HVE	Homegrown Violent Extremist
i.e.	In Example
IA	Individual Assistance
IAP	Incident Action Plan
IAW	In Accordance With
IC or UC	Incident Command or Unified Command
ICAC	Internet Crimes Against Children
ICC	Incident Command Center
ICP	Incident Command Post
ICS	Incident Command System
ID	Identification; ***also*** Identify

Acronym	Full Name / Term
IDLH	Immediately Dangerous to Life and Health
IDNR	Indiana Department of Natural Resources
IED	Improvised Explosive Device
IG	Inspector General
IID	Improvised Incendiary Device
IMS	Incident Management System
IMT	Incident Management Team
IN	Indiana
In / “	Inches
IND	City of Independence; ***also***
IND	Improvised Nuclear Device
Intel	Intelligence
IO	Intelligence Officer; ***also*** Interosseous (as in medication administration route, tubing, or needles)
IoT	Internet of Things
IP	Improvement Plan
IPAWS	Integrated Public Alert and Warning System
IPFD	Independence Fire Department
IPm	Initial Planning Meeting
IPPD	Independence Police Department
IPT	Integrated Process Team
ISP	Incident Specific Plan
IST	Incident Support Team
IT	Information Technology
ITS	Information Technology Specialist
IV	Intravenous (as in medication administration route, tubing or needle)
J6	KYNG Information Technology and Telecommunications Unit
JCAHO	Joint Commission on Accreditation of Healthcare Organizations
JCAT	Joint Counterterrorism Assessment Team
JEMS	Joint Emergency Management System
JFHQ- JOC	Joint Force Headquarters /Joint Operations Center
JFO	Joint Field Office
JHAT	Joint Hazard Assessment Team
JIC	Joint Information Center

Acronym	Full Name / Term
JIS	Joint Information System
JITT	Just In-Time Training; ***also*** Just In Time Treatment
JOC	Joint Operations Center
JPDA	Joint Preliminary Damage Assessments
JRIC	Joint Regional Intelligence Center
JRSOI	Joint Reception Staging & Onward Integration Centers
JTF-CS	Joint Task Force for Civil Support
JumpSTART	Juvenile/Pediatric version of Simple Triage And Rapid Treatment (See START)
K9	Canine
KAR	Kentucky Administrative Regulations
KBEMS	Kentucky Board of Emergency Medical Services
KC	Kenton County
KCAO	Kenton County Attorney's Office
KCAS	Kenton County Animal Services
KCCRB	Kentucky Community Crisis Response Board
KCDC	Kenton County Detention Center
KCECC	Kenton County Emergency Communications Center (Dispatch)
KCEOP	Kenton County Emergency Operations Plan
KCFC	Kenton County Fiscal Court; ***also*** Kenton County Fire Chief's Association
KCFIT	Kenton County Fire Investigation Team
KCFM	Kenton County Fleet Maintenance
KCHSEM	Kenton County Homeland Security Emergency Management
KCPD	Kenton County Police Department
KCPD-STAR	Kenton County Police Department Serious Traffic Accident Reconstruction
KCPW	Kenton County Public Works
KCRS	Kenton County Regional SWAT Team
KCSD	Kenton County School District
KCSO	Kenton County Sherriff Office / Officer
KDA	Kentucky Department of Agriculture
KDE	Kentucky Department of Education
KDF	Kentucky Division of Forestry
KDFW	Kentucky Fish & Wildlife
KDPH	Kentucky Department of Public Health

Acronym	Full Name / Term
KEMIS	Kentucky Emergency Management Information System
KERC	Kentucky Emergency Response Commission
KET	Kentucky Educational Television
KEWS	Kentucky Emergency Warning System
KFC	Kentucky Fire Commission
KHA	Kentucky Housing Authority
KIA	Kentucky Infrastructure Authority
KIFC	Kentucky Intelligence Fusion Center
KLC	Kentucky League of Cities
KNG	Kentucky National Guard
KOHS	Kentucky Office of Homeland Security
KOIN	Kentucky Outreach and Information Network
KRS	Kentucky Revised Statutes
KSDA	Kentucky Search Dog Association
KSME	Kentucky State Medical Examiner's
KSP	Kentucky State Police
KV	City Of Kenton Vail
KY	Kentucky
KyEM	Kentucky Emergency Management
KYEOP	Kentucky Emergency Operations Plan
KYTC	Kentucky Transportation Cabinet
KyTCD6	Ky Transportation Cabinet District 6
LAN	Local Area Network
LAT	Latonia Community
Lat/Long	Latitude & Longitude
LDFD	Ludlow Fire Department
LDPD	Ludlow Police Department
LDW	City of Ludlow
LE	Law Enforcement
LEA	Law Enforcement Agency
LEO	Law Enforcement Officer / Organization
LEPC	Local Emergency Planning Committee
LFA	Lead Federal Agency
LKP	Last Known Place or Position
LL	Lessons Learned
LNO	Liaison Officer
LO	Logistics Officer
LOL	List Of List

Acronym	Full Name / Term
LP	City of Lakeside Park
LPPD	Lakeside Park Police Department
LRC	Legislative Research Commission
LSA	Logistics Staging Area
LSC	Logistics Section Chief
LT	Lieutenant
LTC / LTCF	Long Term Care / Long Term Care Facility (Nursing Home)
LZ	Landing Zone
MA	Mutual Aid; ***also*** Motorist Assist
MAA	Mutual Aid Agreement
MAC	Multiagency Coordination Group
MACS	Multi-agency Coordination System
MARSEC	MARitime SECurity (United States Coast Guard Maritime Security Levels
MCI	Mass Causality Incident
MCU	Mass Causality Unit
MDM	Mis- Dis- and Mal-Information
MDMS	Mortality Data Management System
MDU	Mass Decontamination Unit
ME	Medical Examiner
MEDIC	Emergency Medical Technician or Paramedic
MERP	Medical Emergency Response Plan
MHz	Megahertz
MM	Mile Marker
MMRS	Metropolitan Medical Response System
MOA	Memorandum of Agreement
MOC	Manager-On-Call
MOU	Memorandum Of Understanding
MRE	Meal's ready to Eat
MSCA	Military Support to Civil Authorities
MSDS	Material Safety Data Sheet (See SDS)
MSR	Main Supply Route
N	North
N1H1	Influenza A Virus Know As Swine Flu
NAIs	Named Areas of Interest
NAP	Nuclear Assessment Program
NAWAS	National Warning System
NBC	Nuclear, Biological, and Chemical
NCH	Natural, Cultural and Historic

Acronym	Full Name / Term
NCMEC	National Center for Missing & Exploited Children
NCP	National Contingency Plan
NCS	National Communication System
NCSD	National Cyber Security Division
NDMS	National Disaster Medical System
NEOC	National Emergency Operations Center
NEST	Nuclear Emergency Search Team
NETC	National Emergency Training Center
NFA	National Fire Academy
NFIP	National Flood Insurance Program
NFPA	National Fire Protection Association
NG	National Guard
NGO	Nongovernmental Organization
NHC	National Hurricane Center
NIMS	National Incident Management System
NIPC	National Infrastructure Protection Center
NIPP	National Infrastructure Protection Plan
NK	Northern Kentucky
NKADD	Northern Kentucky Area Development District
NKDSF	Northern Kentucky Drug Strike Force
NKEPC	Northern Kentucky Emergency Planning Committee
NKHD	Northern Kentucky Health Department
NKHMU	Northern Kentucky Hazardous Materials Unit
NKHPC	Northern Kentucky Hospital Planning Coalition
NKTRT	Northern Kentucky Technical Rescue Team
NKU	Northern Kentucky University
NKWD	Northern Kentucky Water District
NKY	Northern Kentucky (Predominately counties within and surrounding the I-275 loop) Boone, Campbell, Grant, Kenton, Pendleton. Can also include Gallatin, Owen, Bracken
NMRT	National Medical Response Team
NMSZ	New Madrid Seismic Zone
NOAA	National Oceanic and Atmospheric Administration
NOP	Next Operational Period
NOTAM	Notice to Airmen

Acronym	Full Name / Term
NPF	National Planning Framework
NPG	National Preparedness Guide
NQS	National Qualification System
NRC	National Response Center; ***also*** Nuclear Regulatory Commission
NRCC	National Response Coordination Center
NRF	National Response Framework
NRP	National Response Plan
NRT	National Response Team
NSC	National Security Council
NSS	National Shelter System
NTAS	National Terrorism Advisory System
NTIS	National Technical Information Service
NWS	National Weather Service
NWS-W	National Weather Service-Wilmington Office
O2	Oxygen
OAG	Office of the Attorney General
ODNR	Ohio Department of Natural Resources
ODOT	Ohio Department of Transportation
ODP	Office for Domestic Preparedness (DHS)
OEM	Office of Emergency Management
OH	Ohio
OHS	Office of Homeland Security
OIC	Officer In Charge
OIG	Office of the Inspector General
OKI	Ohio Kentucky Indiana
OPSEC	Operations Security
OPSUM	Operational Summary
ORR	Open Records Request
OSC	On-Scene Commander; ***also*** Operations Section Chief
OSD	Office of the Secretary of Defense
OSFM	Office of State Fire Marshall
OSHA	Occupational Safety & Health Administration
OSP	Ohio State Patrol
OTF1	Ohio Task Force 1
P25	Project 25 - Digital Two-Way Radio Technology
PA	Public Assistance; ***also*** Privacy Act (See FOIA)
PAO	Public Affairs Officer

Acronym	Full Name / Term
PATCOM	Patrol Commander (US Coast Guard)
PAZ	Protective Action Zone
PC	Pendleton County
PCEMA	Pendleton County Emergency Management Agency
PD	Police Department
PDA	Preliminary Damage Assessment
PDD	Presidential Decision Directive
PDS	Planning Development Services of Northern Kentucky
PFD	Personal Floatation Device
PH	City of Park Hills
PHFD	Park Hills Fire Department
PHI	Personal Health Information
PHPD	Park Hills Police Department
PHS	Public Health Service
PIO	Public Information Officer
Pkg	Package
PL	Public Law
PLK	Point Last Known
PLS	Point Last Seen
PMEF	Primary Mission Essential Functions
PNFD	Piner Fire Department
PNR	Piner / Fiskburg Community
PO	Police Officer
POC	Point of Contact
POD	Point of Distribution (EM); ***also*** Point Of Dispensing (DPH); ***also / or***
PoD	Probability of Detection
POV	Personal or Privately Owned Vehicle
PPE	Personal Protective Equipment
PRN	As Needed
PSA	Public Service Announcement
PS-BEOC	Private Sector Business Emergency Operations Center
PSC	Planning Section Chief
PSCC	Public Safety Communications Center
PSRC	Parent-Student Reunification Center
PT	Patient
PTB	Position Task Book
PTL	Patrol
PTS	Patient Transport Services

Acronym	Full Name / Term
Pub. L	Public Law
PUC	Public Utilities Commission
PW	Public Works
RA	Rick Assessment
RACES	Radio Amateur Civil Emergency Services
RAO	Regional Administrative Officer
RAP	Radiological Assistance Program
RAPT	Resilience Analysis and Planning Tool
RC	Reunification Center
RCC	Regional Coordination Center
RCRA	Research Conservation and Recovery Act
RDD	Radiological Dispersion Device
REAC/TS	Radiation Emergency Assistance Center - Training Site
REACT	Radio Emergency Assistance Communications Team
RECC	Regional Emergency Coordination Center
RERP	Radiological Emergency Response Plan
RESL	Resource Unit Leader
RFI	Request for Information
RH	City of Ryland Heights
RMVE	Racially or Ethnically Motivated Violent Extremists
RNAT	Rapid Needs Assessment Team
ROC	Regional Operations Center
RP	Reporting Party
RPC	Regional Preparedness Coordinators [DPH]
RPM	Respirations, Pulse, Mental Status; ***also*** Revolutions Per Minute; ***also*** Rack, Pulley, Mechanical Advantage
RQ	Reportable Quantity
RRCC	Regional Response Coordination Cell
RRIS	Rapid Response Information System (FEMA)
RRM	Regional Response Manager
RRT	Regional Response Team; ***also*** Rapid Response Team
RSA	Revised Statutes Annotated
RSF	Recovery Support Function
RTF	Rescue Task Force

Acronym	Full Name / Term
RX	Prescription
RYFD	Ryland Fire Department
S	South
S/O	Specific Objective
SA	Staging Area; ***also*** Situational Awareness; ***also*** Salvation Army
SAC	Special Agent in Charge (FBI)
SAR	Search And Rescue
SARA	Superfund Amendments and Reauthorization Act of 1986 (also known as EPCRA)
SARS	Severe Acute Respiratory Syndrome
SBA	Small Business Administration, U.S.
SBCCOM	Soldier and Biological Chemical Command US Army (now known as ECBC)
SCBA	Self-Contained Breathing Apparatus
SCO	State Coordinating Officer
SD1	Sanitation District Number 1 of Northern Kentucky
SDS	Safety Data Sheet (Replaced MSDS)
SEAR	Special Event Assessment Rating
SEB	State Emergency Board
SEH	Saint Elizabeth HealthCare (Hospitals)
SEMS	Standardized Emergency Management System
SEOC	State Emergency Operations Center (also see CEOC)
SEP	Saint Elizabeth Physicians
SERC	State Emergency Response Commission
SERT	State Emergency Response Team
SFM	State Fire Marshal
SFRT	State Fire Rescue Training
SGT	Sergeant
SHMT	State Hazard Mitigation Team
SHOC	State Hospital Operations Center
SIDN	FEMA Student Identification Number
SIOC	Strategic Information and Operations Center (FBI HQ)
SITL	Situation Unit Leader
SITMAN	Situation Manual

Acronym	Full Name / Term
SITREP	Situation Report
SLG	State and Local Guide
SLSA	State Logistics Staging Area
SM	Security Manager
SME	Subject Matter Expert
SMS	Short Messaging Service
SNM	Special Nuclear Material
SNS	Strategic National Stockpile
SO	Safety Office / Officer; ***also*** Sheriff Office; ***also*** Staging Officer
SOC	Special Operations Chief Special Operations Center School Operations Center
SOG	Standard Operating Guide
SOP	Standard Operating Procedure
SOSINK	Southern Ohio Southern Indiana Northern Kentucky Region
SP	State Police
SR	State Route
STAM	Staging Area Manager
STAR KCPD-STAR	Serious Traffic Accident Reconstruction; Kenton County Police Department STAR
START	Simple Triage And Rapid Treatment
START-SAVE	Simple Triage And Rapid Treatment - Secondary Assessment of Victim Endpoint
START – RPM	Simple Triage And Rapid Treatment – Respirations Pulse Mental Status
STCR/TFLD	Strike Team / Task Force Leader
SWAT	Special Weapons And Tactics Unit
SWET MS	Sewer, Water, Electric, Transportation, Medical, Schools
SWP	State Warning Point
TAG	The Adjunct General
TANK	Transit Authority of Northern Kentucky
TES	Threatened and Sensitive Species
TEU	U.S. Army Tech Escort Unit
TF	Task Force
TFL	Task Force Leader
TFR	Temporary Flight Restriction
THIRA	Threat and Hazard Identification and Risk Assessment
TM	City of Taylor Mill

Acronym	Full Name / Term
TMFD	Taylor Mill Fire Department
TMPD	Taylor Mill Police Department
TOC	Transportation Operations Center
TPQ	Threshold Planning Quantity
TTX	Tabletop Exercise
TX	Telephone / Transmitting
U	Unclassified (See FOUO)
UAC	Unified Area Command
UC	Unified Command; ***also*** University Of Cincinnati / University Of Cincinnati Hospital ***or*** University Hospital (see UH)
UCS	Unified Command System
UH	University Hospital
UHF	Ultra-High Frequency
USA	United States of America; ***also*** United States Army
USACE	United States Army Corps of Engineers
USAFRCC	Unites States Air Force Rescue Coordination Center
USAMRICD	U.S. Army Medical Research Institute of Chemical Defense
USAMRIID	U.S. Army Medical Research Institute of Infectious Disease
USAR	Urban Search And Rescue
USC	United States Code
USCG	United States Coast Guard
USDA	United States Department of Agriculture
USDA-FS	United States Department of Agriculture Fire Service
USDOT	United States Department Of Transportation
USEPA	United States Environmental Protection Agency
USMCC	United States Mission Control Center
USMS	United States Marshal Service
USSS	United States Secret Service
VA	Department of Veterans Affairs; ***also*** Vulnerability Assessment
VBIED	Vehicle-Borne Improvised Explosive Device Attack
VDE	Violent Domestic Extremist
VEOC	Virtual Emergency Operations Center
VH	City of Villa Hills

Acronym	Full Name / Term
VHF	Very High Frequency
VHPD	Villa Hills Police Department
VIP	Very Important Person
VoIP	Voice Over Internet Protocol
VOL	Volunteer
VOST	Virtual Operations Support Team
VS	Veterinary Services
VTC	Video Teleconference
VTTX	Virtual Tabletop Exercise
W	West
WEA	Wireless Emergency Alerts
WES	Wireless Emergency System
WHO	World Health Organization
WMD	Weapon(s) of Mass Destruction
WMD-CST	Weapon(s) of Mass Destruction Civil Support Team
WS	Wildlife Services
KCRMDP	Kenton County Resource Management and Distribution Plan

Law Enforcement Phonetic Alphabet				
A	Adam		N	Nora
B	Boy		O	Ocean
C	Charley		P	Paul
D	David		Q	Queen
E	Edward		R	Robert
F	Frank		S	Sam
G	George		T	Tom
H	Henry		U	Union
I	Ida		V	Victor
J	John		W	William
K	King		X	X-Ray
L	Lincoln		Y	Young
M	Mary		Z	Zebra

Dispatch Codes / Signals	
Signal 1	Wanted person and/or warrant on file, also, "hit" on article, auto, etc.
Signal 2	Violent/Mental/Disturbed Person.
Signal 3	Out of Service/Shift, Court, Complaint, on-scene, etc.
Signal 4	In Service/Court, Shift, Assignment complete, etc.
Signal 7	Officer needs immediate assistance.
Signal 8	Officer needs assistance non-emergency
Signal 100	LEO Break – (shall be marked unavailable for call in the CAD)
10-4	Used as acknowledgement of transmission, confirmation that message was understood.
Code	Emergency / None-Emergency
Code 1	Non-Emergency Response
Code 2	Emergency Response
10-41	Prisoner

LEADING FROM THE FRONTIER TO THE FUTURE

KENTON COUNTY
HOMELAND SECURITY
EMERGENCY MANAGEMENT

Kenton County Kentucky Emergency Operations Plan

Appendix C

Glossary of Terms & Definitions

Kenton County Homeland Security Emergency Management

Kenton County Homeland Security
Emergency Management
Director Steve Hensley

(Version: APP C 059-01-2024)

Appendix C – Glossary of Terms and Definitions

Click on a letter to take you directly to that section of this appendix

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

A

Action Planning – Steps, or activities, that must be taken to improve and sustain identified strategies.

Active Resistance – To intentionally and unlawfully oppose the lawful order of a peace officer in a physical manner (e.g., bracing, tensed muscles, interlock arms/legs, pushing, kicking, etc.).

Aerosol – Fine liquid or solid particles suspended in a gas, for example, fog or smoke.

After Action Report (AAR) – A report covering response actions, application of ICS, modifications to plans and procedures, training needs, and recovery activities.

After Action Review – A learning tool intended for the evaluation of an incident or project in order to improve performance by sustaining strengths and correcting weakness. An After Action Review is performed as immediately after the event as possible by the personnel involved. It should encourage input from participants that is focused on (1) What was planned, (2) What actually happened, (3) Why it happened, and (4) What can be done in the future. It is a tool that leaders and units can use to get maximum benefit from the experience gained on any incident or project.

After-Action Report/Improvement Plan (AAR/IP) – The main product of the Evaluation and Improvement Planning process. The AAR/IP has two components – an After-Action Report (AAR), which captures observations of an exercise and makes recommendations for post-exercise improvements; and an Improvement Plan (IP), which identifies specific corrective actions, assigns them to responsible parties, and establishes targets for their completion.

Agency – A division of government with a specific function offering a particular kind of assistance.

Agency Operations Center (AOC) – A local agency's version of an Emergency Operations Center. These additional operations centers allow the agencies involved in the emergency or incident to engage their subject matter experts, communications capabilities, and resource management teams in supporting the goals and objectives of the overall response and operations plans. An AOC works directly with their designated Emergency Support Function liaison in the Kenton County Emergency Operations Center and coordinates with local internal response elements, districts, and community agencies.

Agency Representative – A person assigned by a primary, assisting, or cooperating government agency or private entity that has been delegated authority to make decisions affecting that agency's or organization's participation in incident management activities following appropriate consultation with the leadership of that agency.

All-Hazards – Natural, technological, or human-caused incidents that warrant action to protect life, property, environment, and public health or safety, and to minimize disruptions of community activities.

Amateur Radio – A service of radio communications, performed by persons interested in the radio art solely for personal gain and without pecuniary interest. Operates in the public interest, convenience or necessity, therefore is available for use in emergency situations.

Analyzing Hazards – A process to determine what hazards or threats merit special attention, what actions must be planned for, and what resources are likely to be needed.

Anarchist – A person who uses unlawful, violent means to cause disorder or upheaval.

Appendices – Supporting documents such as a list of acronyms, copies of statutes, and maps that provide additional guidance and references for planning purposes.

Area Command – An organization established (1) To oversee the management of multiple incidents that are each being handle by a CS organization, or (2) To oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed and ensure that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multi-jurisdictional. Area Command may be established at an Emergency Operations Center facility or at some location other than an Incident Command Post.

Arrest Protocol – The formal process of placing subjects under arrest, taking into custody, and associating the arresting peace officer(s) with the specific individual arrested.

Arrest Teams – Personnel assigned to arrest duties during civil disobedience/civil disorder incidents.

Assaultive Resistance – Aggressive or combative behavior which attempts or threatens to assault an officer.

B

Biological Agents – Living organisms, or the materials derived from them, that cause disease in or harm to humans, animals, or plants or cause deterioration of material. Biological agents may be used as liquid droplets, aerosols, or dry powders.

Blue Sky – The time prior to a disaster event when planning tasks are conducted.

Booking Teams – Personnel assigned to custodial processing duties during incidents of civil disobedience/civil disorder.

Branch – The organizational level having functional or geographical responsibility for major aspects of incident operations. A branch is organizationally situated between the section and the division or group in the Operations Section, and between the section and units in the Logistics Section. Branches are identified by the use of Roman numerals or by functional area.

Burn Rate – How fast an item is actually being consumed based on actual distribution through-put. This should constantly be compared to the item consumption projection. Resource ordering may need adjusted to meet demand.

Business Recovery – A component of the Continuity of Operations Plan (COOP) annex that describes the systems in place to continue business and administrative operations after an incident.

C

Catastrophic Disaster – For the purposes of this plan, a catastrophic disaster is defined as an event that results in large numbers of deaths and injuries; causes extensive damage or destruction to facilities that provide and sustain human needs; produces an overwhelming demand on State and local response resources and mechanisms; causes a severe long term effect on general economic activity; and severely affects State, Local, and private sector capabilities to begin and sustain response activities.

CERCLA Hazardous Substance – A Hazardous Substance listed in Table 302-4 of 40 CFR Part 302.4 which mandates facilities to comply with specific release notification requirements under the Comprehensive Environmental Response, Compensation, and Liability Act and Title III (Reportable quantity chemicals).

Chain of Command – The orderly line of authority within the ranks of the incident management organization. It is a series of command, control, executive, or management positions in hierarchical order of authority.

Checklist – Written (or computerized) enumeration of actions to be taken by an individual or organization meant to aid memory rather than provide detailed instruction.

Chemical Agent – A chemical substance that is intended to kill, seriously injure, or incapacitate people through physiological effects. It is generally separated by severity of effect: lethal, blister, and incapacitating. (Also see *Non-Lethal Chemical Agents*)

Chemical Transportation Emergency Center (CHEMTREC) – A chemical information center provided by the Federal Government as a source of first response advice in substance/chemical spills. CHEMTREC can usually put those on scene at an emergency in touch with the product shippers and/or manufacturers.

Chief – The ICS title for individuals responsible for management of functional sections – Operations, Planning, Logistics, and Finance/Administration. OR

The upper part of a heraldic field. OR

The head of an organization or body of persons such as Police or Fire Department.

Civil Air Patrol (CAP) – A civilian auxiliary of the United States Air Force. The CAP provides volunteer pilots, aircraft, communications and ground personnel for emergency use in search and rescue, messenger service, light transport flights, airborne communications, ground search and reconnaissance support.

Civil Disobedience – An unlawful event involving a planned or spontaneous demonstration by a group of people.

Civil Disorder – An unlawful event involving significant disruption of the public order.

Civil Disturbance – The degeneration of a law-abiding group into an unruly, unmanageable and law challenging mob. A civil unrest activity such as a demonstration, riot, or strike that disrupts a community and requires intervention to maintain public safety.

Civil Preparedness Guide (CPG) – A FEMA Publication which provides guidance to State and Local Emergency Preparedness Directors and others with emergency responsibilities.

Command – The authority a peace officer lawfully exercises over subordinates by virtue of his/her rank and assignment or position. The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.

Command Staff – *See "Incident Command Staff"*

Commodities – Meals, water, and mass care supplies that may need to be distributed to the public during or after an emergency or incident

Commodity Point of Distribution (C-POD) – A centralized location where the public receives commodities following a disaster or emergency; typically life-sustaining in nature, such as pre-packaged, shelf-stable meals and bottled water.

Common Operating Picture – Representation of an overview of an incident, thereby providing incident information that enables the Incident Commander/Unified Command and any supporting agencies and organizations to make effective, consistent, and timely decisions.

Common Procedures – Standardized, specific actions for staff to take in response to a variety of hazards, threats, or incidents. Examples include evacuation, shelter-in-place, and parent-student reunification.

Common Terminology – Standardized words and phrases used to ensure consistency while allowing diverse incident management and support organizations to work together across a wide variety of incident management functions and hazard scenarios.

Commonwealth Assessment and Analysis Group (CAAG) – The agency in Kentucky that collects, assesses, and analyzes emergency information, then produces reports detailing the current emergency. The CAAG also establishes the overall trend of the incident, whether it is trending better or worse, through daily updates to the CEOC.

Commonwealth Emergency Operations Center (CEOC) – The main hub in Kentucky for the Commonwealth's response to a disaster, incident, or event. The CEOC has a management team comprised of KYEM staff and liaisons from the state agencies and private partners in the form of ESF's and C-Groups. This ensemble is responsible for coordinating the Commonwealth's response in support of local jurisdictions and its citizens. CEOC functions, position descriptions, and resource requirements are identified in the CEOC Operations Guide.

Commonwealth Geospatial Information Group (CGIG) – The agency in Kentucky that provides geographic information mapping for the CEOC as well as local, county, state, and federal partners.

Commonwealth Intergovernmental Coordination Group (CICG) – The agency in Kentucky that coordinates all internal and external communications between governmental agencies and elected officials within the impacted areas.

Commonwealth Recovery Operations Group (CROG) – The agency in Kentucky that is responsible for short-term recovery operations (i.e., damage assessment, individual assistance, public assistance, Small Business Association assistance, etc.) from the first county declaration, working with FEMA to conduct joint damage assessments, establishing Disaster Recovery Centers, and any additional processes leading up to but not including Community Recovery. Community Recovery is the responsibility of ESF 14.

Commonwealth Unified Command (CUC) – The CUC consists of, at a minimum, the following policy and leadership decision makers – The Governor of Kentucky (or his/her representative), The Adjutant General of Kentucky National Guard, the Director of Kentucky Emergency Management, and the Cabinet Secretary or Commissioner of primary response organization(s). The purpose of the CUC is to provide policy and overall guidance to the response and recovery operations managed through the CEOC.

Communication – A section of the basic plan that refers to the internal and external strategies and tools to communicate with stakeholders in the event of an emergency or incident.

Community – A political entity that has the authority to adopt and enforce laws and ordinances for the area under its jurisdiction. In most cases, the community is an incorporated town, city, township, village, or unincorporated area of a county; however, each State defines its own political subdivisions and forms of government.

Compliance Techniques – Reasonable, lawful use-of-force methods intended to encourage suspect cooperation.

Compliant Behavior – Behavior consistent with submitting to lawful orders of a peace officer without resistance.

Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA) – Legislation (PL 96-510) covering hazardous substance releases into the environment and the cleanup of inactive hazardous waste disposal sites. CERCLA established the "Superfund" program to provide resources for these cleanups. It was later amended and extended by SARA. (See *Superfund*)

Comprehensive Preparedness Guide (CPG) 101 – A guide designed to assist jurisdictions with developing emergency operations plans. It promotes a common understanding of the fundamentals of planning and decision-making to help emergency planners examine a hazard and produce integrated, coordinated, and synchronized plans.

Consequence Management – Measures to protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses, and individuals affected by the consequences of terrorism. State and local governments exercise primary authority to respond to the consequences of terrorism. (Source: Federal Response Plan Terrorism Incident Annex, page TI-2. April 1999). The Federal Emergency Management Agency (FEMA) has been designated the lead agency for consequence management to ensure that the FRP is adequate to respond to terrorism. Additionally, FEMA supports the Federal Bureau of Investigation (FBI) in crisis management.

Continuity of Government (COG) – Efforts to maintain the governmental body and identify emergency delegation of authority in accordance with applicable laws, during emergencies or disasters. COG planning ensures continued line of governmental authority and responsibility.

Continuity of Operations (COO) – A functional annex providing procedures to follow in the wake of an incident where the normal operations of the community are severely disrupted.

Continuity of Operations (COOP) Plan – A contingency plan that provides for the deliberate and planned deployment of pre-identified and trained personnel, equipment and supplies to a specific emergency relocation site and/or the transfer of essential functions to another department, agency or organization.

Control Devices – Devices intended to assist peace officers in gaining control of subjects who refuse to submit to lawful authority (e.g., batons, electronic control devices, restraints, chemical agents, etc.).

Coordinate – To advance an analysis and exchange of information systematically among principal persons or positions who have or may have a need to know certain information to carry out specific incident management responsibilities.

Crisis Management – The law enforcement aspect of an incident that involves measures to identify, acquire, and plan the resources needed to anticipate, prevent, and / or resolve a threat of terrorism. The FBI is the lead agency for crisis management for such an incident and coordinates closely with local law enforcement authorities to provide successful law enforcement resolution to the incident. The FBI also coordinates with other Federal authorities, including FEMA (Source: Federal Response Plan Terrorism Incident Annex, April 1999.)

Crisis Response Team – A team trained to assist in the healing process of staff members following a traumatic event or incident.

Critical Facilities – Any location essential to the well-being and safety of the community requiring law enforcement protection during a critical incident.

Critical Incident Stress Debriefing (CISD) – The counseling and educational group process designed specifically for emergency response workers to mitigate the impact of a critical incident on personnel and to accelerate recovery in normal people experiencing normal reactions to totally abnormal events.

Critical Infrastructure – Assets, systems, and networks, whether physical or virtual, so vital to the United States that the incapacitation or destruction of such assets, systems, or networks would have a debilitating impact on security, national economic security, national public health or safety, or any combination of those matters.

Crowd – A number of persons gathered together.

Crowd Control – Law enforcement response to a pre-planned or spontaneous event, activity, or occurrence that has become unlawful or violent and may require arrests and/or the dispersal of the crowd.

Crowd Dynamics – Factors which influence crowd behavior.

Crowd Intervention – Law enforcement response to a pre-planned or spontaneous event, activity, or occurrence to deal with isolated unlawful behavior or an impact to public safety while allowing the event/activity/occurrence to continue.

Crowd Management – Encompasses law enforcement management, intervention, and control strategies when responding to all forms of public assemblies and gatherings. Also refers specifically to strategies and tactics employed before, during, and after a gathering for the purpose of maintaining the event's lawful activities.

Cyber-terrorism – Malicious conduct in cyberspace to commit or threaten to commit acts dangerous to human life or against a nation's critical infrastructures (such as energy, transportation, or government operations) in order to intimidate or coerce a government or civilian population, or any sequence thereof, in furtherance of political or social objectives.

D

Dam Failure – Full or partial collapse of a dam constructed to hold back large volumes of water.

Damage Assessment (DA) – The conduct of on-scene surveys following any disaster to determine the amount of loss or damage caused by the incident. Extent of damage is assessed in all types of disasters such as flash flood, tornado, winter storm, hurricane, nuclear power incident and chemical explosion.

Decontamination – Procedures taken to reduce the effects of any nonlethal chemical agent or bio-hazard exposure. The process of making people, objects, or areas safe by absorbing, destroying, neutralizing, making harmless, or removing the hazardous material.

Deliberative Planning – Refers to a planning process that focus on making decisions through dialogue, data analysis, and in-depth deliberations to take the correct course of action. Deliberative Planning focuses on actions, and the effect that they have on the course of a plan.

Demobilization – The orderly, safe, and efficient return of an incident resource to its original location and status.

Department Operations Center (DOC) – Local agencies may choose to activate a Department Operations Center to coordinate resources within their specific jurisdiction or operational area. The DOC should be located at the department / agencies usual place of business – not at the EOC. DOC's should not prevent or limit the department or agency from full participation in County EOC operations as required. A DOC works directly with their ESF liaison in the KCEOC and coordinates with local internal response elements, districts, and community agencies.

Deputy – A fully qualified individual who, in the absence of a superior, can be delegated the authority to manage a functional operation or to perform a specific task. In some cases a deputy can act as relief for a superior, and therefore must be fully qualified in the position. Deputies generally can be assigned to the Incident Commander, General Staff, and Branch Directors.

Digital Technologies – Electronic tools, systems, devices and resources that generate, store or process data. Can include internet, multimedia, personal electronic/computer devices, communication applications, facial recognition software, internet search engines, social-media sites, email, radio-frequency identification (RFID), and maps and global positioning system (GPS).

Direct Distribution – The door-to-door delivery of commodities or supplies.

Direction, Control, and Coordination – A component of the basic plan that outlines the coordination efforts between local fire, law enforcement, and emergency managers. This section includes information on how the emergency operations plan (EOP) fits into the community needs.

Disaster – An event that creates an inability to provide critical functions/services for a significant period of time. Normally this is a widespread event causing destruction and distress; however, while this may include a large-scale event, as in a "natural disaster", a localized event may present sufficient impact to a jurisdiction to be classified as a disaster. OR

Any incident or situation declared as such by Executive Order of the Governor, President of the United States, Mayor or County Judge Executive.

Disaster Field Office (DFO) – The office established in or near the designated area to support Federal and State response operations.

Disaster Medical Assistance Team (DMAT) – A team from the Department of Health and Human Services – Assistant Secretary for Preparedness and Response – National Disaster Medical System that assists in providing care for the ill and injured victims at the site of a disaster or emergency.

Disaster Mortuary Operational Response Team (DMORT) – A team from the Department of Health and Human Services – Assistant Secretary for Preparedness and Response – National Disaster Medical System that respond under ESF-8, Health and Medical Services that is responsible for maintaining temporary morgues, victim identification and processing, preparing, and disposing of remains. DMORT also provides technical assistance and personnel to recover, identify, and process deceased victims.

Disaster Recovery Center (DRC) – A center established in or near a disaster area to provide information and/or deliver assistance to disaster victims. DRC's are established when a Presidential Disaster Declaration is issued. Local, State, and Federal agencies will staff the DRC (i.e., Social Services, State Public Health, IRS, etc.).

Disaster Supply Chain Node – A fixed location where commodities and supplies are exchanged, stored and/or distributed during a disaster.

Disaster Welfare Inquiry (DWI) System – A system set up by the American Red Cross to collect, receive, and report information about the status of victims and to assist the family with reunification within the disaster area.

Discipline – Peace officer behavior that is consistent with demonstrating self-control, teamwork, moderation, and restraint.

Dis-information – Information that is false and is deliberately created to mislead, harm, or manipulate a person, social group, organization, or country. The person who creates and disseminates it knows it is false. "It is a deliberate, intentional lie, and points to people being actively dis-informed by malicious actors".

Dismounted Tactics – Non-mobile tactical formations generally involving team, squad, and platoon-sized units.

Dispersal Order – Lawful orders communicated by law enforcement personnel commanding individuals unlawfully assembled to disperse.

Distribution Centers – Facilities operated by local governments, local churches, community-based organizations, and voluntary agencies for providing donated goods directly to disaster victims.

Division – The partition of an incident into geographical areas of operation. A Division is located within the ICS organization between the branch and individual resource levels in the Operations Section.

Donations Coordination Center – An area designated for the coordination of goods, services and volunteers. The Donations Manager / Coordinator, the Volunteer Coordinator, State Donations / Volunteer Coordinator and representatives of participating volunteer agencies will operate from this center. In the event of a declared disaster, the FEMA Donations / Volunteer Coordinator may also operate from this Center.

Doxing –The act of compiling and publicly sharing an individual's personal information without permission. The personal information gathered from social media and other websites can include residential addresses, phone numbers, email addresses, passwords, and other information used to target an individual online and possibly in person.

Duty Officer – Refers to the individual(s) who staff the 24 hour operations desk at the State Emergency Operations Center located at Boone National Guard Center in Frankfort, Kentucky. These individuals receive incident reports and contact the appropriate personnel to respond if necessary. The Duty Officer maintains a log of all calls received and assigns a specific number to each incident.

E

Emergency – An unexpected situation or event which places life and / or property in danger, and requires an immediate response to protect life and property. OR

Any occasion or instance in which the Governor determines that State assistance is needed to supplement local response efforts and capabilities to save lives and protect property and public health and safety, or to lessen or avert the threat or impact of a catastrophe in any part of the State.

Emergency Alert System (EAS) – A voluntary network of broadcast stations and inter-connecting facilities, which have been authorized by the Federal Communications Commission (FCC) to disseminate information during an emergency, as provided by the Emergency Alert System plan. The EAS is made up of AM, FM, and TV Broadcast Stations and non-governmental electronic communications operating in a voluntary organized manner during natural/man-made emergencies or disasters at National, State or Local levels.

Emergency Communication & Information Center (ECIC) – The ECIC is the Commonwealth of Kentucky's 24-hour Warning Point. Incidents are created and tracked by the Duty Officer. Once an incident exceeds the capabilities of the Duty Officer, it is transitioned to the Manager-On-Call for possible CEOC activation.

Emergency Management (EM) – A system of organized analysis, planning, decision-making, assignment and coordination of available resources for the mitigation of, preparedness for, response to or recovery from major community-wide emergencies. Refer to Local and State emergency legislation.

Emergency Management Director – The individual who is directly responsible on a day-to-day basis for the jurisdictions effort to develop a capability for coordinated response and recovery from the effects of disaster.

Emergency Management/Response Personnel – Includes Federal, State, territorial, tribal, sub-state, regional, and local governments, nongovernmental organizations (NGO's), private sector organizations; critical infrastructure owners and operators, and all other organizations and individuals who assume an emergency management role. Also known as emergency or first responder.

Emergency Medical Services (EMS) – Services, including personnel, facilities, and equipment, required to ensure proper medical care for the sick and injured from the time of injury to the time of final disposition (which includes medical disposition within a hospital, temporary medical facility, or special care facility; release from the site; or being declared dead). EMS specifically includes those services immediately required to ensure proper medical care and specialized treatment for patients in a hospital and coordination of related hospital services.

Emergency Operations Center (EOC) – A location from which centralized emergency management is performed. EOC facilities are established by an agency or jurisdiction to coordinate the overall agency or jurisdictional response and support to an emergency. It is a protected site from which government officials and Emergency Response Personnel exercise direction and control during an emergency, and where the coordination of information and resources to support incident management (on-scene operations) activities normally takes place. The Emergency Communications Center (ECC) is normally an essential part of the EOC.

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. EOC's may be organized by major functional disciplines (e.g., fire, law enforcement, medical services), by jurisdiction (e.g., Federal, State, regional, tribal, city, county), or by some combination thereof.

Emergency Operations Plan (EOP) – An all-hazards document which briefly, clearly, and concisely specifies actions to be taken or instructions to be given in the event of natural disasters, technological accidents, or nuclear attack. The plan identifies authorities, relationships, and the coordinated actions to be taken based on pre-determined assumptions, objectives, and existing capabilities. OR

An ongoing plan for responding to a wide variety of potential hazards. An EOP describes how people and property will be protected; details who is responsible for carrying out specific actions; identifies the personnel, equipment, facilities, supplies, and other resources available; and outlines how all actions will be coordinated.

Emergency Public Information (EPI) – Information disseminated to the public primarily in anticipation of an emergency, or at the actual time of an emergency, as a means of warning the public of impending danger and/or to provide instruction as to emergency preparedness action to be taken.

Emergency Response Team (ERT) – A FEMA group composed of a headquarters element and a regional element that is deployed by the Director of FEMA to the scene of an extraordinary situation to coordinate the overall Federal response.

Emergency Support Function (ESF) – A functional area of response activity established to facilitate the delivery of State or Federal assistance required during the immediate response phase of a disaster to save lives, protect property and public health, and to maintain public safety. ESFs provide the structure for coordinating Federal interagency support for a Federal response to an incident. They are mechanisms for grouping functions most frequently used to provide Federal support to States and Federal-to-Federal support, both for declared disasters and emergencies under the Stafford Act and for non-Stafford Act incidents.

Environment – Water, air, and land, and the interrelationship which exists among and between them and all living things.

Essential Elements of Information (EEI) – Critical tactical information, obtained from any source, received prior to and/or during an event which is considered so essential that without it, meaningful planning cannot proceed.

Evacuation – Relocation of civilian population to safe areas when disaster, emergencies, or threats thereof necessitate such action. OR

The organized, phased, and supervised withdrawal, dispersal, or removal of students, personnel, and visitors from dangerous or potentially dangerous areas.

Event – A planned, non-emergency activity. ICS can be used as the management system for a wide range of events, e.g., parades, concerts, or sporting events.

Exercise – Maneuver or simulated emergency condition involving planning, preparation, and execution; carried out for the purpose of testing, evaluating, planning, developing, training, and/or demonstrating emergency management systems and individual components and capabilities, to identify areas of strength and weakness for improvement of Emergency Operations Plans (EOP).

Extremely Hazardous Substance (EHS) – An acutely toxic substance contained on the Environmental Protection Agency's (EPA) list of 366 "Extremely Hazardous Substances" listed in 40 CFR 355 Appendix A. Since the requirement for this list is contained in Section 302 of the Emergency Protection and Community Right to Know Act (EPCRA), these chemicals are also known as "302 Chemicals". The list and additional information about each chemical can be obtained by contacting the EPA.

F

Facility – As defined by section 101 of CERCLA, means any building, structure, installation, equipment, pipe or pipeline (including any pipe into a sewer or publicly-owned treatment works), well, pit, pond, lagoon, impoundment, ditch, landfill, storage container, motor vehicle, rolling stock, or aircraft, or any site or area where a hazardous substance has been deposited, stored, disposed of, or placed, or otherwise come to be located; but does not include any consumer product in consumer use or any vessel. For the purpose of the emergency release notification, the term includes motor vehicles, rolling stock, and aircraft.

Family Reunification Center – An area or facility away from the incident that is established for family/parents/guardians to reunite with their family members. This is a common procedure implemented after an incident or emergency. Family reunification may be needed if a specific location is evacuated or closed as a result of a hazardous materials incident, fire, school violence, or other hazard.

Fatality Management and Mortuary Services – The services and functions necessary for a mass fatalities incident. The Kenton County Coroner's Office, through ESF 8, will coordinate with the Kentucky Medical Examiner's Office and Kentucky Coroner's Office Incident Response Team for emergency mortuary services, personnel, equipment, and supplies for managing mass fatalities or natural death surge victims. This also includes monitoring operations, providing guidance and support to ensure the protection of fatality management personnel from infectious diseases and other hazards when handling remains, monitoring fatality data through the Mortality Data Management System (MDMS), and aiding in victim identification.

Federal Coordinating Officer (FCO) – The senior Federal official appointed in accordance with P.L. 93-288, to coordinate the overall Federal response and recovery activities.

Federal Response Plan (FRP) – Establishes a process and structure for the systematic, coordinated, and effective delivery of Federal assistance to address the consequences of any major disaster or emergency declared under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (42 U.S. Code [USC] et seq.). The FRP Terrorism Incident Annex defines the organizational structures used to coordinate crisis management with consequence management (Source: FRP Terrorism Incident Annex, April 1999).

Finance/Administration Section – The Incident Command System (ICS) Section responsible for all administrative and financial considerations surrounding an incident. This section monitors costs related to the incident and provides accounting, procurement, time recording, and cost analyses.

Finance/Administration Section Chief – A member of the Incident Command System (ICS) General Staff who is responsible for overseeing the activities of the Finance/Administration Section.

First Responder – An employee or volunteer of an Emergency Service who is likely to be among the first people to arrive at and assist at the scene of an emergency such as an accident, natural disaster, or terrorist attack. First responders typically include police officers, deputy sheriffs, firefighters, paramedics, and rescuers.

Fixed Nuclear Facility (FNF) – Nuclear power plants, reactor fuel fabrication or processing plants, test and research reactors or any other facility using or producing large quantities of radioactive material.

Flash Mob – A group of people organized (using social media to coordinate) meeting at a specific location at a specific time for entertainment, satire, or, in some cases, criminal activity.

Flashpoint Location – Specific location(s) which become(s) the initial source of unlawful activity and the origin or focal point of civil disorder.

Force Options – Reasonable force alternatives that may be utilized by law enforcement to effect arrest, overcome resistance, and prevent escape.

Formations – Coordinated unit tactics utilized by law enforcement to control crowds, stop unlawful activity, and disperse and/or arrest violators.

Function – Function refers to the five major activities in ICS – Command, Operations, Planning, Logistics, and Finance Administration.

Functional Annexes – Individual chapters in an Emergency Operations Plan that focus on procedures such as Special Needs or Continuity of Operations. These annexes address all-hazard critical operational functions and describe the actions, roles, and responsibilities of participating organizations. Functional annexes are referred to as Emergency Support Functions (ESF's).

Functional Areas of Responsibility – Numerous Emergency Support Functions (ESF's) are tasked with the responsibility of providing a variety of essential services/functions during emergencies/disasters in support of local response operations. Each ESF should identify those areas of responsibility within their portion of the State/Local EOP. The ESF's should identify the services/functions provided (e.g., traffic control, disaster relief services), the department/agency responsible for providing those services/functions, and the primary tasks/activities associated with the particular service/function (e.g., coordinate the provision of temporary housing assistance). If an ESF/Functional Area or Group has developed a team structure to provide those services, the team(s) should be identified. However, the composition and specific make-up of the team(s) should be addressed in an SOP/SOG for each essential service/function identified.

G

General Staff – A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief.

Goal – General statement that indicates the intended solution to an identified problem.

Governors Authorized Representative (GAR) – The representative (usually the Director of Emergency Management) of the Governor who coordinates the State response and recovery activities with those of the Federal Government.

In terms of the Kentucky Radiation Health Branch, the individual(s) to whom conveyors of radioactive material across the Commonwealth that are required to be tracked by satellite or both tracked and escorted by the Radiation Health Team must report their presence in the Commonwealth. A contact list for this individual(s) is provided to the Duty Officer in the State Emergency Operations Center.

Group –An organizational subdivision established to divide the incident management structure into functional areas of operation. A group is located within the ICS organization between the branch and individual resources in the Operations Section.

H

Hazard – Any situation that has the potential for causing damage to life, property, and the environment; Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

Hazard Analysis – A process used by emergency managers to identify and analyze crisis potential and consequences.

Hazard Mitigation – Any action taken to reduce or eliminate the long-term risk to human life and property from hazards. The term is sometimes used in a stricter sense to mean cost-effective measures to reduce the potential for damage to a facility or facilities from a disaster or incident.

Hazardous Material (HazMat) – A substance or material which may pose an unreasonable risk to safety, health, or property. HazMat may be chemical, biological, etiological (infectious materials), radiological or explosive in nature. Any substance or material that, when involved in an accident and released in sufficient quantities, poses a risk to people's health, safety, and/or property. These substances and materials include explosives, radioactive materials, flammable liquids or solids, combustible liquids or solids, poisons, oxidizers, toxins, and corrosive materials.

Hazardous Materials Incident – The unplanned release or potential release of a hazardous material to the environment.

Hazardous Waste – Materials declared by the U.S. Environmental Protection Agency (EPA) to be toxic, corrosive, ignitable or chemically reactive.

Hazard-Specific Annexes – Individual chapters in an emergency operations plan that describe strategies for managing missions for a specific hazard. They explain the procedures that are unique to that annex for a hazard type and may be short or long depending on the details needed to explain the actions, roles, and responsibilities. The information in these annexes is not repeated elsewhere in the plan.

Hot Wash – A facilitated discussion held immediately following an event or exercise among exercise players from each functional area that is designed to capture feedback about any issues, concerns, or proposed improvements players may have about the exercise. The hot wash is an opportunity for players to voice their opinions on the exercise and their own performance. This facilitated meeting allows players to participate in a self-assessment of the exercise play and provides a general assessment of how the jurisdiction performed in the exercise. The hot wash should last no more than 30 minutes.

Human-Caused Hazards – Hazards that rise from deliberate, intentional human actions to threaten or harm the well-being of others. Examples include school violence, terrorist acts, or sabotage.

I

Impact Projectiles – Projectiles designed and intended to deliver non-penetrating impact energy from safer than contact range. These may include direct fire or non-direct skip-fired rounds. The latter are projectiles that are discharged toward the ground in front of a target, theoretically delivering the energy to the subject following contact with the ground.

Improvement Plan (IP) – For each task, the Improvement Plan (IP) lists the corrective actions that will be taken, the responsible party or agency, and the expected completion date. The IP is included at the end of the After-Action Report. (*See After-Action Report/Improvement Plan*)

Incident – An occurrence or event, natural or human-caused, which requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, civil unrest, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, tsunamis, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

Incident Action Plan (IAP) – The plan that is usually prepared at the beginning of each operational period that contains general control objectives reflecting the overall operational strategy and specific action plans for the next operational period. A written document containing general management objectives that reflect the overall incident strategy and specific plans using personnel and resources. Incident Action Plans will vary in content and form depending upon the kind and size of an incident.

Incident Command Post – The location where primary command functions are carried out. It may be the Emergency Operations Center (EOC), Disaster Field Office (DFO), or Logistical staging area. As the command function transfers, so does the Incident Command Post (ICP).

Incident Command Staff – Members of the Incident Command System including the Safety Officer, Liaison Officer, Intelligence Officer, Public Information Officer and other positions as required who report directly to the Incident Commander. Members of the Command Staff may have assistants as needed.

Incident Command System (ICS) – The statewide model for field-level management of emergencies mandated by the Standardized Emergency Management System (SEMS). ICS is specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands of single and multiple incidents without being hindered by jurisdictional boundaries. It is a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure with responsibility for management of assigned resources to effectively direct and control the response to an incident. The structure can be expanded or contracted as a situation requires more or less resources, without requiring a new or re-organized command structure.

Incident Commander (IC) – The individual responsible for all incident activities, including the development of strategies and tactics, and the ordering / release of resources.

Incident Management – The broad spectrum of activities and organizations providing effective and efficient operations, coordination, and support applied at all levels of government, utilizing both governmental and nongovernmental resources to plan for, respond to, and recover from an incident, regardless of cause, size, or complexity.

Incident Management Continuum – A model representing the continuous succession and overlap of incident management functions.

Incident Management Functions – Prevention, preparedness, mitigation, response, and recovery activities that occur in advance of an incident, during an incident, and/or following an incident.

Incident Management Team (IMT) – An Incident Commander and the appropriate Command and General Staff personnel assigned to an incident. The level of training and experience of the IMT members, coupled with the identified formal response requirements and responsibilities of the IMT, are factors in determining “type,” or level, of IMT.

Incident Objectives – Statements of guidance and direction that are necessary for the selection of appropriate strategy(s) and the tactical use of resources. Incident objectives are based on realistic expectations of what can be accomplished when allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to adjust to strategic and tactical alternatives.

Infrastructure Protection – Proactive risk management actions intended to prevent a threat from attempting to or succeeding at destroying or incapacitating critical infrastructures. Examples include threat deterrence and vulnerability defense actions.

In-kind Donations – Donations of goods or materials, such as food, clothing, equipment, and building materials instead of money.

Integrated Communications – Communications facilitated through the development and use of a common communications plan.

Intelligence Officer – The position in the Incident Command System (ICS) Command Staff responsible for managing internal information, intelligence, and operational security requirements supporting incident management activities.

Inventory Management – The process of tracking the location, quantities, and expiry of supplies stored for use in a disaster.

J

Job Aid – A checklist or other visual aid intended to ensure that specific steps of completing a task or assignment are accomplished.

Joint Information Center (JIC) – A combined public information office that serves two or more levels of government or Federal, State, local agencies. A facility established to coordinate critical emergency information, crisis communications, and public affairs functions. The JIC is the central point of contact for all news media. The Public Information Officer may activate the JIC to better manage external communication.

Joint Information System (JIS) – A structure that integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, accurate, accessible, timely, and complete information during crisis or incident operations. The mission of the Joint Information System is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the Incident Commander (IC); advising the IC concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

Joint Operations Center (JOC) – A centralized operations center established to provide a single point of direction, control, and coordination for emergency response operations. Often established by the FBI Field Office during terrorism-related incidents to resolve conflicts in prioritization of resource allocations involving Federal assets.

Jurisdiction – A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political, geographical, or functional (e.g., law enforcement, public health).

K

Kentucky Emergency Operations Plan (State EOP) – The State plan designed to cover all natural and man-made emergencies and disasters that threaten the State *(see "Emergency Operations Plan" for additional details*).

Kentucky National Guard Joint Operations Center (JOC) – The center that coordinates the operations of all KYNG resources assigned the mission of general military or military support to civil authorities.

L

Lead Agency – The Federal department or agency assigned lead responsibility under U.S. law to manage and coordinate the Federal response in a specific functional area. The FBI is the lead agency for crisis management, and FEMA is the lead agency for consequence management. Lead agencies support the overall Lead Federal Agency (LFA) during all phases of the response.

Lead Federal Agency (LFA) – The agency designated by the President to lead and coordinate the overall Federal response based on the type of emergency. In general, an LFA establishes operational structures and procedures to assemble and work with agencies providing direct support to the LFA in order to provide an initial assessment of the situation, develop an action plan, monitor and update operational priorities, and ensure each agency exercises its concurrent and distinct authorities under U.S. law and supports the LFA in carrying out the President's relevant policy. Specific responsibilities of an LFA vary according to the agency's unique statutory authorities.

Less Lethal Impact Munitions – Projectiles launched or otherwise deployed for purposes of overcoming resistance, preventing escape, effecting arrest, reducing serious injury that may be applied without a significant likelihood of causing death.

Liaison – A form of communication for establishing and maintaining mutual understanding and cooperation.

Liaison Officer – The position in the Incident Command System (ICS) Command Staff responsible for coordinating with representatives from cooperating and assisting agencies.

Life Threatening – Any action likely to result in serious injury or death of an officer or another person.

Local Emergency Management Director/Coordinator – The local government official responsible for the emergency management program at the local level, county or municipal.

Local Emergency Planning Committee (LEPC) – A committee appointed by the State Emergency Response Commission (SERC), as required by SARA Title III, to formulate a comprehensive emergency plan to deal with hazardous materials within its jurisdiction.

Local Government – A political subdivision of the State that is usually at the County or municipal level. OR

A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government; an Indian tribe or authorized tribal entity, or in Alaska a Native Village or Alaska Regional Native Corporation; a rural community, unincorporated town or village, or other public entity. See Section 2 (10), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

Logistics – The process of providing resources, facilities, services, material support and other services to support incident management.

Logistics Section – The Incident Command System (ICS) Section responsible for providing and tracking resources, facilities, services, and material support for the incident.

Logistics Section Chief – A member of the Incident Command System (ICS) General Staff who is responsible for overseeing the activities of the Logistics Section.

M

Major Disaster – As defined under P.L. 93-288, any natural catastrophe (including any hurricane, tornado, storm, flood, high water, wind-driven water tidal wave, tsunami, earthquake, volcanic eruption, landslide, mud slide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under this Act to supplement the efforts and available resources of states, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

Mal-information – Information that is based on fact but is used out of context to mislead, harm, or manipulate a person, organization or country.

Management – The process of planning, organizing, coordinating, directing, budgeting, and controlling resources.

Management by Objectives – A management approach that involves a four-step process for achieving the incident goal. The Management by Objectives approach includes the following: Establishing overarching objectives; Developing and issuing assignments, plans, procedures and protocols; Establishing specific, measurable objectives for various incident management functional activities and directing efforts to fulfill them in support of defined strategic objectives; and Documenting results to measure performance and facilitate corrective action.

Mass Care – Actions taken to protect evacuees and other disaster victims from the effects of the disaster. Activities include providing temporary shelter, food, medical care, clothing, and other essential life support needs to the people who have been impacted because of a disaster or threatened disaster.

Memorandum of Agreement / Understanding (MOA / MOU) – A document negotiated between organizations or legal jurisdictions for mutual aid and assistance in times of need. A MOA / MOU must contain such information as who pays for expense of operations (financial considerations), the party that will be liable for personal or property injury or destruction during response operations (liability considerations), and appropriate statements of non-competition of government resources with private enterprise (commercial considerations).

Mis-information – Information that is false, but not created or shared with the intention of causing harm. Usually the person who is disseminating it believes that it is true.

Mitigation – Includes activities to reduce the loss of life and property from natural and/or human-caused disasters by avoiding or lessening the impact of a disaster and providing value to the public by creating safer communities. Mitigation seeks to fix the cycle of disaster damage, reconstruction, and repeated damage. These activities or actions, in most cases, will have a long-term sustained effect.

Mob – A disorderly group of people engaged in unlawful activity.

Mobile Arrest and Booking Teams – Mobile teams designated to assist field personnel with mass arrests and processing. (*See "Arrest Teams" and "Booking Teams" for additional details.*)

Mobile Field Force – An organized, mobile law enforcement tactical force equipped and trained to respond to unusual occurrences. The mobile field force is currently the statewide standard configuration known as "Mutual Aid Response Mobile Field Force."

Mobile Tactics – The ability to rapidly deploy law enforcement personnel using vehicles. The vehicles may also be used for crowd control and containment.

Mobilization – The rapid assembly, procurement, production or deployment of resources to meet the requirements of a disaster / emergency situation, including war.

Modular Organization – A top-down Incident Command System (ICS) organizational structure based on the size and complexity of the incident, as well as the specifics of the hazard environment created by the incident.

Mounted Tactics – Crowd control while mounted on horses.

MSR – Main Supply Route

Multi-agency Coordination Systems – Systems that provide the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination.

Multi-Hazard – A functional approach to planning which treats the numerous emergency management requirements that are present in any disaster situation as common functions. This reveals a broad base foundation of recurring disaster tasks that are common to most disasters. In this manner, planning which concerns an application of the recurring tasks can be used in response to any emergency.

Multi-jurisdictional Incident – An incident requiring action from multiple agencies in which each have jurisdiction to manage certain aspects of an incident. In ICS, these incidents will be managed under Unified Command.

Mutual Aid Agreement – A formal or informal understanding between jurisdictions pledging the exchange of emergency or disaster assistance.

N

National – Of a nationwide character, including the Federal, State, tribal, and local aspects of governance and policy.

National Contingency Plan (NCP) – Term referring to the National Oil and Hazardous Substances Pollution Contingency Plan. Regulations prepared by the Environmental Protection Agency to implement the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) and the response systems of the Clean Water Act (sec. 311); refer to 40 CFR Part 300.

National Disaster Medical System (NDMS) – A nation-wide medical mutual aid network between the Federal and non-Federal sectors that includes medical response, patient evacuation, and definitive medical care and mental health services.

National Emergency Operations Center (NEOC) – The EOC for DHS / FEMA, which provides a centralized point of direction and control for Federal response operations (*Formerly called the National Interagency Emergency Operations Center or NIEOC*).

National Flood Insurance Program (NFIP) – A Federal program to provide flood insurance coverage in those communities which enact and enforce floodplain management regulations.

National Hurricane Center (NHC) – A Federal tracking center that forecasts and plots the formation and movement of tropical storms. It also alerts appropriate areas of the danger.

National Incident Management System (NIMS) – A system mandated by HSPD-5 that provides a consistent nationwide approach for state, local and tribal governments, the private-sector, and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, location, or complexity. It is a set of principles that provides a systematic, proactive approach to manage all facets of emergency preparedness and response.

National Oceanic and Atmospheric Administration (NOAA) – A Federal agency within the U.S. Department of Commerce which deals in ocean survey / exploration and atmospheric studies in coastal storms and lower atmospheric disturbances. Emergency Management relies heavily on the Coastal Hazards Office of NOAA for storm surge modeling.

National Response Center (NRC) – Established under the Clean Water Act and CERCLA, and operated by the U.S. Coast Guard, it is the central location that receives and relays notices of discharges or releases, disseminates reports when appropriate, and provides facilities for use in coordinating a national response action when required.

National Response Plan (NRP) – A plan mandated by HSPD-5 that integrates Federal domestic prevention, preparedness, response, and recovery plans into one all-discipline, all-hazards plan.

National Response Team (NRT) – An organization of representatives from 14 Federal agencies with responsibility for national planning and coordination (inter-agency and inter-jurisdictional) of CERCLA objectives.

National Security – Measures taken to protect the nation from the direct or indirect acts of war, sabotage, or terrorism directed at the United States. These acts include, but are not limited to, conventional and unconventional war, chemical, biological and nuclear war or terrorism.

National Warning System (NAWAS) – The Federal warning system used to disseminate warnings of imminent natural disaster or enemy attack to a regional warning system, which passes to the State warning points for action.

National Weather Service (NWS) – A Federal agency tasked with forecasting weather and providing appropriate warning of imminent natural disaster such as hurricanes, tornadoes, tropical storms, etc.

Natural Hazard – Hazard related to weather patterns and/or physical characteristics of an area. Often natural hazards occur repeatedly in the same geographical locations.

Neighborhood Hazard – Natural, technological, or human-caused hazards occurring in neighborhoods immediately surrounding the community.

Non-Compliant Behavior – Behavior which does not yield to the lawful order of a peace officer but offers no physical resistance (sometimes referred to as "passive resistance").

Non-Governmental Organization (NGO) – An entity with an association that is based on interests of its members, individuals, or institutions. It is not created by a government, but it may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of NGO's include faith-based charity organizations and the American Red Cross. NGO's, including voluntary and faith-based groups, provide relief services to sustain life, reduce physical and emotional distress, and promote the recovery of disaster victims. Often these groups provide specialized services that help individuals with disabilities. NGO's and voluntary organizations play a major role in assisting emergency managers before, during, and after an emergency.

Non-Lethal Chemical Agents – Devices utilized by law enforcement agencies which may include CS, CN, OC, and HC (smoke).

Non-Persistent Agent – An agent that, upon release, loses its ability to cause casualties after 10 to 15 minutes. It has a high evaporation rate, is lighter than air, and will disperse rapidly. It is considered to be a short-term hazard; however, in small, unventilated areas, the agent will be more persistent.

Non-Structural – Any portion of the building not connected to the main structure including file cabinets and furnishings.

Noticed Events – Public assemblies, demonstrations or crowd events, which are planned for in advance and allows for prior notice, whether direct or indirect, to law enforcement.

Nuclear Regulatory Commission (NRC) – The Federal agency tasked with oversight and regulation for all domestic nuclear devices, plant processes and construction.

O

Officer – The Incident Command System title for a person responsible for one of the Command Staff positions of Safety, Liaison, and Public Information.

Operational Period – A period of time set for execution of operational actions specified in the Incident Action Plan. Traditionally these periods are initially 12 to 24 hours in length. As the incident winds down, they may cover longer periods of activity.

Operational Priorities – The desired end-state for the operations.

Operations Plan – A plan describing the tactical deployment of resources at an incident or event to meet the objectives of the Incident Action Plan.

Operations Section – The Incident Command System (ICS) Section responsible for all tactical incident operations. It normally includes multiple subordinate branches, divisions, and/or groups as needed to manage the incident activities and complete the assigned operational objectives.

Operations Section Chief (OSC) – A member of the Incident Command System (ICS) General Staff who is responsible for overseeing the activities of the Operations Section.

Operations Security (OPSEC) – Methods used to prevent sensitive information, which may compromise the integrity and safety of a law enforcement operation, from being improperly disseminated.

Organization and Assignment of Responsibilities – A component of the basic plan that lists the tasks staff will perform in the event of incident by position and organization.

P

Pain Compliance – Stimulation of nerves or the manipulation of joints to elicit a sense of unease or distress in a subject, causing that subject to comply with lawful directives.

Passive Resistance – Refers to intentional and unlawful opposition of a lawful order of a peace officer during arrest situations but involves no physical resistance.

Perimeter Control – Surrounding or enclosing a particular problem area.

Persistent Agent – An agent that, upon release, retains its casualty-producing effects for an extended period of time, usually anywhere from 30 minutes to several days. A persistent agent usually has a low evaporation rate and its vapor is heavier than air; therefore, its vapor cloud tends to hug the ground. It is considered to be a long-term hazard. Although inhalation hazards are still a concern, extreme caution should be taken to avoid skin contact as well.

Personal Protective Equipment (PPE) – Refers to the garments and devices worn by emergency response personnel to protect them from chemical and respiratory hazards presented by a hazardous materials release.

Photographic Teams – Law enforcement photographers assigned to memorialize designated activity involving civil disobedience.

Plan Development – The process of generating and comparing possible solutions for achieving goals and objectives, determining response and recovery capabilities, and identifying resource gaps.

Plan Maintenance – A component of the basic plan that outlines responsibilities for maintaining the Emergency Operations Plan (EOP). This section includes a testing, reviewing, and updating the EOP.

Planning Meeting – A meeting held as needed prior to and throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. For larger incidents, the planning meeting is a major element in the development of the Incident Action Plan (IAP).

Planning Section – The Incident Command System (ICS) Section responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the Incident Action Plan. This section also maintains the information on the current and forecasted situation and on the status of resources assigned to the incident.

Planning Section Chief – A member of the Incident Command System (ICS) General Staff who is responsible for overseeing the activities of the Planning Section.

Planning Team – A group of individuals with a variety of expertise and perspectives planning for all hazards.

Plume – Airborne material spreading from a particular source; the dispersal of particles, gases, vapors, and aerosols into the atmosphere.

Policy – Statements of principles and values which guide the performance of a specific agency activity. Policy establishes limits of action and reflects a statement of guiding principles that should be followed in order to achieve an agency's objective.

Preliminary Damage Assessment (PDA) – An assessment of damage taken immediately following a disaster or potential disaster. Emphasis is on high-level infrastructure such as roads and power production.

Preparedness – A continuous cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective action in an effort to ensure effective coordination during incident response. Within the National Incident Management System (NIMS), preparedness focuses on the following elements: Planning, Procedures and protocols, Training and exercises, Personnel qualification and certification, and Equipment certification. Preparedness activities develop emergency response capabilities. Planning, exercising, training, mitigation, developing public information programs and alerting and warning are among the activities conducted under this phase of emergency management to ensure the most effective and efficient response in a disaster. Preparedness seeks to establish capabilities to protect people from the effects of disasters in order to save the maximum number of lives, minimize injuries, reduce damage, and protect property. Procedures and agreements to obtain emergency supplies, material, equipment, and people are developed.

Prevention – Actions taken to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

Primary Agency – An agency, organization or group designated as an ESF / Functional Area or Group Primary Agency serves as the executive agent under the ***State / Local EOP*** to accomplish the assigned ESF / Functional Area or Group Mission. Such a designation is based on that agency having performed that function on a day-to-day basis or by direction of a statutory mandate and / or regulatory requirements. Certain ESF's may have more than one agency designated in which cases they would be identified as "co-primary" agencies.

Private Sector – Organizations and entities that are not part of any governmental structure. It includes for-profit and not-for-profit organizations, formal and informal structures, commerce, and industry and private voluntary organizations. Functions can include, but are not limited to, information technology and communications, plant operations, transportation, maintenance, engineering, personnel, public relations, environment, legal, finance, risk management, health and safety, security, stakeholders, and firefighting/rescue.

Procedure – A method of performing an operation or a manner of proceeding on a course of action within the limits of policy. A series of standard actions or operations that specify what personnel should do in responding to and recovering from an incident.

Processes – Systems of operations that incorporate standardized procedures, methodologies, and functions necessary to provide resources effectively and efficiently. These include resource typing, resource ordering and tracking, and coordination.

Promulgate – As it relates to the Local Emergency Operation Plan (EOP), it is the act of the jurisdiction officially proclaiming, declaring and / or adopting, via local ordinance, Executive Order (EO), or etc., the ***State / Local EOP*** as the emergency operations plan for the jurisdiction.

Protective Action Zones (PAZs) – Work zones around a hazardous incident site determined by the Safety Officer and provided in the Site Safety Plan. The zones are established to reduce or to prevent the migration of contaminants and protect emergency responders from the hazards caused by the incident.

Psychological Healing – A functional annex describing how agencies will address medical and psychological issues resulting from traumatic incidents.

Public Disruption – The interruption or disturbance of public order.

Public Health – A common function in multi-hazard planning which focuses on general health and medical concerns under emergency conditions, including provisions for accomplishing those necessary actions related to disease and vector control activities. Concerns extend to sanitation and preventing contamination of food and water.

Public Information – Processes, procedures, and systems for communicating timely, accurate, and accessible information on an incident's cause, size, and current situation; resources committed; and other matters of general interest to the public, responders, and additional stakeholders (both directly affected and indirectly affected).

Public Information Officer (PIO) – The position in the Incident Command System (ICS) Command Staff responsible for interfacing with the public and media or with other agencies with incident-related information requirements.

Q

R

Radiation – High-energy particles or gamma rays that are emitted by an atom, as the substance undergoes radioactive decay. Particles can be either charged alpha or beta particles or neutral neutron or gamma rays.

Radio system – A combination of electrical and electronic equipment, including but not limited to radios, consoles, mobile units, towers, antennas, generators, etc., which together enable communications between desired points.

Radioactive – A substance giving off, or capable of giving off, radiant energy in the form of particles (alpha or beta radiation) or rays (gamma radiation) by the spontaneous disintegration of the nuclei of atoms.

Radiological – Any radioactive material dispersed in the air in the form of dust, fumes, mist, vapor or gas.

Reception Area – This refers to a location separate from staging areas, where resources report in for processing and out-processing. Reception Areas provide accountability, security, situational awareness briefings, safety awareness, distribution of IAP's, supplies and equipment, feeding, and bed down.

Reception Center – A donations management facility to receive specific, undesignated or unsolicited goods such as food, water, clothes, and building supplies.

Recovery – Recovery is both a short-term and a long-term process to restore the jurisdiction to normal conditions in the aftermath of any emergency or disaster involving extensive damage. Short-term operations assess damages, restore vital services to the community, and provide for basic needs to the public. Long-term recovery focuses on restoring the community to its normal or an improved state of affairs. Examples of recovery actions are provision of temporary housing, restoration of government services, and reconstruction of damaged areas.

Recovery Plan – A plan developed to restore an affected area or community.

Regional Emergency Coordination Centers (RECC) – A joint civil and military command center activated during catastrophic disasters that provides overall coordination of emergency support functions and resources at a regional level. An RECC is subordinate to a UAC.

Release – Any spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, escaping, leaching, dumping, or disposing into the environment (including abandonment or discarding barrels, containers, and other closed receptacles) of any Hazardous Chemical, Extremely Hazardous Substance, or CERCLA Hazardous Substance.

Relocation – A common procedure implemented when the community, organization or business building or environment surrounding is no longer safe. People are moved to an alternative facility where families can reunite.

Resource Agencies, Organizations or Groups – Other agencies, organizations, groups, and individuals, not assigned as a primary or support agency to an ESF / Functional Area or Group that may have authorities, expertise, capabilities, or resources required for disaster operations. Those agencies, organizations, groups or Subject Matter Experts (SME's) may be requested to participate in planning and operations activities, designate staff to serve as representatives to the ESF / Functional Area or Group, and / or provide services and resources. Resources can provide personnel equipment, resources, and / or supplies.

Resource Sourcing – Commodity/supply planning, coordinating, and procurement.

Resources – Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.

Response – Response is the actual provision of emergency services during a disaster. These activities can reduce casualties, limit damage, and help to speed recovery. Response activities address the short-term, direct effects of an incident and include immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and of mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities can include applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.

Reverse Evacuation – A common procedure implemented when conditions inside the building are safer than outside the building.

Revised Statutes Annotated (RSA's) – The specific form of State Law, codified and recorded for reference.

Riot – According to Federal United States Federal Law 18 U.S.C. § 2102, a riot is defined as a public disturbance involving:

(1) an act or acts of violence by one or more persons part of an assemblage of three or more persons, which act or acts shall constitute a clear and present danger of, or shall result in, damage or injury to the property of any other person or to the person of any other individual, or

(2) a threat or threats of the commission of an act or acts of violence by one or more persons part of an assemblage of three or more persons having, individually or collectively, the ability of immediate execution of such threat or threats, where the performance of the threatened act or acts of violence would constitute a clear and present danger of, or would result in, damage or injury to the property of any other person or to the person of any other individual.

Riot – According to Kentucky Revised Statute, KRS 525.010(5), a riot is defined as a public disturbance involving an assemblage of five or more persons, which by tumultuous and violent conduct creates grave danger of damage or injury to property or persons, or substantially obstructs law enforcement or other government function.

S

Safety Officer – A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety.

Section – The organizational level having responsibility for a major functional area of incident management, e.g., Operations, Planning, Logistics, and Finance/Administration.

Sectoring – Dividing an overall area of operation into sub- sections based upon geographical and/or defined boundaries. This is not an official ICS term and should be avoided.

Shelter – A facility to house, feed, and care for persons evacuated from a risk area for periods of one or more days. For the risk areas, the primary shelter and the reception center are usually located in the same facility

Shelter-in-Place – A common procedure implemented in the event of a chemical or radioactive release. Occupants take immediate shelter, sealing up windows and doors, and turning off air ducts.

Site Safety Plan – Written plan formulated for each incident by the Safety Officer (SO) that addresses the safety and health hazards of each phase of site operations and includes the requirements and procedures for employee protection in accordance with KY-OSH regulations 29 CFR 1910.120 (q) (2). The plan must be conspicuously posted at the Incident Command Post and appropriate locations within the response area.

Social Media – Communications of social interaction, using highly accessible and scalable devices, including web-based and mobile technologies used to promote interactive dialogue.

Span of Control – The number of individuals a supervisor is responsible for, usually expressed as the ratio of supervisors to individuals. (Under the NIMS, an appropriate span of control is between 1:3 and 1:7.)

Special Needs Population – A population whose members may have additional needs before, during, and after an incident in functional areas, including but not limited to: maintaining independence, communication, transportation, supervision, and medical care. Individuals in need of additional response assistance may include those who have disabilities, who are from diverse cultures, who have limited English proficiency, who are non-English-speaking, or who are transportation disadvantaged.

Specialized Procedures – Standardized actions for specific populations or situations during an incident or emergency. Examples include special needs population, off-campus events, continuity of operations, mass care, and psychological healing.

Specific Activity – A measure of the amount of radioactivity per unit amount of substance. This is based on the number of disintegrations per minute (dpm) per unit amount where the amount can be expressed as grams or moles.

Spontaneous Events – Public assemblies, demonstrations or crowd events, which occur without prior planning and/or without prior notice to law enforcement.

Staging Area (SA) – A pre-selected location having large parking areas such as a major shopping area, schools, etc. The SA is a base for the assembly of personnel and equipment and resources during response operations. A SA can also serve as an area for assembling people to be moved by public transportation to host jurisdictions and a debarking area for returning evacuees.

Stakeholder – Entities having a legal, professional, economic or community interest/responsibility in a public assembly or gathering.

Standard Operating Guide (SOG) – A complete reference document focused on the collection of actions and activities established to accomplish one or more functions. The document user is afforded varying degrees of latitude in accomplishing functional actions or activities. As necessary, SOG's can be supported by one or more standard operation procedures (SOP's).

Standard Operating Procedures (SOP) – An instructional document constituting a directive that provides prescriptive steps towards accomplishing a specified action or task. SOP's can supplement SOG's by detailing and specifying how assigned tasks are to be carried out.

Standardized Emergency Management System (SEMS) – A system required by ICS for managing response to multi-agency and multijurisdictional emergencies. SEMS consists of five organizational levels that are activated as necessary: Field Response, Local Government, Operational Area, Region and State.

State Coordinating Officer (SCO) – The representative of the Governor (usually the Director / Coordinator of Emergency Management) who coordinates the state response and recovery activities with those of the Federal Government. (*See Governor's Authorized Representative*)

State Emergency Response Commission (SERC) – Designated by the Governor, the SERC is responsible for establishing HazMat planning districts and appointing / overseeing Local Emergency Planning Committees (LEPC).

State Emergency Response Team (SERT) – A team of senior representatives of State agencies, State level volunteer organizations, and State level corporate associations who have knowledge of their organization resources and have the authority to commit those resources to emergency response. SERT operates from the State EOC and the Director / Coordinator of EM serves as the SERT leader.

State Warning Point (SWP) – The designated State facility that receives warnings and other emergency information over NAWAS and relays this information in accordance with current directives. The SWP for Kentucky is Boone Center in Frankfurt.

Structural – Any component of the building whose primary function is to support the dead load (e.g., building, roof).

Subject Matter Experts (SME's) – Other agencies, organizations, groups, and individuals that have authorities, technical expertise, and / or capabilities required for disaster operations. SME's may be requested to participate in planning and operations activities, designate staff to serve as representatives to the ESF / Functional Area or Group, and / or provide services.

Superfund – Trust fund established under the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) and extended under the 1986 Superfund Amendments and Reauthorization Act (SARA) to provide money for cleanups associated with inactive hazardous waste disposal sites. (See CERCLA – Superfund Amendments and Reauthorization Act of 1986 (PL99-499) SARA). Extends and revises Superfund authority in Title I & II. Title III of SARA includes detailed provisions for Community Planning and Right-To-Know systems.

Supply Chains – effective forward and reverse flow and storage of goods, services, and related information between the point of origin and the point of consumption in order to meet customer requirements.

Support Agency – An agency, organization or group that provides an essential function or service critical to the ESF / Functional Area or Group, and has a requirement in the decision process for the conduct of the operation using its authorities, and determines priorities in providing cognizant expertise, capabilities, and resources.

T

Task Force – A group of resources with shared communication and leader. It may be pre-established and sent to an incident or it may be created at the incident.

Tear Gas – The term used in law enforcement more accurately refers to a "nonlethal chemical agents."

Technological Hazard – These hazards originate from technological or industrial accidents, infrastructure failures, or certain human activities. These hazards cause the loss of life or injury, property damage, social and economic disruption, or environmental degradation, and often come with little to no warning.

Telephone Tree – A list of staff, their phone numbers, and their role in the Incident Command System (if applicable). The first person on the list (usually the principal or Incident Commander) calls his or her pre-assigned staff members to relay what is and is not known and what steps should be taken. These staff members continue passing along the principal's message to their pre-assigned contacts until everyone has been contacted.

Terrorism – As defined in the Homeland Security Act of 2002, activity that involves an act that is dangerous to human life or potentially destructive of critical infrastructure or key resources; is a violation of the criminal laws of the United States or of any State or other subdivision of the United States; and appears to be intended to intimidate or coerce a civilian population, to influence the policy of a government by intimidation or coercion, or to affect the conduct of a government by mass destruction, assassination, or kidnapping.

Threat – An indication of possible violence, harm, or danger. Natural, technological, or human-caused occurrence, individual, entity, or action that has or indicates the potential to harm life, information, operations, the environment, and/or property.

Title III (of SARA) – The "Emergency Planning and Community Right-to-Know Act of 1986." Specifies requirements for organizing the planning process at the State and local levels for specified Extremely Hazardous Substances; minimum plan content; requirements for fixed facility owners and operators to inform officials about Extremely Hazardous Substances present at the facilities; and mechanisms for making information about Extremely Hazardous Substances available to citizens. (42 USC annotated sec. 1101, et. seq.-1986).

Toxicity – A measure of the harmful effects produced by a given amount of a toxin on a living organism.

Traffic Control – This will include traffic cones, barricades, barrier tape, temporary signage, and other assets for managing vehicular traffic around a site. If the county is short on resources, they can request support through the SEOC.

Transfer Of Command – The process of moving the responsibility for incident command from one Incident Commander to another. Transfer of command must include a transfer of command briefing, which may be oral, written, or a combination of both.

Trans-species Infection – An infection that can be passed between two or more animal species. This may include human hosts.

U

Ultra High Frequency (UHF) – The radio frequency ranges from 300 MHz to 3000 MHz. For public safety use, defines the frequency sub bands of 450-512 MHz and 800-900 MHz. Also includes 960 MHz and 2 GHz microwave sub bands.

Undesignated / Unsolicited Donation – Unsolicited / undesignated goods are those donations that arrive at an incident but have not been requested by an agency.

Unified Area Command (UAC) – The UAC is a joint civil and military coordination and command center activated under the general control of the CEOC Disaster Manager (KYEM's Assistant Director for Operations) when the span of control over multiple RECC's exceeds the normal incident command capabilities of the CEOC. The organizational structure of the UAC and its subordinate elements is discussed in the UAC and RECC Complex Guide.

Unified Command – A team that allows all agencies with geographical or functional responsibility for the incident to co-manage an incident through a common set of objectives and strategies. Agencies' accountability, responsibilities, and authorities remain intact. In ICS, it is described as a unified team effort, which allows all agencies with responsibility for the incident, either geographical or functional, to manage an incident by establishing a common set of incident objectives and strategies. In incidents involving multiple jurisdictions, a single jurisdiction with multiagency involvement, or multiple jurisdictions with multiagency involvement, unified command allows agencies with different legal, geographic, and functional authorities and responsibilities to work together effectively without affecting individual agency authority, responsibility, or accountability.

Unit – The organizational element having functional responsibility for a specific incident planning, logistics, or finance/administration activity.

Unity of Command – The concept by which each person within an organization reports to one and only one designated person. Principles are established clarifying the reporting relationships and eliminating the confusion caused by multiple, conflicting directives. Incident managers at all levels must be able to control the actions of all personnel under their supervision.

Unlawful Assembly – Defined as: "Whenever two or more persons assemble together to do an unlawful act, or to do a lawful act in a violent, boisterous or tumultuous manner, such assembly is an unlawful assembly." "Boisterous or tumultuous manner" has been interpreted by the courts to mean conduct which poses a clear and present danger of imminent violence.

V

Very High Frequency (VHF) – The radio frequency ranges from 30 MHz to 300 MHz. For public safety use, defines the frequency sub bands of 30-50 MHz and 150-174 MHz.

Vital Records – Records or documents, for legal, regulatory, or operational reasons, that cannot be irretrievably lost or damaged without materially impairing the organization's ability to conduct business or provide essential services.

Volunteer – For purposes of the NIMS, a volunteer is any individual accepted to perform services by the lead agency which has authority to accept volunteer services, when the individual performs services without promise, expectation, or receipt of compensation for services performed. (See, e.g. 16 U.S.C. 742f(c) and 29 CFR 553.101)

Vulnerability – Susceptibility to a physical injury or attack. Vulnerability refers to the susceptibility to hazards.

Vulnerability Analysis – A determination of possible hazards that may cause harm. Should be a systematic approach used to analyze the effectiveness of the overall (current or proposed) emergency management, emergency services, security, and safety systems at a particular facility or within a jurisdiction.

W

Warning – The alerting of emergency response personnel and the public to the threat of extraordinary danger and the related effects that specific hazards may cause. OR

A warning issued by the National Weather Service (e.g., severe storm warning, tornado warning, tropical storm warning) for a defined area indicates that the particular type of severe weather is imminent in that area.

Warning Point – A facility that receives warning and other information, and disseminates or relays this information in accordance with a prearranged plan.

Watch – Indication by the National Weather Service that in a defined area, conditions are favorable for the specified type of severe weather such as flash floods, severe thunderstorms, tornadoes, and tropical storms.

Water Service Connection – The point where water enters a home. Each water service connection is estimated to represent 3.5 persons per household.

Weapon of Mass Destruction – Any destructive device as defined in 18 USC 921; Any weapon that is designed or intended to cause death or serious bodily injury through the release, dissemination, or impact of toxic or poisonous chemicals, or their precursors; Any weapon involving a disease organism; Any weapon that is designed to release radiation or radioactivity at a level dangerous to human life. (Source: 18 USC 2332a) In 18 USC 921, a destructive device is defined, with certain exceptions, to mean any explosive, incendiary, or poison gas, bomb, grenade, or rocket having a propellant charge of more than 4 ounces, or a missile having an explosive incendiary charge of more than 0.25 ounce, or a mine, or a device similar to the above; any type of weapon by whatever name known that will, or that may be readily converted to, expel a projectile by the action of an explosive or other propellant, and that has any barrel with a bore of more 0.5 inch in diameter; Any combination of parts either designed or intended for use in converting any device into any destructive device described above and from which a destructive device may be readily assembled.

Weapons-Grade Material – Nuclear material considered most suitable for a nuclear weapon. It usually connotes Uranium enriched to above 90 percent (Uranium-235) or Plutonium with greater than about 90 percent (Plutonium-239).

X

Y

Z

LEADING FROM THE FRONTIER TO THE FUTURE

KENTON COUNTY
HOMELAND SECURITY
EMERGENCY MANAGEMENT

Kenton County Kentucky Emergency Operations Plan

Resource(s), Partners & Support Agencies List Appendix D

Kenton County Homeland Security Emergency Management

Kenton County Homeland Security
Emergency Management
Director Steve Hensley

(See Alert Roster For Contact Information)

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AGENCIES, ORGANIZATIONS & PARTNERS

City / County / State Governmental Agencies
City of Bromley
City of Covington
City of Crescent Springs
City of Crestview Hills
City of Edgewood
City of Elsmere
City of Erlanger
City of Fairview
City of Fort Mitchell
City of Fort Wright
City of Independence
City of Kenton Vale
City of Lakeside Park
City of Ludlow
City of Park Hills
City of Ryland Heights
City of Taylor Mill
City of Villa Hills
City of Walton
Kenton County Fiscal Court
Boone County Fiscal Court
Campbell County Fiscal Court
Grant County Fiscal Court
Pendleton County Fiscal Court
City of Cincinnati / Hamilton County Ohio
Hamilton County Government, Ohio
Commonwealth of Kentucky
United State Federal Government

Emergency Management Agencies
Kenton County Homeland Security Emergency Management
Boone County Emergency Management Agency
Campbell County Emergency Management Agency
Cincinnati / Northern Kentucky International Airport Emergency Management
Cincinnati Fire Department Emergency Management
Gallatin County Emergency Management Agency
Grant County Emergency Management Agency
Hamilton County Emergency Management Homeland Security Agency
Kentucky Emergency Management Agency
Northern Kentucky University Emergency Management
Owen County Emergency Management Agency
Pendleton County Emergency Management Agency
Saint Elizabeth HealthCare Security / Emergency Management

Kenton County Departments / Partners
Kenton County Animal Services
Kenton County Attorney Office
Kenton County Coroner
Kenton County Detention Center
Kenton County Emergency Communications Center
Kenton County Fiscal Court Administration
Kenton County Information & Technology Services
Kenton County Public Works / Fleet Management
Kenton County Treasurers Office

Fire / Rescue / EMS / SAR Agencies
Boone County Water Rescue Team
Campbell County Land Search And Rescue Team
Cincinnati / Northern Kentucky International Airport Fire Department
Cincinnati Fire Department
City of Fort Wright Fire/EMS
Covington Fire Department
Crescent Spring-Villa Hills Fire/EMS
Crittenden & Community Volunteer Fire Department
Edgewood Fire/EMS
Elsmere Fire District
Erlanger Fire/EMS
Fort Mitchell Fire/EMS
Independence Fire District
Kentucky Search Dog Association
Ludlow Fire Department
Northern Kentucky Technical Rescue Team
Northern Kentucky WMD / Hazardous Materials Team
Park Hills Fire Department
Piner/Fiskburg Fire Protection District
Ryland Heights & Community Fire Protection District
Taylor Mill Fire Department
Walton Fire Protection District

Law Enforcement Organizations
Cincinnati / Northern Kentucky International Airport Police Department
Cincinnati Police Department
Covington Police Department
Edgewood Police Department
Elsmere Police Department
Erlanger Police Department
Fort Mitchell Police Department
Fort Wright Police Department
Hamilton County Sheriff Office
Independence Police Department
Kenton County Police Department
Kenton County Regional SWAT
Kenton County Sheriff Office
Kentucky Fish & Wildlife
Kentucky State Police Post 6
Lakeside Park / Crestview Hills Police Authority
Ludlow Police Department
Northern Kentucky Drug Strike Force
Park Hills Police Department
Taylor Mill Police Department
Villa Hills Police Department

State Partners
Commonwealth's Attorney Office ~ 16th Judicial Circuit (Kenton County)
Kenton County Circuit Court Clerk / Justice Center / Circuit District Court
Kenton County Clerk
Kentucky Board Of Emergency Medical Services
Kentucky Community Crisis Response Board
Kentucky Department for Public Health
Kentucky Emergency Management Agency
Kentucky Fire Commission

State Partners
Kentucky Fire Commission ~ State Fire / Rescue Training District 7
Kentucky State Fire Marshal's Office
Kentucky Intelligence and Fusion Center
Kentucky Transportation Cabinet District 6

School Districts / Colleges
Beechwood Independent School District
Covington Independent School District
Diocese Of Covington
Erlanger / Elsmere Independent School District
Gateway Community Technical College
Kenton County School District
Ludlow Independent School District
Northern Kentucky University
Thomas More University

Utilities
Altafiber / Cincinnati Bell
Duke Energy
Northern Kentucky Water District
Owen Electric
Sanitation District #1
Spectrum Communications

Military / Federal
Alcohol, Tobacco, Firearms and Explosives Agency
Burlington Readiness Center
Federal Bureau of Investigation
Kentucky National Guard
National Weather Service ~ Wilmington Ohio
United States Coast Guard ~ Sector Ohio Valley – MSD Cincinnati
United States Marshals Service
United States Secret Service

Military / Federal
United States Army Corps of Engineers

Significant Support Agencies
American Red Cross
Cincinnati / Northern Kentucky International Airport Board
Cincinnati Police ~ Real Time Crime Center
Greater Cincinnati Fusion Center
Kenton County Fire Chief's Association
Kenton County Medical Director Dr. Hien Le
Kenton County Police Chief's Association
Kentucky League of Cities
Northern Kentucky Firefighters Association
Northern Kentucky Health Department
Northern Kentucky Healthcare Coalition HPP
Northern Kentucky Police Chief's Association
Northern Kentucky Regional EMS Coordinators Committee
Northern Kentucky University
Northern Kentucky Water District
Planning Development Services
Saint Elizabeth Health Care Hospitals
Saint Elizabeth Health Care Physicians
Sanitation District #1
The Health Collaborative
Transit Authority of Northern Kentucky (TANK)

City Public Works / Services Agencies
City of Covington
City of Crescent Springs
City of Crestview Hills
City of Edgewood
City of Elsmere
City of Erlanger
City of Fort Mitchell
City of Fort Wright
City of Independence
City of Lakeside Park
City of Ludlow
City of Park Hills
City of Taylor Mill
City of Villa Hills

Other Non-Governmental Organizations (NGO's)
American Medical Response
Meridian Management Corporation
Northern Kentucky Area Development District
Northern Kentucky Chamber of Commerce
Northern Kentucky Convention Center
Northern Kentucky University ~ Heritage Bank Center & Dorms
Patient Transport Services
Salvation Army
University Of Cincinnati Health ~ Air Care

RESOURCES
20’ Shelter Trailer – Supplies And Equipment For Up To 50 Cots
20’ Incident Management Team Trailer – Equipment And Supplies For Portable Incident Command Post / Emergency Operations Center
PLUM Case (Communications) – For Internet Coverage For To 250 Users
Radio Communications – Two Portable Mobile Radio Systems And Twenty Spare Portable Radio’s With Extra Batteries And Mic’s
One Mass Causality Unit – Tractor/Trailer Unit Can Treat Up To One Hundred Patient’s
One Mass Decontamination Unit – Tractor/Trailer Mass Decon For Up To Several Hundred Victims
One Regional Command Unit – RV Style
Fifteen Portable Laptops For Emergency Operations Center
Two 10,000 Watt Portable Generators
Two 1,000 Watt Portable Generators
Three Emergency Response Vehicles / One Pickup Truck
Two Cell Phones Assigned to the Director and Deputy Director
No Satellite Phone
Two Recognized SWAT Teams with Assorted Personnel, Equipment and Vehicles
UAS Drone Team – Kenton County Police

SHELTERS
Independence Senior Center – Independence Ky
Edgewood Senior Center – Edgewood Ky
Boys and Girls Club – Covington Ky
Northern Kentucky Convention Center – Covington Ky

LEADING FROM THE FRONTIER TO THE FUTURE

KENTON COUNTY
HOMELAND SECURITY
EMERGENCY MANAGEMENT

Kenton County Kentucky Emergency Operations Plan

EOP Support Plans & Incident Specific Plans Appendix E

Kenton County Homeland Security Emergency Management

Kenton County Homeland Security
Emergency Management
Director Steve Hensley

(Version: APP E 059-01-2024)

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Appendix E – Kenton County EOP / Support / ISP Plans

Kenton County Emergency Operations Plan (Version: KCEOP 059-02-2023)

Attachments

Kenton County Homeland Security Emergency Management Director Approval Notice

Kenton County Judge Executive/Fiscal Court Approval Executive Order

Kentucky Emergency Management Agency Concurrence Statement

Appendices

Kenton County Statistical & Demographics - Appendix A

Acronyms, Abbreviations & Terms - Appendix B

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Resource Partners & Support Agencies Listings - Appendix D

List Of KCEOP Support And Incident Specific Plans - Appendix E

Kenton County Emergency Operations Center Standard Operating Guideline - Appendix F

KCEOP Distribution Plan List - Appendix G

Emergency Communications Plan I ~ Appendix H

Target Hazards & Critical Infrastructures - Appendix I

Emergency Support Functions

ESF # 1 – Transportation

ESF # 2 – Communications

ESF # 3/12 – Public Works / Energy

ESF # 4 – Fire Fighting

ESF # 5 – Emergency Management

ESF # 6 – Mass Care, Housing & Human Services

ESF # 7 – Resource Management

ESF # 8 – Health and Medical Services

ESF # 9 – Search & Rescue

ESF # 10 – Oils Spills & Hazardous Materials

ESF # 11 – Agriculture

ESF # 12/3 – *See ESF 3*

ESF # 13 – Law Enforcement

ESF # 14 – Long-Term Recovery and Mitigation

ESF # 15 – Public Information

KENTON COUNTY
HOMELAND SECURITY
EMERGENCY MANAGEMENT

Kenton County EOP Support Plans

PLAN NAME	VERSION
Access Control Plan	059-01-2023
Alerts and Warnings Plan	059-01-2023
Communications Plans	059-01-2023
Command 100, PLUM Case, Radio Cache, Radio SOG, Communications Support Plan	
Dams (Crystal Lake Dam and Doe Run Lake Dam)	
Debris Management Plan	059-01-2023
Donations Management Plan	059-01-2023
Evacuation Plan	059-01-2023
Family Re-Unification Center / Family Assistance Center (FRC/ FAC) Plans	
Hazard Mitigation Plans	
Joint Information Center / Joint Information Services (JIC / JIS) Plan	059-01-2023
Mass Care And Sheltering Plan	059-01-2023
Mutual Aid and Affiliation Agreements Contracts	
National Incident Management System / Incident Command System Plans	
Point Of Distribution (POD) Plan	059-01-2023
Regional Hazard Mitigation Plan	2017
River Response Plans	
Volunteer Management Plan	059-01-2023

KENTON COUNTY
HOMELAND SECURITY
EMERGENCY MANAGEMENT

Kenton County Incident Specific Plans (ISP's)

PLAN NAME	VERSION
Aircraft Incident Plan	059-01-2023
Animal Disaster Plan	059-01-2023
ASHER (Active Shooter / Hostile Event Response) Plan	
Burn Bans / Open Burning	
CHEMPACK Plan	059-01-2023
Crowd Control / Civil Disturbance Plan	059-01-2023
Earthquake Preparedness Plan	059-01-2023
Extremely Hazardous Substance Plans	059-01-2023
Flood Preparedness Plan	059-01-2023
Health And Medical Plans – CHEMPACK Plan, Mass Fatalities Plan, MCI/MCU Plan, Ohio Trac Training, Strategic National Stockpile Program, NKY Heat/Cold Plan, Pandemic Plan	
Homeland Security Plan – Includes plans for Bomb Threats, Suspicious Package / Suspected Explosives, Terrorism / WMD, Maritime Threats, and Coordination Of Federal Responses	059-01-2023
Mass Causality Incident Plan	
Mass Fatalities Plan	059-01-2023
Missing Person / Search And Rescue (SAR) Plan	059-01-2023
Northern Kentucky Heat And Cold Emergency Plan	059-01-2023
Pandemic Influenza Plan	059-01-2023
Railroad Incident Plan	059-01-2023
Strategic National Stockpile (SNS) Plan	059-01-2023
Weather / Outdoor Warning System Plan	059-01-2023

LEADING FROM THE FRONTIER TO THE FUTURE

KENTON COUNTY
HOMELAND SECURITY
EMERGENCY MANAGEMENT

Kenton County Emergency Operations Center

Standard Operating Guidelines ~ Appendix F

Kenton County Kentucky

Authority
Kenton County Judge Executive
Kris Knochelmann

Kenton County Homeland Security
Emergency Management
Director Steve Hensley

(Version App F 059-01-2024)

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FOREWORD
KENTON COUNTY EOC SOG

This document is a Standard Operating Guideline (SOG) which, when used during exercises and Emergencies, will serve to ensure that critical response actions are not inadvertently overlooked under the pressures of implementing appropriate Emergency response actions. The items in this SOG may have to be altered or supplemented during the event to respond to any unforeseen conditions, and thus should be used as a flexible response guide rather than as a rigid procedure.

The SOG is categorized by phases and situations and includes the following:

1) Preparatory Phase Checklist
2) Alert Phase Checklist
3) Response Phase Checklist
4) Recovery Phase Checklist
5) Closeout Checklist

This SOG is meant to be used by Chief Elected Officials, Kenton County Homeland Security Emergency Management, Emergency Support Function (ESF) Coordinators and others that comprise the EOC Staff.

Actions in this SOG are not necessarily listed in order of importance.

Changes in Emergency circumstances will frequently require alterations to the checklists in these guidelines.

During an incident, only the Public Information Officer (PIO) or PIO staff should make contact with the media. The PIO will receive regular briefings from the HSEM Director and EOC staff. The PIO may answer questions concerning local jurisdictions, departments and agencies but should refer all questions regarding State and Federal response to the Kentucky Division of Emergency Management ESF 15 – Public Information. On occasion the PIO may be joined by the Chief Elected Official(s) or other field and/or EOC staff at a media briefing to provide additional information.

From the time the EOC is activated, until closeout, the HSEM Director will keep the County Judge/Executive, City Mayor(s), KyEM Area 6 Manager and the Commonwealth EOC in Frankfort informed of actions taken.

EOC–SOG RECORD OF CHANGES

CHANGE NUMBER	DATE OF CHANGE	Change(s)	CHANGE MADE BY (SIGNATURE)
01	1-12-2015	Plan Development	Watkins
02	09/06/2017	Formatting	Schulkers
03	05/14/2018	Annual Review	Schulkers
04	08/06/2019	Annual Review	Schulkers
05	08/11/2020	Annual Review	Schulkers
06	4/1/2021	Review/Minor updates	Schulkers
07	04/01/2022	Review/Minor updates	Schulkers
08	02/01/2023	Review/Minor updates	Schulkers
09	01/02/2024	Review/Minor updates	Schulkers

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Message Handling Procedure Sequence ..... Appendix 1-3

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- Alert Phase Checklist ..... Tab 1-4-2
- Response Phase Checklist ..... Tab 1-4-3
- Hourly Checklist ..... Tab 1-4-4
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Kenton County Emergency Operations Center (EOC)

Standard Operating Guidelines (SOG)

SITUATION AND ASSUMPTIONS

This Emergency Operations Center (EOC) Standard Operating Guideline (SOG) is established to ensure that Kenton County Emergency Operations Center (EOC) operations are efficient, effective and comprehensive. This SOG is intended as flexible guidance rather than rigid procedures. It is recognized that the SOG may have to be altered or supplemented during the event to respond to any unforeseen conditions. Checklists included in this SOG are not necessarily listed in order of importance.

Any operational plan is only a guideline. Circumstances and rapidly changing scenarios are common during any form of event or Emergency – let reasonable thoughts guide you. Allow policy, procedures, experience, training, and intellectual intelligence guide your actions.

MISSION

To define the operational guidelines for the Kenton County Emergency Operations Center (EOC).

DIRECTION AND CONTROL

1. The Chief Elected Officials (County Judge/Executive, Mayor) are responsible for the County/City response to any declared Emergency.
2. The Homeland Security Emergency Management (HSEM) Director will manage the internal operations of the EOC in conformity with the overall policy priorities established by the Chief Elected Official(s) or their designee(s).

CONCEPT OF OPERATIONS

Utilizing the National Incident Management System (NIMS) the Kenton County Emergency Operations Center (EOC) will:

1. Provide for the safe and effective management of the incident through coordination with the on scene Incident Commander(s)
2. Provide direction, control, and coordination of resources during Emergency operations;
3. Ensure the efficient use of all resources to protect lives, the environment, and property;
4. Collect, process, and disseminate information about an actual or potential Emergency.

EOC ACTIVATION PROCEDURES

1. The Kenton County EOC may be activated for pre-planned events, in response to natural and manmade emergencies, or any significant incident which endangers public health, safety or well-being and/or public property or which disrupts essential community services.

2. The Kenton County EOC may be activated to support Emergency operations within Kenton County by the Chief Elected Official, Kenton County Homeland Security Emergency Management Director, or when requested by the Kentucky Division of Emergency Management to support response/recovery operations in another part of the Commonwealth.

3. When conditions warrant the County Judge-Executive (or designee), a City Mayor (or designee) or the Kenton County Homeland Security Emergency Management Director (or designee) may order the activation of the Kenton County EOC and declare that a local State of Emergency exists. At this point, the Kenton County EOC will coordinate Emergency response operations Countywide and/or Citywide.

4. All requests to activate the Kenton County EOC are directed to the Homeland Security Emergency Management Director (or if unavailable the Homeland Security Emergency Management Deputy Director). After hours, contact HSEM through the Kenton County Emergency Communications Center (ECC). The Kenton County EOC will be activated to the appropriate level as determined by Kenton County Homeland Security Emergency Management.

5. Self-triggering – In the event of a catastrophic Emergency impacting the community and ESF Coordinators are unable to make contact with the Emergency Management Director, Kenton County ECC or the EOC, then the ESF coordinators should report to the EOC.

EMERGENCY OPERATIONS CENTER ACTIVATION LEVELS

Activation Level		Description
3	Normal Operations / Steady State	· Activities that are normal for the EOC when no incident or specific risk or hazard has been identified. · Routine watch and warning activities if the EOC normally houses this function (including Virtual Monitoring).
2	Enhanced Steady-State / Partial Activation	· Certain EOC team members / organizations are activated to monitor a credible threat, risk, or hazard and / or to support the response to a new and potentially evolving incident.
1	Full Activation	· EOC team is activated, including personnel from all assisting agencies, to support the response to a major incident or credible threat.
Virtual Monitoring / Virtual Emergency Operations Center (VEOC) (Virtual Monitoring and/or Virtual Emergency Operations Center can occur at any activation level or standalone)		· Monitoring, supporting, and managing normal daily readiness steady state, incident and or threat activities via virtual mediums that includes one or more of the following apparatuses: Situational awareness reports or observations; Telephone, audio & video camera / footage: Intelligence & surveillance reports; Media broadcasts; Digital technologies (including internet, Internet of Things (IoT); Computer networks; Telephonic and video teleconference calling; Digital emergency two-way radio operations; Software systems (WebEOC network, GIS/ESRI systems, computer aided dispatch (CAD) records); Social media; Email; Personal / mobile device technology; Text messaging; etc. · Virtual activities can organize within traditional Emergency Operation Centers and/or off-site satellite locations in Real-Time. Satellite locations can include (but are not limited to) command apparatus, office, conference room, private dwelling, etc.
Virtual Operations Support Team (VOST) **(Monitors Social Media Feeds / Activity. May also assist with VEOC Operations)** A VOST can be establish to monitor and potentially respond to social media activity related to an incident.		
Time-Phased Activation ~ As the size, scope and complexity of the incident grow, the level of activity within an EOC often grows. Key personnel normally include the KCHSEM Director, EOC Floor Manager, EOC Support staff, Law Enforcement, Fire and EMS representatives that perform public affairs, situational awareness, resource management and planning.		

EOC ACTIVATION LEVELS

EOC ACTIVATION – NOTIFICATION

EOC Activation For All Levels

- Activation of ESF 5 – Emergency Management.
- County and City Administrations, public safety agency department heads, and ESF Coordinators to be sent notification only to advise them of the activation.
- Notify Kentucky State Emergency Operations Center via telephone at 1-800-255-2587.

EOC Level Three Activation

- Notification will be made to HSEM Staff, County and City Administrations and those ESF Coordinators whose function is involved in the response to report to the EOC.
- Notification will be made to HSEM Staff, ESF 4 - Firefighting, ESF 13 Law Enforcement, and possibly ESF 3/12 Public Works to report to designated location.
- Notify Kentucky State Emergency Operations Center via telephone at 1-800-255-2587.
- KCECC will keep the HSEM Director or designee advised of the completion of the notification call-list and the estimated time of arrival of EOC Personnel.

EOC Level Two Activation

- Notification will be made to HSEM Staff, Chief Elected Officials County/City Administrators.
- ESF Coordinators requested by HSEM notified to respond to the EOC.
- All other ESF Coordinators notified – no response required.
- Notify all public safety agency department heads.
- Notify Kentucky State Emergency Operations Center via telephone at 1-800-255-2587.
- KCECC will keep the HSEM Director or designee advised of the completion of the notification call-list and the estimated time of arrival of EOC Personnel.
- A Situation Report (SITREP) will be prepared for the Chief Elected Officials, incoming ESF Coordinators and the KY State EOC. The SITREP will contain basic information regarding the location, type, scale and severity of the Emergency.
- The HSEM Director or designee will continue to brief the Chief Elected Officials, County and City Administrators at regular intervals.
- ESF Coordinators will notify their support staff as needed.

EOC Level One Activation

- Notification will be made to HSEM Staff, County/City Administrators and all ESF Coordinators.
- All ESF Coordinators notified to respond to the EOC.
- Notify all public safety agency department heads.
- Notify Kentucky State Emergency Operations Center via telephone at 1-800-255-2587.
- KCECC will keep the HSEM Director or designee advised of the completion of the notification call-list and the estimated time of arrival of EOC Personnel.
- A Situation Report (SITREP) will be prepared for the Chief Elected Officials, incoming ESF Coordinators and the KY State EOC. The SITREP will contain basic information regarding the location, type, scale and severity of the Emergency.
- The Emergency Management Director will continue to brief the Chief Elected Officials, County and City Administrators at regular intervals.
- The EOC PIO shall notify the media of the EOC activation and will advise if the Joint Information Center (JIC) or rumor control will be activated.
- ESF Coordinators will notify their support staff as needed.

EOC ORGANIZATION

The Kenton County EOC will coordinate the information, planning, operations and resource activities at the City and County level. The EOC will follow the National Incident Management System (NIMS) and the National Response Framework (NRF) to comply with KRS 39A.230.

The EOC will:

- ensure interagency coordination
- establish response priorities (Objectives)
- develop strategies to achieve objectives
- facilitate effective communications
- allocate resources
- share information within the EOC to ensure a common operating picture

1. EOC Management

In KRS 39B.010, the Kentucky Division of Emergency Management supports and encourages the joint establishment of a single Emergency Management Department for the entire County. The Kenton County Judge/Executive and the Mayors of All Cities within Kenton County have established the Kenton County Homeland Security Emergency Management Agency (KCHSEM) with direct responsibility for the organization, administration, and operation of the local organization for Emergency and disaster mitigation, preparedness, response and

recovery. The County Judge/Executive and the Mayors retain oversight and responsibility for these functions in their jurisdiction.

The HSEM Director or his designee will serve as the EOC Manager with overall responsibility for accomplishing the EOC mission. The HSEM Director reports to the Chief Elected Official(s).

The EOC Management Staff is responsible for the establishment of overall policy and operational priorities for the EOC.

The EOC Management Staff consists of the following members:

1. Kenton County Judge Executive/ Deputy County Judge Executive (County Administrator)
2. Mayors / City Administrative Officer of impacted jurisdictions
3. Director of Kenton County Homeland Security Emergency Management
4. Public Information Officer (PIO)
5. EOC Liaison Officer (if established)
6. EOC Safety Officer (if established)
7. Law Enforcement Chief of impacted jurisdictions
8. Fire/EMS Chief of impacted jurisdictions
9. Public Works Director of impacted jurisdictions
10. EOC Support Staff (as needed)

The EOC Management Group includes the Public Information Officer (PIO):

(1) The PIO is responsible for all contact with the media, including compiling media releases and conducting media briefings.

(2) A Joint Information Center (JIC) may be established and managed by the PIO for a significant incident or when necessitated by state and/or federal officials responding to Kenton County for an Emergency or disaster. The JIC is responsible for jointly processing and disseminating Emergency public information.

(3) Rumor Control/Public Inquiry may be established to receive and respond to public inquiries regarding the disaster. Information to be released will be provided by the EOC PIO and/or the JIC.

The EOC Management Group may include a Liaison Officer who is tasked with receiving incoming department/agency representatives and assisting them with provision of work space, supplies and support as needed.

The EOC Management Group may include a Safety Officer who is tasked with working with Safety Officers at the field incidents to ensure the safety of all personnel responding to the incident.

2. EOC Section Coordinators

EOC Section Coordinators report to the EOC Manager and perform the following:

(1) Provide direct oversight for all Section staff
(2) Complete objectives established by the EOC Action Plan
(3) Facilitate and promote interagency/intergovernmental coordination

A. Operations Section

The Operations Section is responsible for implementation of the EOC Action Plan including strategic and tactical coordination of deployed incident response assets. This Section accomplishes liaison with tactical level mutual aid agencies. The Operations Section monitors and assesses current operational conditions, shortfalls, and unmet response needs. The Operations Section is composed of the ESF Coordinators needed to manage and/or provide support for the incident.

(1) Operations Section Chief – Deputy Director, Kenton County HSEM
(2) ESF 1 – Transportation Coordinator
(3) ESF 2 – Communications Coordinator
(4) ESF 3/12 – Infrastructure Management Coordinator
(5) ESF 4 – Firefighting Coordinator
(6) ESF 6 – Mass Care and Sheltering Coordinator
(7) ESF 8 – Public Health Coordinator
(8) ESF 9 – Search and Rescue Coordinator
(9) ESF 10 – Hazardous Materials Coordinator
(10) ESF 11 – Agriculture Coordinator
(11) ESF 13 – Law Enforcement Coordinator
(12) Other federal, state, county or local representatives.

B. Planning Section

The Planning Section collects and analyzes incident information in order to provide incident analysis. The Planning Section is responsible for maintaining EOC situational awareness by monitoring and reporting the current situation status. The Planning Section will also project and plan for possible incident developments in the future. It has the A - Team responsibility for conducting EOC Planning Meetings and the production of the EOC Action Plans. The Planning Section is responsible for maintaining documentation in the EOC and distributing them as appropriate within the EOC.

The Planning Section consists of the following members:

(1) Planning Section Chief – Deputy, Kenton County HSEM
(2) ESF 14 – Long Term Recovery Coordinator
(3) Representatives from other ESF's as needed
(4) Intelligence (if established)
(5) Planning Commission – GIS Mapping services
(6) Other local/county/state/federal agency representatives
(7) Technical Specialists as needed

C. Logistics Section

The Logistics Section coordinates obtaining personnel and resources, communications services and other tasks required to support response to the incident. Requests for assets, whether internal or external, are prioritized, validated and processed by this Section. Logistics maintains the Resource Request Message Forms and other documentation of the resources requested and deployed for the incident.

The Logistics Section consists of the following members:

(1) ESF 7 Resource Support Coordinator
(2) Representatives from other ESF's as required
(3) Technical and Expert Advisors if requested
(4) Other support staff as required

D. Finance & Administration Section

The Finance/Administration Section handles the financial aspects of the incident. The Section will work closely with the Logistics Section to handle procurement of assets needed to manage the incident. The Finance Section will maintain a record of all expenditures and is also responsible for tracking time worked. The Finance/Administration section will provide regular reports of total and anticipated expenditures to EOC Management.

The Finance/Administration Section provides oversight and assistance with fiscal recovery efforts.

E. Emergency Operations Center Support Staff

Kenton County Homeland Security Emergency Management will need to utilize County/City employees, to help with the successful operation of the Emergency Operation Center (EOC) during activations. Positions include document runners, data entry work, Information Technology (IT) staff, call takers, journal writers, and call down support and management work. EOC support staff will be assigned to assist an EOC section or branch. The atmosphere may become fast-paced and require multi-tasking. Office and computer skills are necessary. Strong organizational, communication and problem solving skills are necessary.

EOC POLICIES

(1) When this plan is activated, the Kenton County EOC will provide direction, control and coordination of all resources.

(2) The Kenton County EOC provides guidance, assists with decision making and coordinates resources for the individual incident scene commanders and other County and local agencies.

(3) Situational Awareness/Common Operational Picture: To manage their operations, the incident site(s) ICS structure will collect and process their incident specific information. The Kenton County EOC will focus on collecting critical information which is of common value or which needs to be shared with more than one incident scene or operational element to create an overall perspective of the situation. The Kenton County EOC will rely on the individual Incident Commander(s) or operational elements to provide this critical information which will be disseminated to appropriate users and developed into reports, briefings and displays.

(4) The EOC Planning Section will produce Situation Reports (SITREPs), which will be distributed to local Chief Elected Officials, the Kentucky Division of Emergency Management, ESF Coordinators staffing the EOC and others as required.

(5) The Kenton County EOC will provide technical advice to the on-scene Incident Commander(s) from support personnel and agencies and individuals with technical expertise.

(6) The staff of the Kenton County EOC will support short and long term planning activities. An EOC Action Plan will be developed based on objectives established by EOC Staff during EOC Planning Meetings. The Kenton County EOC staff will track progress towards meeting EOC Action Plan objectives.

(7) The staff of the Kenton County EOC will not speak to or release information directly to the media or the public. The EOC staff will provide information to ESF 15 – Public Information for release to the public and the media.

DEACTIVATION / DEMOBILIZATION OF THE EOC

1. The County Judge/Executive and or Mayor(s) will determine when the EOC will be deactivated.

2. The County HSEM Director will oversee the actual demobilization and closeout of the EOC and ensure the following:

    a. All personnel follow demobilization checklists.
    b. All necessary EOC documentation is collected and properly filed.
    c. An After Action Review (AAR) of the EOC operation is held within ten days of the closing of the EOC and a written copy of the AAR is presented to the County Judge/Executive, City Mayor(s) and the Kentucky Division of Emergency Management.
    d. The EOC is restocked with materials needed to carry out the next EOC activation.
    e. The EOC is returned to its normal state of readiness.

APPENDICES

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1-2 EOC Message Handling SOG
1-3 Written EOC Message Handling Procedure Sequence
1-4 EOC Checklists

ANNEXES

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ANNEX N EOC ACTIVATION LIST
ANNEX O ACRONYMS AND ABBREVIATIONS
ANNEX P TERMS AND DEFINITIONS

APPENDIX 1-1
EOC OPERATIONS SOG

I. OBJECTIVE

This document describes the Standard Operating Guidelines (SOG) of the Kenton County Emergency Operations Center (EOC).

II. PROCEDURE

A. **Notification** – Performed as stated in the Basic Plan (KCECC will keep the HSEM Director or designee advised of the completion of the notification call-list and the estimated time of arrival of EOC Personnel).

B. **Preparing the Emergency Operations Center (EOC)** – The first personnel to arrive at the Emergency Operations Center will prepare the EOC by doing the following:

1. Ensure the following equipment is on site:
   a. Telephones
   b. Computers
   c. Office supplies
   d. Copier/Fax/Scanner
   e. EOC Forms, pens and notepads
   f. County Emergency Operations Plan (EOP)
   g. EOC Standard Operating Guidelines (EOC-SOG)

2. Initiate use of WebEOC, or if unavailable begin use of message handling procedures contained in Appendix 1-2.

3. Arrange furniture in the room to accommodate the incoming ESF Coordinators and staff.

4. Set up screens for GIS map(s) and Computer Aided Dispatch (CAD), white boards, projectors, televisions and status boards.

5. Set up the necessary computers, telephone and office supplies for each ESF.

6. Connect and check operation of all telephones and the fax machine to ensure they are working.

7. Open an initial file for the incident and check with Emergency Management to ensure that an incident number has been obtained from the Kentucky Division of Emergency Management.

C. Communications and Message Handling Procedures

1. When the EOC is activated, the HSEM Director should inform the Commonwealth EOC (CEOC) and the KyEM Area 6 Manager that the Kenton County EOC is open and operational.

2. The HSEM Director should ensure that a Situation Report (SITREP) is provided to the CEOC and the KyEM Area 6 Manager at regular intervals. The following SITREP schedule is preferred: 0700, 1200, 1700 and 2200.

3. The HSEM Director will periodically provide briefings and receive briefings from the EOC staff.

All incoming and outgoing messages will be processed in accordance with the EOC Message Handling Procedure (see Appendix 1-2 and 1-3)

D. WebEOC and Status Boards

1. The Planning Section will maintain an electronic status board(s) using WebEOC. If WebEOC is unavailable wall mounted status boards and/or white boards will be used to serve as a record of significant events and actions during the Emergency response.

2. WebEOC and/or status boards should be updated in a timely manner and include the following information: Date, Time, Event, Requests and decision made, Follow-up information, Time and method of completion of the action.

E. Security

The ESF 13 - Law Enforcement Coordinator will institute strict EOC security and protection measures to include at least the following:

1. Assign an individual whose sole responsibility is to control access to the EOC and provide this person with appropriate staffing.

2. Instruct the person assigned to EOC security to at a minimum do the following:
   a. Establish a checkpoint(s) adjacent to the building entrance(s) to prevent the entrance of unauthorized personnel.
   b. Determine which individuals are authorized to access the building and which are authorized to access the EOC.
   c. Maintain a checkpoint at the EOC entrance to prevent the entrance of unauthorized personnel.
   d. Maintain a time in/time out personnel log for each individual assigned duty to the EOC using EOC Personnel Log form.

F. Personnel Rotation

If the EOC activation is prolonged, the HSEM Director should instruct ESF Coordinators and others necessary for EOC Operations to establish a shift rotation for EOC personnel. This is typically accomplished by use of two twelve (12) hour operational periods providing twenty- four (24) hour staffing.

APPENDIX 1-2
EOC MESSAGE HANDLING SOG

I. OBJECTIVE

This procedure outlines the methods used to handle incoming and outgoing messages when the Emergency Operations Center (EOC) is activated.

II. INTRODUCTION

Messages may be received in the EOC via Public Safety Radio traffic, telephone, fax, Email, WebEOC, Amateur Radio or other means.

The following procedures are to ensure that incoming messages are properly logged and routed, and that outgoing messages are logged and transmitted in a timely manner.

A. Separate procedures are written for the following personnel:

1. Communications Coordinator/Operations Desk
2. HSEM Director
3. ESF Coordinators
4. Dispatcher and Amateur Radio Operator
5. WebEOC/Status Board Recorder

B. When operational, WebEOC will serve as the status board and messaging service in the EOC. Should WebEOC be out of service requiring the use of pen and paper, Annex B of this SOG contains the following message forms which are to be used by the EOC personnel:

1. Situation Report – This form is filled out by the person receiving it when the message received transmits only information and does not require action. (See Appendix B-1)

2. Assistance Request – This form is filled out by the person receiving it when the message received requires action by EOC personnel. (See Appendix B-2)

3. Emergency Communications Request – This form is to be filled out when a radio message is to be sent. (See Appendix B-5)

III. PROCEDURES

A. Communications Coordinator or Operations Desk

1. Incoming Messages

a. Record significant incoming messages in WebEOC or on the appropriate message form.

1) If WebEOC is unavailable the Situation Report form is used for those messages which do not require a response but only relay facts.
2) If WebEOC is unavailable the Assistance Request form is used for those messages which ask for help or assistance.

b. Write a summary of all messages in the Message Log. (See Appendix B-4)

c. Enter the assigned message log number in WebEOC or on the message form.

d. Ensure that copies of all significant messages are routed to the HSEM Director.

2. Outgoing Messages

a. When you receive an Emergency Communications Request via WebEOC or a form signed by the HSEM Director, enter the summary of the message and the time you received it in the Message Log.

b. Transmit the message yourself or forward the form to the dispatcher or the Amateur radio operator for transmission.

c. Upon successful transmission of the message, log the time the message was sent on the request form and in the Message Log. (See Appendix B-4)

d. If within 20 minutes of your receiving the request it has been impossible to transmit the message, inform the HSEM Director of the problem.

<u>NOTE regarding EOC Exercise Messages</u>
All participants must ensure that all outgoing exercise messages sent during a training exercise begin and end with the words, "This is an exercise message." If in doubt whether a message is an exercise message or a genuine message, the recipient should ask the message originator.

B. HSEM Director

1. When you receive a WebEOC message, Situation Report Form or Assistance Request Form:

a. Read and analyze the message.

b. Ensure that if the report is of interest to the EOC staff that they are informed of the report.

c. Ensure information is provided to the Planning Section for inclusion on EOC situation map(s) or status board(s).

d. Ensure that WebEOC messages or Assistance Request forms are delivered to the ESF or appropriate agency that can respond to the request.

e. Check the Message Log to make sure all requests for assistance are carried out in a timely manner.

C. ESF Coordinator

1. When you receive a WebEOC Message, Situation Report or Assistance Request form:

   a. Read and analyze the message.

   b. If it is a situation report, ensure the HSEM Director is aware of the report.

   c. If it is an assistance request, execute the appropriate actions to resolve the problem and post the action taken on WebEOC or detail actions taken on the Assistance Request form.

      1) If necessary, confer with the HSEM Director and other ESF Coordinators to decide on appropriate actions.

      2) Record summaries of telephone conversations regarding solution of the problem and all actions taken, in your ICS 214 Log.

      3) If, during the course of a telephone conversation, you receive an additional request for assistance, refer the call to the Communications Coordinator to ensure that complete information is gathered.

      4) Upon resolving the problem, complete the form and send the form to Emergency Management.

   d. If a radio message must be sent to acquire additional information or to report solution of the problem:

1) Send the request via WebEOC to ESF 2 – Communications, or obtain and fill out the Emergency Communications Request form.

2) Send a copy of the request, or route a copy of the form, to ESF 5 – Emergency Management.

3) If WebEOC is not available, note that such a Communications Request has been prepared and enter a summary of the message in the Actions Taken section of the Assistance Request Form.

4) When WebEOC is not available, enter in the Actions Taken section of the Assistance Request form that the message was transmitted and any information obtained.

e. If during the course of a telephone conversation you learn of a situation which should be brought to the attention of the EOC staff – use WebEOC to share the information. If WebEOC is not available, obtain and fill out a Situation Report form and route it to the HSEM Director.

D. Dispatcher and Amateur Radio Operator

1. Incoming Messages

a. Record incoming messages on the appropriate message form or CAD.

1) WebEOC messages or the Situation Report Form are used for those messages which do not require a response, but only detail facts.

2) WebEOC messages or the Assistance Request form are used for those messages which ask for aid.

b. Route any written message forms to the Communications Coordinator

2. Outgoing Messages

a. When you receive a WebEOC message or Emergency Communications Request form asking for a radio transmission you should transmit the message.

b. When the message has been successfully transmitted, notify the sender via WebEOC or note the fact and the time on the Communications Request form and route it to the Communications Coordinator.

c. If after 20 minutes of your receiving the communications request, it has been impossible to transmit the message, inform the Communications Coordinator of the problem.

E. WebEOC/Status Board Recorder

Assist all EOC staff by maintaining a common operating picture. When you receive significant information, record such information on WebEOC, or if unavailable use the white board status boards, and/or map(s).

APPENDIX 1-3
WRITTEN MESSAGE HANDLING PROCEDURE SEQUENCE
TO BE USED WHEN WEBEOC IS NOT AVAILABLE

I. SITUATION REPORT FORM

Incoming Message - Routed to HSEM Director

A. HSEM Director

1. Read and analyze message.
2. Route copy to status board recorder, if appropriate.
3. Route a copy to the concerned ESF Coordinator, if appropriate.

B. Status Board Recorder

1. Record the information on the status board(s)
2. Route the copy back to the HSEM Director.

C. ESF Coordinator

1. Read and analyze message.
2. Retain and file a copy.
3. Route a copy with actions taken back to the HSEM Director.

D. HSEM Director

1. Provide copy to Planning Section to be filed.

II. ASSISTANCE REQUEST FORM

Incoming Message - Routed to HSEM Director

A. HSEM Director

1. Read and analyze message.
2. Route a copy to WebEOC/status board recorder, if appropriate.
3. Route a copy to the concerned ESF Coordinator.

B. Status Board Recorder

1. Record the information on the status board(s)

2. Route the copy back to the HSEM Director.

C. ESF Coordinator

1. Resolve problem if possible and record actions in Action Taken section of the form.

2. Retain and file a copy.

3. Route the copy with actions taken to the HSEM Director.

D. HSEM Director

1. Read and analyze action taken by ESF Coordinator to determine adequacy - if not adequate, return to the Coordinator.

2. Route the copy to status board recorder, if appropriate.

E. Status Board Recorder

1. Record the action taken on the status board(s) with reference to the assistance request.

2. Route the copy to the HSEM Director.

F. HSEM Director

1. Mark the form COMPLETE.

2. Route the form to the Planning Section.

III. EMERGENCY COMMUNICATIONS REQUEST FORM

A. HSEM Director

1. Read and sign the form if proper message – otherwise, return form to originator for clarification.

2. Route signed form to the ESF 2 - Communications Coordinator.

B. Communications Coordinator

1. Log the message.

2. Transmit message, or forward form to the dispatcher or Amateur radio operator.

C. Dispatcher/Amateur Radio Operator

1. Record time of transmission of message on the form.

2. Route form to Communications Coordinator.

D. Communications Coordinator

1. Log time of message transmission.

2. Route copy to HSEM Director.

E. HSEM Director

1. Route copy to message originator.

APPENDIX 1-4
EOC MANAGEMENT CHECKLISTS

NOTE: These are general checklists for the EOC – For checklists specific to your EOC position see Appendix 1-5

I. OBJECTIVE

The following pages are checklists designed to ensure that critical response actions are not inadvertently overlooked. The items on these lists must be supplemented during the event to respond to existing conditions and should be used as flexible response guides rather than as rigid procedures.

II. INTRODUCTION

These checklists are meant to be used by the HSEM Director and the ESF Coordinators that comprise the EOC staff.

Actions on these checklists are not necessarily in order of importance. Changes in Emergency circumstances will frequently require alterations and additions to these lists.

III. TABS

1-4-1 Preparatory Phase Checklist
1-4-2 Alert Phase Checklist
1-4-3 Response Phase Checklist
1-4-4 Hourly Checklist
1-4-5 Recovery Phase Checklist
1-4-6 Closeout Checklist
1-4-7 Generic EOC Position Checklist

TAB 1-4-1
EOC PREPARATORY PHASE CHECKLIST

NOTE: These are general checklists for the EOC – For checklists specific to your EOC position see Appendix 1-5

____ 1) Review Emergency Operations Plan (EOP) and this SOG; update annually if needed

____ 2) Recruit and maintain ESF Coordinators and other EOC staff

____ 3) Train EOC Staff

____ 4) Conduct at least one EOC orientation and exercise annually

____ 5) Hold regular drills and briefings for EOC staff

____ 6) Ensure necessary EOC supplies are on hand

____ 7) Update all checklists

____ 8) Review EOC SOG annually and update as necessary

____ 9) Ensure ESF Coordinators have a copy of this SOG

____ 10) Regularly test technology and equipment at the A - Team and Secondary EOC

TAB 1-4-2
EOC ALERT PHASE CHECKLIST

NOTE: These are general checklists for the EOC – For checklists specific to your EOC position see Appendix 1-5

____ 1) Verify the incident or the notification of an impending Emergency incident

____ 2) Activate the EOC at the appropriate level

____ 3) Review the EOP and applicable support plans

____ 4) Review EOC Standard Operating Guidelines (SOG)

____ 5) Initiate a WebEOC incident

____ 6) Start EOC message handling procedure and post status on WebEOC, or if WebEOC is unavailable, start status and/or white boards

____ 7) Ensure proper working order of emergency power supply or make other arrangements for emergency power if necessary

____ 8) Notify KyEM Duty Officer and the KyEM Area 6 Manager that the EOC is being activated, give location and phone number

____ 9) Brief elected officials and agency heads

____ 10) Verify communications with field Incident Command Posts

____ 11) Verify communications with KyEM Area 6 Manager and KY Commonwealth EOC

____ 12) Consider the following:
a) Current weather and weather forecast
b) School in session?
c) Road conditions
d) Special activities or concerns
e) Possibility of the unwanted situation(s) developing or already happening

____ 13) For impending events, intensify the public information campaign concerning the potential emergency and protective actions that citizens can take

____ 14) Consider the need to request additional volunteers. If volunteers are requested, establish a Volunteer Reception Center. Require all volunteers to be processed through the Volunteer Reception Center. Training for

volunteers will be provided at the Volunteer Reception Center particularly in the area of safety.

____ 15) Notify mutual aid agencies that their assistance may be needed

____ 16) Notify the American Red Cross and/or local agencies/organizations listed in ESF 6 of the possible need for Shelters and Feeding Points

____ 17) Consider the need to develop an EOC staff roster for the next EOC Operational period

____ 18) Plan for field staffing during the next operation period if this is not being handled by field personnel

____ 19) Ensure ESF 15 – Public Information is briefed and media releases are being prepared. Consider the need for a JIC.

____ 20) Ensure the all EOC staff and field personnel understand that all information released to the public or to the media must come from ESF 15 – Public Information only.

TAB 1-4-3
EOC RESPONSE PHASE CHECKLIST

NOTE: These are general checklists for the EOC – For checklists specific to your EOC position see Appendix 1-5

Response Action

____ 1. Prepare initial Situation Report and post status of incident on WebEOC, or if WebEOC is unavailable, on status boards. Consider the use of GIS maps.

____ 2. Activate EOC or upgrade Activation Level and complete notification

____ 3. Brief EOC Staff

____ 4. Call KyEM EOC and KyEM Region 6 Manager to update them on situation

____ 5. Brief Judge/Executive, Mayor(s) and PIO

____ 6. Protective Actions needed for effected population?
a. Access Control
b. Shelter in Place
c. Evacuation

____ 7. Contact KyEM Area 6 Manager for regional status update if an area event

____ 8. Emergency Situation Status

____ 9. Maintain regular, at least once an hour, communications with field units

____ 10. Ensure requests from Incident Commander(s) for assistance have been addressed.

____ 11. All EOC Resource Requests must be made in writing to the Logistics Section using Resource Request Message Form

____ 12. Maintain record of all hours worked including OT and all expenditures

____ 13. Develop EOC staffing pattern for continuous operations

____ 14. Schedule regular media briefings

____ 15. Ensure that safety considerations are included in all decisions

____ 16. Ensure that all information received by EOC and decisions made in EOC are recorded and preserved.

TAB 1-4-4
EOC HOURLY CHECKLIST

NOTE: These are general checklists for the EOC – For checklists specific to your EOC position see Appendix 1-5

____ 1) Brief and receive updates from EOC Staff

____ 2) Check WebEOC (or Status Boards) and maps

____ 3) Situation Update

____ 4) Weather Update (National Weather Service)

____ 5) Mass Care - Shelter/Feeding Point Update

____ 6) Review status of field personnel

____ 7) Review status of public information/rumor control

____ 8) Consider EOC staff needs

a) Personnel staffing
b) Materials and supplies
c) Food and water
d) Housekeeping
e) Breaks

____ 9) Reports to KyEM EOC and KyEM Region 6 Manager on situation

____ 10) Review evacuee and resident needs

a) Food
b) Clothing
c) medical
d) Shelter
e) Recreation
f) Incident information

____ 11) Check WebEOC (or Message Log) to ensure all requests have been acted on from last hour

____ 12) Consider the need for any media update prior to the next scheduled briefing

TAB 1-4-5
EOC RECOVERY PHASE CHECKLIST

NOTE: These are general checklists for the EOC – For checklists specific to your EOC position see Appendix 1-5

____ 1) Verify that recovery operations are underway – often while response continues

____ 2) Post status to WebEOC (or status boards)

____ 3) Brief EOC staff, County Judge/Executive, Mayor(s)

____ 4) Ensure records are maintained for all hours including OT and all expenditures

____ 5) Start area decontamination procedures if necessary

____ 6) Relax protective actions based on present hazardous materials analysis

____ 7) Check status of Shelters and Mass Feeding Facilities

____ 8) Conduct Damage Assessment; ensure that all observed damage is documented and information compiled

____ 9) Make status reports to KyEM Area 6 Manager and to KY Commonwealth EOC

____ 10) If Disaster Declaration has not been made, consider if one needs to be made pursuant to KRS 39.

____ 11) Provide disaster recovery information to the citizens via the news media

____ 12) Review and if necessary refine the plan for debris removal

____ 13) Develop plan to release mutual aid personnel and equipment

____ 14) Relax any public protective measures as appropriate:
- _____ a. Evacuation
- _____ b. Access control
- _____ c. Shelter
- _____ d. Feeding points
- _____ e. In place sheltering

____ 15) For Re-entry preparation phase:
- _____ a. Provide safety briefing for those re-entering the affected area
- _____ b. Establish procedures for removing debris
- _____ c. Inspect housing and buildings in effected area to determine if it is safe to re-enter
- _____ d. Determine and mark contaminated areas.

____ 16) Evacuees return phase
- _____ a. Verify it is safe for individual to return to home or business
- _____ b. Notify congregate care and feeding points of end of evacuation
- _____ c. Provide evacuees information on what to expect on returning home
- _____ d. Provide safety briefing and clean up information for those re-entering the affected area
- _____ e. Start damage assessment of congregate care facilities
- _____ f. Commence close down of excess feeding and congregate care facilities

____ 17) Conduct briefing for EOC staff on retention of records

TAB 1-4-6
EOC DEMOBILIZATION CHECKLIST

NOTE: These are general checklists for the EOC – For checklists specific to your EOC position see Appendix 1-5

____ 1. Post notice of change over to demobilization procedures on WebEOC (or Status boards)

____ 2. Brief EOC staff and advise them to follow demobilization instructions in the checklist for their Section/Position

____ 3. Notify the Commonwealth EOC, KyEM Area 6 Manager and local agencies that demobilization is underway

____ 4. Collect and secure the following for future reference:
a) All ICS forms including EOC Action Plan(s)
b) Resource Request Forms
c) Message file (if used)
d) Message log (if used)
e) Notes and Memorandums
f) EOC personnel access log (sign in sheets)

____ 5. Forward closeout paper work to KyEM

____ 6. Release EOC Staff – make sure all personnel sign out on the EOC log as they exit

____ 7. Close EOC and restore to operational readiness as soon as possible

____ 8. Schedule After Action Review and begin process to create an Improvement Plan

TAB 1-4-7
GENERIC EOC STAFF CHECKLIST

NOTE: These are general checklists for the EOC – For checklists specific to your EOC position see Appendix 1-5

Activation Phase

- Respond to the EOC and sign in on the EOC personnel log.
- Check in with ESF 5 Emergency Management upon arrival at the Kenton County Emergency Operations Center
- Set up your workstation and review your ESF position checklist and responsibilities
- Establish and maintain a position log (Annex H – ICS 214), which chronologically describes your actions taken during your shift
- Log in to WebEOC and continue to post significant information and status updates
- Determine your resource needs such as a computer, phone, and reference documents
- Ensure that all equipment at your workstation is operational

Demobilization Phase

- Deactivate your assigned position and close out logs when authorized by the EOC Manager or his designee
- Complete all required forms, reports, and other documentation. All forms should be submitted to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the after-action review and improvement plan
- If another person is relieving you, ensure they are thoroughly briefed before you leave your work station
- Clean up your work area before you leave
- Leave a forwarding phone number where you can be reached

APPENDIX 1-5
EOC SECTION/POSITION CHECKLISTS

NOTE: These are Section/Position specific checklists for the EOC – See also the Generic EOC Staff checklist in Appendix 1-4 (Tab 1-4-7)

I. OBJECTIVE

The Section/Position checklists are designed to ensure that critical response actions are not inadvertently overlooked under the pressures of implementing appropriate incident response actions.

The items on these lists may need to be supplemented during the event to respond to existing conditions and should be used as flexible response guides rather than as rigid procedures.

II. INTRODUCTION

These checklists are meant to be used by those holding a specific position in the EOC.

Actions on these checklists are not necessarily in order of importance. Changes in Emergency circumstances will frequently require alterations to these lists.

III. TABS

1-5-1 Operations Section Checklist
1-5-2 Planning Section Checklist
1-5-3 Logistics Section Checklist
1-5-4 Finance/Administration Section Checklist
1-5-5 ESF 1 - Transportation Checklist
1-5-6 ESF 2 - Communications Checklist
1-5-7 ESF 3/12 - Infrastructure Management Checklist
1-5-8 ESF 4 - Firefighting Checklist
1-5-9 ESF 5 - Emergency Management Checklist
1-5-10 ESF 6 - Mass Care and Sheltering Checklist
1-5-11 ESF 7 - Resource Support Checklist
1-5-12 ESF 8 - Public Health/Medical Checklist
1-5-13 ESF 9 - Search and Rescue Checklist
1-5-14 ESF 10 - Hazardous Materials Checklist
1-5-15 ESF 11 – Agriculture Checklist
1-5-16 ESF 13 - Law Enforcement Checklist
1-5-17 ESF 14 - Long Term Recovery Checklist
1-5-18 ESF 15 – Public Information Checklist
1-5-19 Liaison Officer Checklist
1-5-20 Coroner Checklist

KENTON COUNTY, KENTUCKY
EOC – SOG

TAB 1-5-1

OPERATIONS SECTION CHECKLIST

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities

1. Overall supervision of the Operations Section. Ensure that the EOC Operations Section Function is managed in accordance with National Incident Management System (NIMS) procedures and coordinate all operational functions assigned to the Kenton County Emergency Operations Center (EOC).

2. Ensure that operational objectives and assignments identified in the EOC Action Plan are carried out effectively.

3. Establish the appropriate ESF's within the Operations Section, continuously monitoring their effectiveness and modifying accordingly.

4. Ensure that the Planning Section is provided with ESF Status Reports and Major Incident Reports.

5. Conduct periodic Operations briefings for the Emergency Management Director, as required or requested.

Activation Phase

- Respond to the EOC and sign in on the EOC personnel log.

- Check in with ESF 5 Emergency Management upon arrival at the Kenton County Emergency Operations Center.

- Establish and maintain a position log (Annex H – ICS 214), which chronologically describes your actions taken during your shift.

- Log in to WebEOC and post significant information and status updates.

- Determine your resource needs such as a computer, phone, and reference documents.

- Ensure that all equipment at your workstation is operational.

- Ensure that the Operations Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including WebEOC access, ICS forms and maps.

- Meet with the Planning Section Chief to obtain a preliminary situation briefing.

- Based on the situation, activate appropriate ESF's within the section.

    - ESF 1 - Transportation
    - ESF 3/12 - Infrastructure Management
    - ESF 4 - Firefighting
    - ESF 6 - Mass Care and Sheltering
    - ESF 8 - Public Health/Medical
    - ESF 9 - Search and Rescue
    - ESF 10 - Hazardous Materials
    - ESF 11 - Agriculture
    - ESF 13 - Law Enforcement

- Determine the need for mutual aid within Kenton County.

- Request additional personnel for the Operations Section as necessary.

- Obtain a current communications status briefing from the ESF 2 - Communications Coordinator. Work with the Logistics Section to ensure that there is adequate equipment and communications modes available for the section.

- Determine estimated time of arrival for section staff.

- Confer with the Emergency Management Director to ensure that the Planning and Logistics Sections are staffed at levels necessary to provide adequate information and support for operations.

- Coordinate with the Liaison Officer regarding the need for Agency Representatives in the Operations Section.

- Establish radio or cell-phone communications with Incident Commander(s) operating within Kenton County.

- Establish radio or cell-phone communications with Departmental Operations Centers (DOCs), if activated.

- Determine activation status of other EOC's in the region and establish communication links with the Operations Sections.

- Based on the situation known or forecasted, determine likely future needs of the Operations Section.
- Identify key issues currently affecting the Operations Section; meet with ESF Coordinators to determine appropriate section objectives for the first operational period.
- Review responsibilities of ESF's in the Operations Section.
- Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.

Operational Phase

- Ensure that all section personnel are maintaining their individual position logs.
- Ensure that situation and resources information is provided to the Planning Section on a regular basis or as the situation requires, including status reports and major incident reports.
- Ensure that all media contacts are referred to ESF 15 - Public Information.
- Conduct periodic briefings and work to reach consensus among staff on objectives for future operational periods.
- Attend and participate in EOC Planning Meetings.
- Provide the Planning Section Chief with the Operations Section's objectives prior to each Planning Meeting.
- Conduct a strategy and tactics meeting following each EOC Planning Meeting to develop strategies for carrying out the EOC Action Plan objectives.
- Work closely with Operations Section ESF Coordinators to ensure that the Operations Section objectives, as defined in the current EOC Action Plan, are being addressed.
- Ensure that all resource requests are made in writing using the Resource Request Message form and routed through the Logistics Section.
- Ensure that intelligence information from the Section is made available to the Planning Section in a timely manner.

- Ensure that fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of emergency expenditures and daily time sheets).

- Brief the EOC Director on all major incidents.

- Complete a WebEOC entry and a Situation Report for major incidents; forward a copy to the Planning Section.

- Brief ESF Coordinators periodically on any updated information you may have received.

- Share status information with other sections as appropriate.

Demobilization Phase

- Deactivate your assigned position and close out logs when authorized by the Emergency Management Director or his designee.

- Complete all required forms, reports, and other documentation. All forms should be submitted to the Planning Section, as appropriate, prior to your departure.

- Be prepared to provide input to the After-Action Review and Improvement Plan.

- If another person is relieving you, ensure they are thoroughly briefed before you leave your work station.

- Clean up your work area before you leave.

- Leave a forwarding phone number where you can be reached.

KENTON COUNTY, KENTUCKY
EOC – SOG

TAB 1-5-2

PLANNING SECTION CHECKLIST

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities

1. Ensure that the responsibilities of the Planning Section are carried out in accordance with National Incident Management System (NIMS) procedures, to include:
   - collecting, analyzing, and displaying situation information;
   - preparing periodic Situation Reports (SITREPs) at regular intervals with the following schedule being followed whenever possible: 0700, 1200, 1700 and 2200;
   - facilitating the Planning Meetings and preparing / distributing the EOC Action Plan;
   - conducting Advance Planning activities and reports;
   - providing technical support services to the various ESF's;
   - documenting and maintaining files on all EOC activities.

2. Establish the appropriate level of organization and staffing for the Planning Section.

3. Exercise overall responsibility for the coordination of activities within the section including the following members:
   - ESF 14 – Long Term Recovery Coordinator
   - Representatives from other ESF's as needed
   - Planning Commission – GIS Mapping
   - Technical Specialist if required
   - Additional staff as required

4. Keep the HSEM Director informed of significant issues affecting the Planning Section.

5. In coordination with the other Section Chiefs, ensure that WebEOC is used to maintain a common operating picture for all EOC staff.

6. Supervise the Planning Section.

Activation Phase

- Respond to the EOC and sign in on the EOC personnel log.
- Check in with ESF 5 Emergency Management upon arrival at the Kenton County Emergency Operations Center.
- Set up your workstation and review your ESF position checklist and responsibilities.
- Establish and maintain a position log (Annex H – ICS 214), which chronologically describes your actions taken during your shift.
- Log in to WebEOC and post significant information and status updates.
- Determine your resource needs such as a computer, phone, and reference documents.
- Ensure that all equipment at your workstation is operational.
- Ensure that the Planning Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps and status boards.
- Request additional personnel for the section as necessary to maintain a 24-hour operation.
- Establish contact with all activated EOC's within the region and receive and share Situation Status Reports with their Planning Sections.
- Meet with Operations Section Chief; and obtain and review any major incident reports.
- Review responsibilities of those working in the Planning section; develop plan for carrying out all responsibilities.
- Make a list of key issues to be addressed by Planning; in consultation with section staff, identify objectives to be accomplished during the initial Operational Period.
- Keep the Emergency Management Director informed of significant events.
- Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.

Operational Phase

- Ensure that Planning position logs and other necessary files are maintained.
- Ensure that the Situation Analysis Unit is maintaining current information for the Situation Status Report.
- Ensure that major incident reports and status reports are completed by the Operations Section and are accessible by Planning.
- Ensure that WebEOC and ICS 214 Logs are used by all EOC Staff.
- Ensure that a Situation Status Report is produced and distributed to all EOC Sections at least once, prior to the end of the operational period.
- Ensure that WebEOC and any status boards and other displays are kept current and that posted information is neat and legible.
- Ensure that ESF 15 - Public Information has immediate and unlimited access to all status reports and displays.
- Conduct periodic briefings with section staff and work to reach consensus among staff on section objectives for future operational periods.
- Facilitate the EOC Planning Meetings at times established by EOC Management but no later than two hours before the end of an operational period.
- Ensure that objectives for each section are completed, collected, and posted in preparation for the next Planning Meeting.
- Ensure that the EOC Action Plan is completed and distributed prior to the start of the next operational period.
- Manage the Planning Section to ensure the section objectives as defined in the current EOC Action Plan are being addressed.
- Ensure that the Planning Section develops and distributes a forward looking report which highlights forecasted events or conditions likely to occur beyond the current operational period; particularly those situations which may influence the overall objectives of the EOC.
- Ensure that the Planning Section maintains files on all activities related to the event, and provides reproduction services for the EOC, as required.
- Obtain technical specialists for the EOC as required.

- Ensure that fiscal and administrative requirements are coordinated through the Finance Section.

Demobilization Phase

- Deactivate your assigned position and close out logs when authorized by the Emergency Management Director or his designee.

- Complete all required forms, reports, and other documentation. All forms should be submitted to the Planning Section, as appropriate, prior to your departure.

- Be prepared to provide input to the after-action review and improvement plan.

- If another person is relieving you, ensure they are thoroughly briefed before you leave your work station.

- Clean up your work area before you leave.

- Leave a forwarding phone number where you can be reached.

KENTON COUNTY, KENTUCKY
EOC - SOG

TAB 1-5-3

LOGISTICS SECTION CHIEF

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities

1. Ensure the Logistics Section is managed in accordance with the National Incident Management System (NIMS) procedures. The Logistics Section includes providing communication services, resource tracking; acquiring equipment, supplies, personnel, facilities, and transportation services; as well as arranging for food, lodging, and other support services as required.

2. Establish the appropriate level of staffing within the Logistics Section, continuously monitoring the effectiveness of the organization and modifying as required.

3. Ensure Logistics Section objectives, as stated in the EOC Action Plan are accomplished within the operational period or within the estimated time frame.

4. Coordinate closely with the Operations Section Chief to establish priorities for resource allocation.

5. Keep the Emergency Management Director informed of all significant issues relating to the Logistics Section.

Activation Phase

- Respond to the EOC and sign in on the EOC personnel log.

- Check in with ESF 5 Emergency Management upon arrival at the Kenton County Emergency Operations Center.

- Set up your workstation and review your ESF position checklist and responsibilities.

- Establish and maintain a position log (Annex H – ICS 214), which chronologically describes your actions taken during your shift.

- Log in to WebEOC and post significant information and status updates.

- Determine your resource needs such as a computer, phone, and reference documents.
- Ensure that all equipment at your workstation is operational.
- Ensure the Logistics Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps, status boards, vendor references, and other resource directories.
- Based on the situation, staff the Logistics Section as needed and designate a Deputy Logistics Section Chief and Unit Leaders if required.
- When needed, mobilize sufficient Section staffing for 24-hour operations.
- Establish communications with Logistics Sections of incidents or activated Departmental Operation Centers (DOCs) in Kenton County.
- Advise Logistics Section personnel to coordinate with appropriate personnel in the Operations Section to prioritize and validate resource requests. <u>This should be done prior to acting on the request.</u>
- Meet with EOC Management and identify immediate resource needs.
- Meet with the Finance/Administration Section Chief and determine level of purchasing authority for the Logistics Section.
- Develop objectives for the Logistics Section as well as plans to accomplish these objectives in the first operational period, or in accordance with the EOC Action Plan.
- Provide periodic Logistics Section Status Reports to the HSEM Director.
- Adopt a proactive attitude, think ahead and anticipate situations and problems before they occur.

Operational Phase

- Ensure that Logistics Section staff use WebEOC, ICS 214 position logs and that any other necessary files are maintained.
- Ensure that detailed records are kept for all resource requests including how they were or were not addressed.

- Exercise overall responsibility for the coordination of activities within the section including the following members:
  - ESF 7 – Resource Support
  - Representatives from other ESF's as required
  - Technical and Expert Advisors if requested
  - Other support staff as required

- Meet regularly with Section staff and work to reach consensus on section objectives for future operational periods.

- Provide the Planning Section Chief with the Logistics Section objectives at least 30 minutes prior to each Planning Meeting.

- Attend and participate in EOC Planning Meetings.

- Ensure that the Logistics Section coordinates closely with the Finance/Administration Section, and that all required documents and procedures are completed and followed.

- Ensure that transportation requirements, in support of response operations, are met.

- Ensure that all requests for facilities and facility support are addressed.

- Ensure that all operational resources are tracked and accounted for, as well as resources ordered through Mutual Aid.

- Provide section staff with information updates as required.

Demobilization Phase

- Deactivate your assigned position and close out logs when authorized by the Emergency Management Director or his designee.

- Complete all required forms, reports, and other documentation. All forms should be submitted to the Planning Section, as appropriate, prior to your departure.

- Be prepared to provide input to the After-Action Review and Improvement Plan.

- If another person is relieving you, ensure they are thoroughly briefed before you leave your work station.

- Clean up your work area before you leave.

- Leave a forwarding phone number where you can be reached.

KENTON COUNTY, KENTUCKY
EOC – SOG

TAB 1-5-4

FINANCE/ADMINISTRATION SECTION CHIEF

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities

1. Supervise the Finance/Administration Section in accordance with the National Incident Management System (NIMS) procedures.

2. Ensure that all financial records are maintained throughout the incident or event.

3. Ensure that all on-duty time is recorded for each person staffing the Kenton County EOC.

4. Ensure that all on-duty time sheets are collected from Field Level Supervisors or Incident Commanders and their staff.

5. Ensure that there is a continuum of the payroll process for all local and county Employees responding to the event or disaster.

6. Determine purchase order limits for the procurement function in the Logistics Section.

7. Ensure that workers' compensation claims, resulting from the response to the incident by local and county Employees, are processed within a reasonable time, given the nature of the situation.

8. Ensure that all travel and expense claims are processed within a reasonable time, given the nature of the situation.

Activation Phase

- Respond to the EOC and sign in on the EOC personnel log.

- Check in with ESF 5 Emergency Management upon arrival at the Kenton County Emergency Operations Center

- Set up your workstation and review your ESF position checklist and responsibilities.

- Establish and maintain a position log (Annex H – ICS 214), which chronologically describes your actions taken during your shift.
- Log in to WebEOC and post significant information and status updates.
- Determine your resource needs such as a computer, phone, and reference documents.
- Ensure that all equipment at your workstation is operational.
- Ensure that the Finance Section is set up properly and that appropriate personnel, equipment, and supplies are in place.
- Ensure that sufficient staff is available for a 24-hour schedule, or as required.
- Ensure there is coordination with any activated Departmental Operations Centers (DOC's) within the county for the purpose of gathering and consolidating response cost estimates and other related information.
- Meet with the Logistics Section Chief and review financial support requirements and procedures; determine the level of purchasing authority to be delegated to Logistics Section.
- Notify the Emergency Management Director when the Finance/Administration Section is operational.
- Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.

Operational Phase

- Ensure that Finance position logs and other necessary files are maintained.
- Ensure that WebEOC and any other displays associated with the Finance/Administration Section are current and that information is posted in a legible and concise manner.
- Participate in all EOC Planning Meetings.
- Keep EOC Management Director and City and County Chief Elected Officials/Administrators aware of the current fiscal situation and other related matters, on an on-going basis.
- In coordination with the Logistics Section, ensure that Resource Request Messages, purchase orders and contracts are processed in a timely manner.

- Ensure that the Finance/Administration Section provides administrative support to other ESF's required.

- Work with ESF 14 – Long Term Recovery to ensure that all recovery documentation is accurately maintained during the response, and submitted on the appropriate forms to the Federal Emergency Management Agency (FEMA) and/or the Kentucky Division of Emergency Management.

Demobilization Phase

- Deactivate your assigned position and close out logs when authorized by the Emergency Management Director or his designee.

- Complete all required forms, reports, and other documentation. All forms should be submitted to the Planning Section, as appropriate, prior to your departure.

- Be prepared to provide input to the After-Action Review and Improvement Plan.

- If another person is relieving you, ensure they are thoroughly briefed before you leave your work station.

- Clean up your work area before you leave.

- Leave a forwarding phone number where you can be reached.

KENTON COUNTY, KENTUCKY
EOC SOG

TAB 1-5-5

ESF 1 – TRANSPORTATION COORDINATOR CHECKLIST

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities

1. Overall supervision of ESF 1 – Transportation in accordance with National Incident Management System (NIMS) procedures.

2. Coordinate all incident related transportation operations within Kenton County.

3. Coordinate the mobilization and transportation of all resources through the Logistics Section.

4. Implement the objectives of the EOC Action Plan assigned to ESF 1 – Transportation.

Activation Phase

- Respond to the EOC and sign in on the EOC personnel log.

- Check in with ESF 5 – Emergency Management upon arrival at the Kenton County Emergency Operations Center

- Set up your workstation and review your ESF position checklist and responsibilities.

- Establish and maintain a position log (Annex H – ICS 214), which chronologically describes your actions taken during your shift.

- Log in to WebEOC and begin to post significant information and status updates.

- Determine your resource needs such as a computer, phone, and reference documents.

- Ensure that all equipment at your workstation is operational.

- Prepare and submit ESF 1 status reports and major incident reports as appropriate to the Operations Section Chief.

- Prepare objectives for ESF 1 and provide them to the Operations Section Chief prior to the first Planning Meeting.

Operational Phase

- Ensure that ESF 1 personnel utilize WebEOC, maintain ICS 214 logs, and maintain other files as necessary.

- Determine the status of communications within your function and report information to ESF 2 – Communications.

- Maintain the ability to report on the current status of Transportation efforts being conducted.

- Provide the Operations Section Chief and the Planning Section Chief with an overall summary of ESF 1 operations periodically or as requested during the operational period.

- Prepare objectives for ESF 1 for subsequent operational periods; provide them to the Operations Section Chief at least one hour prior to the next EOC Planning Meeting.

- Work with ESF 3/12 – Infrastructure Management for the County and with the Kentucky Transportation Cabinet for the State to ensure that critical highway, road and bridge damage assessment has been initiated with a reporting structure in place.

- Maintain a status of:
  - Roads that are closed
  - Roads that have not been inspected
  - Bridges that are open without restrictions
  - Bridges that are open with restrictions
  - Bridges that are closed
  - Bridges that have not been inspected
  - Bridges that have been visually inspected but require further engineering evaluation to determine status

- Collect damage assessment information for other critical transportation modes and determine their operational status:
  - Cincinnati/Northern Kentucky International Airport
  - CSX Railroad Line
  - Norfolk Southern Railroad Line
  - Ohio River / Licking River
  - Kentucky Department of Transportation

- Do not speak to the media. Refer all contacts with the media to ESF 15 - Public Information.

- Receive and process transportation asset resource requests.

- Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of any emergency expenditures and daily time sheets).

- Assist in the designation of priority routes open for use by emergency responders as well as potential regional, State and Federal resources.

- If an evacuation is ordered:
  - Assist in the designation of safe evacuation routes
  - Determine the transportation resources needed to assist and work with ESF 7 to secure all necessary resources
  - Assist in the designation of assembly points for evacuees to gather prior to evacuation

- Assist ESF 7 – Resource Support in determining a procedure for refueling emergency vehicles working the incident(s). Consider using existing fueling arrangements and sites first. If additional sites are needed, make a request through ESF 7. If fuel trucks are considered to bring fuel to the scene of an incident, be certain that the truck has the capability to pump the fuel into the emergency vehicles.

- Provide your relief with a briefing at shift change; inform him/her of all ongoing activities, objectives for the next operational period, and any other pertinent information.

Demobilization Phase

- Deactivate your assigned position and close out logs when authorized by the Emergency Management Director or his designee.

- Complete all required forms, reports, and other documentation. All forms should be submitted to the Planning Section, as appropriate, prior to your departure.

- Be prepared to provide input to the after-action review and improvement plan.
- If another person is relieving you, ensure they are thoroughly briefed before you leave your work station.
- Clean up your work area before you leave.
- Leave a forwarding phone number where you can be reached.

KENTON COUNTY, KENTUCKY
EOC SOG

TAB 1-5-6

ESF 2 - COMMUNICATIONS COORDINATOR CHECKLIST

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities

1. Overall supervision of ESF 2 - Communications in accordance with National Incident Management System (NIMS) procedures.

2. Ensure radio, telephone, and computer resources, and other communications services are provided to EOC staff as required.

3. Oversee the installation of communications resources within the Kenton County EOC.

4. Ensure appropriate communications between the Incident Commander(s) in the field and the EOC.

5. Ensure that a communications link is established with the KyEM State EOC and the KyEM Area 6 Manager.

6. Continually monitor and test the activated radio and telephone systems. Keep the EOC Staff informed of system failures and restoration activities.

7. Develop instructional guidance for use of radios and telephones and conduct training sessions for EOC staff as necessary.

8. Determine specific computer requirements for all EOC positions.

9. Implement internal information management, to include message and e-mail systems.

10. Ensure that the EOC Communications Center is established to include sufficient frequencies to facilitate operations, and that adequate communications staff are available for 24-hour coverage.

11. Develop and distribute a Communications Plan that identifies all systems in use and lists specific frequencies allotted for the event or disaster. (See ICS forms 205, 216 and 217)

Activation Phase

- Respond to the EOC and sign in on the EOC personnel log.
- Check in with ESF 5 – Emergency Management upon arrival at the Kenton County Emergency Operations Center
- Set up your workstation and review your ESF position checklist and responsibilities.
- Establish and maintain a position log (Annex H – ICS 214), which chronologically describes your actions taken during your shift.
- Log in to WebEOC and post significant information and status updates.
- Determine your resource needs such as a computer, phone, and reference documents.
- Ensure that all equipment at your workstation is operational.
- Prepare objectives for ESF 2 – Communications and provide them to the Operations Section Chief at least one hour prior to the each EOC Planning Meeting.

Operational Phase

- Ensure that ESF 2 – Communication logs and other necessary files are maintained.
- Immediately begin coordinating the collection of information regarding the status of all communications systems in Kenton County.
  - 911
  - Public Safety Communications Center
  - Public Safety Radio Systems
  - Other Radio Systems
  - Telephone
  - Cellular Communications
  - Satellite Telephone/Radios
  - Internet
  - Commercial Broadcast Systems (Radio, TV, Emergency Alert System -EAS)
- Keep all ESF's informed of the status of communications systems, particularly those that are down or limited and include information on restoration efforts.
- If significant damage has occurred to public safety communications systems, develop a communications plan that will provide for all necessary capabilities that will be required for the Incident Management structure.

- Coordinate with all ESF's regarding the placement and operating procedures for use of all communication systems.

- Ensure that the EOC Communications Center is activated to receive and direct all event or disaster related communications to appropriate destinations within the EOC.

- Ensure that adequate communications operators are mobilized to accommodate each discipline on a 24-hour basis or as required.

- Ensure that communications links are established with the Commonwealth Emergency Operations Center (CEOC), any activated Departmental Operations Centers (DOCs) in Kenton County, hospitals, shelters, and any other locations identified by the EOC.

- Continually monitor the operational effectiveness of EOC communications systems. Provide additional equipment as required.

- Consider the need for Amateur Radio Emergency Services (ARES) Radio Operators in the field and at the EOC, DOC's (Department Operations Centers). Confer with ESF 5 – Emergency Management if Amateur Radio is needed. Mobilize and coordinate amateur radio resources to augment A - Team communications systems as required.

- Consider coordinating with the Civil Air Patrol to determine if the establishment of airborne repeater systems is possible and would assist in restoring communications capabilities which may have been lost.

- Ensure that technical personnel are available for communications equipment maintenance and repair. Coordinate the repair and restoration of critical communications systems.

- Keep the Logistics Section Chief informed of the status of the communications systems and any communications resource needs.

- Prepare objectives for ESF 2 – Communications and provide them to the Operations Section Chief at least one hour prior to the next Planning Meeting.

- Refer all contacts with the media to ESF 15 – Public Information.

Demobilization Phase

- Deactivate your assigned position and close out logs when authorized by the Emergency Management Director or his designee.

- Complete all required forms, reports, and other documentation. All forms should be submitted to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the After-Action Review and Improvement Plan.
- If another person is relieving you, ensure they are thoroughly briefed before you leave your work station.
- Clean up your work area before you leave.

KENTON COUNTY, KENTUCKY
EOC SOG

TAB 1-5-7

ESF 3 & 12 - INFRASTRUCTURE MANAGEMENT COORDINATOR CHECKLIST

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities

1. Overall supervision of ESF 3/12 – Infrastructure Management in accordance with National Incident Management System (NIMS) procedures.

2. A full explanation of all responsibilities is included in the EOP ESF 3/12.

3. Assist other ESF's by providing construction equipment and operators as necessary for emergency access, rescue, etc.

4. Provide heavy equipment assistance to the Damage Assessment Team as required.

5. Provide emergency construction and repair to damaged roadways. Assist with the repair of utility systems as required.

6. Providing flood-fighting assistance, such as sandbagging, rerouting waterways away from populated areas, and river, creek, or stream bed debris clearance.

7 Coordinate with utility providers to monitor restoration of utilities with a priority given to critical facilities.

Activation Phase

· Respond to the EOC and sign in on the EOC personnel log.

· Check in with ESF 5 – Emergency Management upon arrival at the Kenton County Emergency Operations Center.

· Set up your workstation and review your ESF position checklist and responsibilities.

· Establish and maintain a position log (Annex H – ICS 214), which chronologically describes your actions taken during your shift.

· Log in to WebEOC and post significant information and status updates.

- Determine your resource needs such as a computer, phone, and reference documents.

- Determine the status of field and EOC communications within your function and report this information to ESF 2 – Communications.

- Ensure that all equipment at your workstation is operational.

Operational Phase

- Establish and maintain WebEOC postings, ICS 214 position logs and other necessary files.

- Ensure that appropriate staff is available to assist other emergency responders with the operation of heavy equipment if required. If additional equipment or operators are required, coordinate with ESF 7 – Resource Support.

- Initiate Damage Assessment for roads, bridges and other infrastructure. Ensure that the Kentucky Transportation Cabinet does the same for the State. Work with ESF 1 – Transportation to ensure that a reporting structure is in place to collect and compile all of this damage assessment information.

- Ensure that engineering staff are available to assist the Infrastructure Damage Assessment Unit in inspecting damaged structures and facilities.

- Work closely with the ESF 7 – Resource Management to provide any other support and material as required. Use Resource Request forms for all requests.

- Determine the status of all utilities:

    - Electric (Duke Energy and Owen Electric): Create a County-wide energy status report that reflects damage/outage information collected as well as any projected restoration times.

    - Natural Gas (Duke Energy)

    - Water (Northern Kentucky Water District)

    - Wastewater/Sewers (Sanitation Dist. No. 1)

    *** For water and wastewater – if damaged attempt to determine:
        - If damage is to facility, source, supply, distribution, SCADA or other

        - If operational, are they on back up power? Is a generator needed for critical operations?

- Ask for their initial estimate of damage.
  - Minor – repair in 7-10 days or less
  - Significant – 10 to 30 days required for repairs
  - Major – months required for repairs

- Is specialized engineering or other support required?

- Attempt to determine the impact of any utility disruption on critical facilities. Obtain the Critical Facilities list from ESF 5 – Emergency Management (examples of critical facilities include hospitals, nursing homes, urgent care, dialysis centers, etc.). Work with ESF 7 – Resource Support if necessary to attempt to provide emergency power to critical facilities if emergency power is not already in place. (Due to limitations on the number and types of generators available it may be necessary to prioritize.)

- Identify areas where disruptions to the water supply may impact firefighting capabilities. Share this information with ESF 4 – Firefighting.

- Work with ESF 1 – Transportation and ESF 3/12 – Infrastructure Management to provide assistance to all utilities with identification of safe routes of travel and possibly assistance with debris removal.

- Work with ESF 10 – Hazardous Materials to determine the status of all pipelines.

- Identify any high hazard dams or levees which are in danger of failure or already have failed. Determine actual or potential impacts and share with the Operations Section Chief.

- Work with ESF 6 – Mass Care and Sheltering to determine the impact of any utility disruptions on their ability to provide Mass Care and Shelter services that may be required. In particular, based on disruptions to the water supply, identify areas where bulk water operations may be required to sustain populations.

- As requested, direct staff to provide flood-fighting assistance, sandbagging, clearing debris from roadways and waterways, assisting with utility restoration, and building temporary emergency structures as required.

- In coordination with ESF 10 – Hazardous Materials, identify any actual or potential hazmat release and any damage to Hazardous Materials facilities which may impact utilities. This would include consideration of the impact on the rivers or other sources from which water is drawn.

- Conduct Damage Assessment to determine damage sustained to government facilities, including damage to State and Federal facilities as well. This assessment should include all buildings housing government departments, administration/government buildings, city halls, courthouses, jail, public works etc.

- Develop a Debris Removal Plan (consult with Kenton County Solid Waste Coordinator, Emergency Management and Kentucky Environmental Protection). This plan should include identification of a collection method and disposal sites.

- Coordinate the repair and restoration of all critical public works systems.

- Refer all contacts with the media to ESF 15 – Public Information.

Demobilization Phase

- Deactivate your assigned position and close out logs when authorized by the Emergency Management Director or his designee.

- Complete all required forms, reports, and other documentation. All forms should be submitted to the Planning Section, as appropriate, prior to your departure.

- Be prepared to provide input to the After-Action Review and Improvement Plan.

- If another person is relieving you, ensure they are thoroughly briefed before you leave your work station.

- Clean up your work area before you leave.

- Leave a forwarding phone number where you can be reached.

KENTON COUNTY, KENTUCKY
EOC - SOG

TAB 1-5-8

ESF 4 – FIREFIGHTING COORDINATOR CHECKLIST

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities

1. Overall supervision of ESF 4 – Firefighting in accordance with National Incident Management System (NIMS) procedures.

2. Establish and maintain communication with firefighting units in the field and/or at Departmental Operations Centers (DOC'S) if activated.

3. Respond to requests for firefighting resources from the field in a timely manner, following established priorities (life safety, protection of the environment, and protection of property).

4. Coordinate the mobilization and transportation of all resources through the Logistics Section.

5. Monitor and track fire resources utilized during the event.

6. Provide general support to field personnel, as required.

7. Maintain WebEOC postings, status reports for major incidents requiring or potentially requiring additional assistance and maintain status of unassigned operational area, state, fire & rescue resources in the region.

8. Implement the objectives of the EOC Action Plan assigned to the ESF 4 – Firefighting.

Activation Phase

- Respond to the EOC and sign in on the EOC personnel log.

- Check in with ESF 5 – Emergency Management upon arrival at the Kenton County Emergency Operations Center.

- Set up your workstation and review your ESF position checklist and responsibilities.

- Establish and maintain a position log (Annex H – ICS 214), which chronologically describes your actions taken during your shift.

- Log in to WebEOC and post significant information and status updates.
- Determine your resource needs such as a computer, phone, and reference documents.
- Ensure that all equipment at your workstation is operational.
- Based on the situation, summon additional personnel if necessary to staff ESF 4 – Firefighting.
- As necessary, coordinate and acquire resources through ESF 7 – Resource Support using Resource Request forms.
- Prepare and submit a preliminary branch status report and major incident reports as appropriate to the Operations Section Chief.
- Prepare objectives for ESF 4 – Firefighting and provide them to the Operations Section Chief at least one hour prior to the each EOC Planning Meeting.
- Request that all involved fire departments deploy at least one person to their station to handle communication with the EOC for their department.
- Request each fire department establish an officer to serve as a point of contact to assist with coordination of any non-emergent service requests.

Operational Phase

- Ensure that ESF 4 – Firefighting utilizes WebEOC, ICS 214 position logs, and that other necessary files are maintained.
- Maintain current status of Fire & Rescue missions being conducted.
- Determine the status of communications for the firefighting function and report information to ESF 2 – Communications.
- Assess the impact of the incident on the operational capability of the individual departments. Consider the collective ability of the Fire Service in the County to conduct firefighting operations. Determine via this process the current apparatus status and personnel availability for all fire departments. Do not use one crew of responders to staff two or more apparatus/units. For example a four person crew with an engine and a ladder cannot have both immediately available for response. This allows ESF 4 to have an accurate understanding of available resources.
- Monitor apparatus availability to ensure that, at a minimum, one engine and one ambulance is available for immediate response in any two adjacent districts. These

apparatus do not need to be located in the same station. Consider moving apparatus if necessary to meet this minimum.

- Consider apparatus availability to ensure that at a minimum one ladder is available for immediate response in any three adjacent districts. Consider moving apparatus if necessary to meet this minimum.

- Work with ESF 3/12 – Infrastructure Management to determine the condition of the water supply to determine if fire hydrants will be available or if alternate supplies (water tenders/tankers) need to be implemented for firefighting water.

- Work closely with ESF 8 – Public Health and Medical to ensure the delivery of Emergency Medical Services.

- Provide the Operations Section Chief and Planning Section Chief with a summary of ESF 4 – Firefighting operations periodically or as requested during the operational period.

- In conjunction with the Planning Section, determine if current and forecasted weather conditions will affect fire and rescue operations.

- On a regular basis, complete and maintain an ESF 4 Status Report on WebEOC, or if unavailable do a report hard copy.

- Do not communicate with the media. Refer all contacts with the media to ESF 15 – Public Information.

- When necessary, request additional resources by submitting a Resource Request Message to the Logistics Section.

- Prioritize the allocation of firefighting resources to fulfill response needs.

- Ensure that an appropriate staging area(s) are developed if not addressed by Incident Commander(s) in the field. Coordinate with ESF1 – Transportation to ensure ingress and egress from the staging area(s).

- Receive and process non-fire resource requests from firefighting assets in the field.

- Remain aware of a developing incident(s) and attempt to anticipate response requirements and plan accordingly.

- Collect any information on hazardous materials facilities including oil, LP, natural gas, pipelines that may have a release, be on fire or be threatened by fire. Share this information with ESF 10 – Hazardous Materials.

- Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of any emergency expenditures and daily time sheets).

- Prepare objectives for ESF 4 – Firefighting for the subsequent operations period; provide them to the Operations Section Chief at least one hour prior to each EOC Planning Meeting.

- Provide your relief with a briefing at shift change; inform him/her of all ongoing activities, and branch objectives for the next operational period, and any other pertinent information.

Demobilization Phase

- Deactivate your assigned position and close out logs when authorized by the Emergency Management Director or his designee.

- Complete all required forms, reports, and other documentation. All forms should be submitted to the Planning Section, as appropriate, prior to your departure.

- Be prepared to provide input to the After-Action Review and Improvement Plan.

- If another person is relieving you, ensure they are thoroughly briefed before you leave your work station.

- Clean up your work area before you leave.

- Leave a forwarding phone number where you can be reached.

KENTON COUNTY, KENTUCKY
EOC SOG

TAB 1-5-9

ESF 5 – EMERGENCY MANAGEMENT CHECKLIST

****** Read This Entire Position Checklist before Taking Any Action ******

Responsibilities

1. Establish the appropriate staffing level for the Kenton County Emergency Operations Center and continuously monitor organizational effectiveness, ensuring that appropriate modifications occur as required.

2. Exercise overall management responsibility for the coordination between emergency response agencies within the EOC. In conjunction with EOC Management, set priorities for response efforts in all areas of Kenton County. Ensure that all County and local agency actions are accomplished within the priorities established in the EOC Action Plan.

3. Ensure that inter-agency coordination is accomplished effectively within the Kenton County EOC.

Activation Phase

- Determine appropriate level of EOC activation and which location to use based on the situation.

- Mobilize appropriate ESF's for the initial activation of the Kenton County EOC.

- Respond immediately to the EOC site and determine operational status. If necessary, divert EOC staff to an alternate EOC location.

- Initiate and sign in on the EOC personnel log.

- Set up your workstation and review your ESF position checklist and responsibilities.

- Establish and maintain a position log (Annex H – ICS 214), which chronologically describes your actions taken during your shift.

- Log in to WebEOC and post significant information and status updates.

- Determine your resource needs such as a computer, phone, and reference documents.

- Ensure that all equipment at your workstation is operational.

- Obtain briefings from whatever sources are available.

- Ensure that the EOC is properly set up and ready for operations.

- Ensure that an EOC security and check-in procedure is established immediately.

- Ensure that an EOC organization and staffing chart is completed.

- Assign ICS Section Chiefs as appropriate and ensure they are staffed appropriately.
  - Operations Section Chief
  - Planning Section Chief
  - Logistics Section Chief
  - Finance/Administration Section Chief

- Work with ESF 2 – Communications to ensure that communications with emergency response agencies and other necessary parties are established and functioning.

- Ensure that an initial Situation Report (SITREP) is prepared for Chief Elected Officials, Section Chiefs, ESF Coordinators and the Kentucky Division of Emergency Management.

- Prepare a Declaration of Emergency for the jurisdiction(s) involved. Coordinate with the Chief Elected Official(s) to obtain the appropriate signatures.

- Confer with the EOC Staff to determine what agency representatives may be needed at the EOC.

- Assign a Liaison Officer to coordinate outside agency response to the Kenton County EOC.

- Schedule the Initial EOC Planning Meeting.

Operational Phase

- Monitor EOC activities to ensure that all appropriate actions are being taken.

- Establish contact with the KyEM Area 6 Manager and the Commonwealth Emergency Operations Center (CEOC) by any means possible to notify them of EOC activation and to provide an initial situation report.

- Ensure that all ESF's determine the current capabilities of their function and consider Continuity of Operations: Personnel, Equipment, Facilities, overall ability to carry out their function.

- Assist where required in the establishment or support of Incident Management for the response at all levels consistent with the National Incident Management System (NIMS). Ensure that Incident Action Plans are being developed for the field response(s) and being forwarded to the EOC.

- In conjunction with ESF 15 – Public Information, ensure the EOC conducts media briefings and review media releases for final approval following the established procedure for information releases and media briefings.

- Ensure that the Liaison Officer is providing for and maintaining effective interagency coordination.

- Based on current status reports, establish initial strategic objectives for the Kenton County EOC.

- Participate in the Initial EOC Planning Meeting. Ensure that all Section Chiefs, ESF Coordinators, and other key representatives are in attendance. Ensure that appropriate planning procedures are followed. Ensure the meeting is facilitated appropriately by the Planning Section Chief or designee.

- Once the EOC Action Plan is completed by the Planning Section, review, approve and authorize its distribution and implementation.

- Conduct periodic briefings with the EOC staff to monitor progress towards the EOC Action Plan objectives and determine if they are current and appropriate.

- Conduct regular briefings for the Chief Elected Officials or their representatives and issue SITREP's at regular intervals. Suggested SITREP times are 07:00, 12:00, 17:00 and 22:00. SITREP's should also be provided to the KyEM Area 6 Manager and to the Commonwealth Emergency Operations Center (CEOC) (this can be done via WebEOC if it is operational)

- Encourage all ESF's and all incident responders to report damage assessment information.

- Implement Damage Assessment Team procedures and collect/maintain all information obtained.

- In coordination with ESF 7 – Resource Management, identify and request any State and/or Federal supplemental resources needed.

- Assist ESF 7 – Resource Management in determining the need for and establishment of Points of Distribution (POD's).

- Brief your relief at shift change, ensuring that ongoing activities are identified and follow-up requirements are known.

Demobilization Phase

- Authorize deactivation of sections, branches, and units when they are no longer required.

- Notify the Kentucky Division of Emergency Management State EOC, the KyEM Area 6 Manager, County and local emergency response agencies, and other appropriate organizations of the planned deactivation time.

- Ensure that any open actions not yet completed will be handled after deactivation.

- Ensure that all required forms or reports are completed prior to deactivation.

- Brief EOC Staff on the need to prepare for the After-Action Review and development of an Improvement Plan.

- Deactivate the Kenton County EOC at the designated time, as appropriate. Proclaim termination of the emergency and proceed with recovery operations.

- Complete all required forms, reports, and other documentation. All forms should be submitted to the Planning Section, as appropriate, prior to your departure.

- Be prepared to provide input to the After-Action Review and Improvement Plan.

- If another person is relieving you, ensure they are thoroughly briefed before you leave your work station.

- Clean up your work area before you leave.

- Leave a forwarding phone number where you can be reached.

KENTON COUNTY, KENTUCKY
EOC SOG

TAB 1-5-10

ESF 6 - MASS CARE/SHELTERING COORDINATOR CHECKLIST

****** Read This Entire Position Checklist before Taking Action ******

Responsibilities

1. Overall supervision of ESF 6 – Mass Care And Sheltering in accordance with National Incident Management System (NIMS) procedures.

2. Coordinate with the American Red Cross and other volunteer agencies to ensure food, potable water, clothing, shelter and other basic necessities are provided for the citizens affected by the incident.

3. Assist the American Red Cross with disaster welfare inquiries and registration services to reunite families or respond to inquiries from relatives or friends.

4. Assist the American Red Cross with the transition from mass care to separate family/individual living.

5. Do not establish or permit the collection of donations of any kind unless a written Donations Management Plan has been drafted and authorized by the Emergency Management Director.

Activation Phase

- Respond to the EOC and sign in on the EOC personnel log.

- Check in with ESF 5 – Emergency Management upon arrival at the Kenton County Emergency Operations Center

- Set up your workstation and review your ESF position checklist and responsibilities.

- Establish and maintain a position log (Annex H – ICS 214), which chronologically describes your actions taken during your shift.

- Log in to WebEOC and post significant information and status updates.

- Determine your resource needs such as a computer, phone, and reference documents.

- Ensure that all equipment at your workstation is operational.

Operational Phase

- Establish and maintain WebEOC postings, ICS 214 position logs and other necessary files. Continue to post on WebEOC Mass Care and Sheltering Status Reports

- Provide the Operations Section Chief and the Planning Section Chief with an overall summary of ESF 6 operations periodically during the operations period or as requested.

- Based upon incident information and incoming damage assessment information, assess the capabilities to provide Mass Care and Shelter services. If necessary, begin the process of planning for the provision of these services.

- Coordinate with the Liaison Officer to request an Agency Representative from the American Red Cross (ARC) respond to the EOC. Work with the ARC Agency Representative to coordinate all mass care, shelter and congregate care activity.

- Establish communications with other volunteer agencies to provide basic life sustaining necessities.

- Coordinate with the American Red Cross to determine the appropriate shelter(s) to use if needed. Only open the number of shelters you must to meet the need.

- Work with ESF 1 – Transportation to determine the status of safe routes to and around any potential shelter locations.

- Assist the American Red Cross in opening, staffing, equipping and managing shelters to the extent possible.

- Prepare for functional needs individuals (those with disabilities or medical needs) to arrive at the shelter(s). Closely coordinate efforts with the American Red Cross and ESF 8 – Public Health and Medical. Make sure there are Red Cross and/or Health Department medical personnel at all shelters when they open.

- All shelters should be inspected by the Health Department prior to opening. Consider this requirement and make arrangements through ESF 8 – Public Health and Medical prior to opening the shelter(s).

- Consider whether the need to care for pets is limiting the ability of some citizens to evacuate or seek appropriate shelter. If there is a need for animal housing or livestock care work with ESF 11 – Agriculture and Kenton County Animal Control to address this issue.

- In coordination with the American Red Cross, activate both a shelter registry and an inquiry registry service designed to reunite families and respond to inquiries from relatives or friends.

- Work with ESF 13 – Law Enforcement to ensure security for the shelter locations. (ask ESF 13 to address concerns regarding registered sex offenders.)

- Assist the American Red Cross with the transition from operating shelters for displaced persons to separate family/individual housing.

- Work with the Red Cross and the Kentucky Community Crisis Response Board (KCCRB) to provide for crisis counseling services.

- Coordinate with ESF 15 – Public Information regarding the dissemination of information regarding Mass Care and Shelter services. Do not publicize shelters until they are prepared to receive populations.

- Should an evacuation be required, assist other EOC staff in the development of incident specific evacuation plans including the possible need for mass care and shelter operations in locations outside Kenton County.

- All requests for resources should be coordinated thorough ESF 7 – Resource Management and made on a Resource Request form.

- Prepare objectives for ESF 6 – Mass Care and Sheltering for the subsequent operations period and provide them to the Operations Section Chief at least one hour prior to each EOC Planning Meeting.

- Do not communicate with the media. Refer all contacts with the media to ESF 15 – Public Information.

Demobilization Phase

- Deactivate your assigned position and close out logs when authorized by the Emergency Management Director or his designee.

- Complete all required forms, reports, and other documentation. All forms should be submitted to the Planning Section, as appropriate, prior to your departure.

- Be prepared to provide input to the After-Action Review and Improvement Plan.

- If another person is relieving you, ensure they are thoroughly briefed before you leave your work station.

- Clean up your work area before you leave.

- Leave a forwarding phone number where you can be reached.

KENTON COUNTY, KENTUCKY
EOC - SOG

TAB 1-5-11

ESF 7 – RESOURCE SUPPORT COORDINATOR CHECKLIST

****** Read This Entire Position Checklist before Taking Action ******

Responsibilities

1. Ensure the ESF 7 – Resource Support (Logistics Section) is carried out in accordance with the National Incident Management System (NIMS) procedures in support of the Kenton County EOC. This function includes providing communication services, resource tracking; acquiring equipment, supplies, personnel, facilities, and transportation services; as well as arranging for food, lodging, and other support services as required.

2. Establish the appropriate level of ESF 7 staffing and continuously monitor the effectiveness of the organization. Modify staffing levels as required.

3. Ensure ESF 7 objectives, as stated in the EOC Action Plan, are accomplished within the operational period or within the estimated time frame.

4. Coordinate closely with the Operations Section Chief to establish priorities for Resource allocation.

5. Keep the Emergency Management Director informed of all significant issues relating to ESF 7.

6. Serve as the Logistics Section Chief.

Activation Phase

· Respond to the EOC and sign in on the EOC personnel log.

· Check in with ESF 5 – Emergency Management upon arrival at the Kenton County Emergency Operations Center.

· Set up your workstation and review your ESF position checklist and responsibilities.

· Establish and maintain a position log (Annex H – ICS 214), which chronologically describes your actions taken during your shift.

- Log in to WebEOC and post significant information and status updates.
- Determine your resource needs such as a computer, phone, and reference documents.
- Ensure that all equipment at your workstation is operational.
- Ensure that ESF 7 is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps, status boards, resource directories and other potential vendor references.
- Based on the situation, activate Branches/Units within the Logistics Section as needed and designate Branch and Unit Leaders for each element.
- If required, mobilize sufficient staffing for 24-hour operations. Two twelve (12) hour shifts are suggested.
- Establish communications with Logistics Sections in any activated Departmental Operation Centers (DOC's).
- Advise Logistics Section Staff to coordinate with appropriate branches in the Operations Section to prioritize and validate resource requests from activated DOC's within the county. <u>This should be done prior to acting on the request.</u>
- Meet with the Emergency Management Director and other EOC Management and identify immediate resource needs.
- Meet with the Finance/Administration Section Chief and determine level of purchasing authority for the Logistics Section.
- Assist staff in developing objectives for ESF 7 – Resource Support as well as plans to accomplish their objectives within the first operational period, or in accordance with the EOC Action Plan.
- Provide periodic ESF 7 Status Reports to the Emergency Management Director.
- Adopt a proactive approach; think ahead and anticipate situations and problems before they occur.

Operational Phase

- Ensure that ESF 7 – Resource Support posts all significant information to WebEOC and maintains ICS form 214 position logs and other necessary files.

- Meet regularly with Section staff and work to reach consensus on objectives for future operational periods.

- Provide the Planning Section Chief with the Logistics Section objectives at least 30 minutes prior to each EOC Planning meeting.

- Attend and participate in EOC Planning meetings.

- Require that all resource requests be submitted in writing using a Resource Request Message.

- Ensure that the Logistics Section coordinates closely with the Finance Section, and that all required documents and procedures are completed and followed.

- In coordination with all ESF's, determine and compile all known initial resource requests and all envisioned logistical requirements. Begin to identify sources that may be able to provide these resources.

- Ensure that transportation requirements of the response personnel are met.

- Ensure that all requests for facilities and facility support are addressed.

- Ensure that all operational resources are tracked and accounted for, as well as resources ordered.

- Coordinate with ESF 1 – Transportation regarding the identification of safe routes for transportation of supplies and resources into the County.

- Consider the need for a staging area for resources and supplies.

- Consider the need for Points of Distribution (POD) (see POD Plan)

- Coordinate with ESF 13 – Law Enforcement regarding security at supply reception locations and POD(s).

- Coordinate with ESF 15 – Public Information to ensure the release of appropriate, accurate and timely information regarding the distribution of supplies.

- Provide section staff with information updates as appropriate.

- Coordinate with ESF 1 – Transportation to establish fueling locations for emergency vehicles throughout the County. Consider using existing fueling arrangements and sites first. If additional sites are needed, determine appropriate locations. Determine if emergency power supply (generators) would allow existing locations to return to service. If fuel trucks are considered to bring fuel to the scene of an

incident, be certain that the truck(s) have the capability to pump the fuel into the emergency vehicles.

- Maintain a list of businesses in the County that are open for business to provide essential goods and services (i.e. groceries, convenience stores, gas stations, pharmacies, banks, etc.).

- Consider the need for a Volunteer Reception Center to receive volunteers, provide just in time training and deploy volunteers.

- Discuss with ESF 5 – Emergency Management the potential need for Donations Management. Implement the Kenton County Donations Management Plan if required.

- All requests for assistance from assets from outside Kenton County including Regional, Statewide Mutual Aid Agreement, Commonwealth of Kentucky, Emergency Management Assistance Compact (EMAC) and Federal assistance must be cleared through ESF 5 – Emergency Management.

Demobilization Phase

- Deactivate your assigned position and close out logs when authorized by the Emergency Management Director or his designee.

- Complete all required forms, reports, and other documentation. All forms should be submitted to the Planning Section, as appropriate, prior to your departure.

- Be prepared to provide input to the After-Action Review and Improvement Plan.

- If another person is relieving you, ensure they are thoroughly briefed before you leave your work station.

- Clean up your work area before you leave.

- Leave a forwarding phone number where you can be reached.

KENTON COUNTY, KENTUCKY
EOC - SOG

TAB 1-5-12

ESF 8 – PUBLIC HEALTH/MEDICAL COORDINATOR CHECKLIST

****** Read This Entire Position Checklist before Taking Action ******

Responsibilities

1. Overall supervision of ESF 8 – Public Health and Medical in accordance with National Incident Management System (NIMS) procedures.

2. Establish communications with Health Department to coordinate the response to any Public Health concerns.

3. Coordinate and manage the allocation of available public health and medical resources to support disaster medical and health operations in the affected area.

4. Determine the medical and health impact of the event on the affected population, and provide information to EOC Operations Section Chief.

5. Determine the impact on the public health and medical infrastructure, and ensure information is provided to the EOC Operations Section Chief.

6. Coordinate the triage, treatment and transportation of injured victims to appropriate medical facilities.

7. Evaluate and prioritize public health and medical requests from local responders based on criteria established by the Operations Section Chief, and determine appropriate response recommendations.

8. Obtain public health and medical supplies and equipment through the Logistics Section in writing using a Resource Request Message.

9. Coordinate the mobilization and transportation of all resources through the Logistics Section.

10. Maintain the status of all unassigned public health and medical resources within Kenton County.

11. Complete and maintain ESF 8 status reports for major incidents requiring or potentially requiring regional, state and federal response.

12. Implement the appropriate EOC Action Plan objectives for ESF 8 – Public Health and Medical.

Activation Phase

- Respond to the EOC and sign in on the EOC personnel log.
- Check in with ESF 5 – Emergency Management upon arrival at the Kenton County Emergency Operations Center.
- Set up your workstation and review your ESF position checklist and responsibilities.
- Establish and maintain a position log (Annex H – ICS 214), which chronologically describes your actions taken during your shift.
- Log in to WebEOC and post significant information and status updates.
- Determine your resource needs such as a computer, phone, and reference documents.
- Ensure that all equipment at your workstation is operational.
- Determine level of staffing required for current operations as well as relief shifts.
- Open and maintain ESF 8 presence on WebEOC and initiate the use of ICS 214 logs.
- Set up the ESF 8 work area.
- Prepare the initial Public Health and Medical Situation Report (SITREP).
- Prepare objectives for ESF 8 and provide them to the Operations Section Chief at least one hour prior to the Initial Planning Meeting.

Operational Phase

- Ensure that ESF 8 – Public Health and Medical posts significant events and actions to WebEOC, makes use of ICS 214 logs and maintains other necessary files.
- Ensure that ESF 8 status reports are prepared periodically.
- Maintain current status on Public Health and Medical operations being conducted within Kenton County. Continue to maintain status of emergency medical operations including triage, treatment areas, casualty collection sites, patients transported.
- Determine the status of communications capabilities within your function and report information collected to ESF 2 – Communications.

- As soon as possible, attempt to collect information which would provide the locations of and the actual or estimated number of casualties and fatalities which may be expected.

- Respond to requests for Public Health and Medical resources in coordination with the Logistics Section (ESF 7 – Resource Support).

- Determine the status and availability of medical resources within Kenton County, specifically paramedics and ambulances.

- Establish radio or telephone communication with area hospitals and other medical facilities to determine their capability to treat disaster victims. If the Disaster Net is operational it will provide the best means to obtain this information,

- Determine status and availability of specialized treatment facilities such as burn centers, dialysis clinics, etc.

- Assist the ESF 9 – Search and Rescue Coordinator in providing for the triage and treatment of extricated victims.

- Initiate the collection of Continuity of Operations information to determine Kenton County's collective ability to provide Health and Medical services (EMS, Hospitals, Rehabilitation Centers, Urgent Care, Health Care Clinics, Nursing Homes, etc.) This should include review of the following:
  - Conditions (including status of all utilities) and available capacity of hospitals, rehab centers, urgent care and other health care facilities.
  - If a facility is operating on Emergency generator for electric power, what is the status of the fuel supply for the generator?
  - If a facility is not operational, what plans do they have in place for caring for the patients currently in their care?
  - Are there any patients at their facility who require immediate transport to another facility in order to sustain life?
  - Over the next 72-96 hours, what are the most critical supplemental resources that these facilities believe will be needed to keep them operational?
  - The status of EMS providers including transport ambulance services and air medical.
  - The availability of medical and support staff personnel to continue essential emergency medical and health operations.
  - The ability of the County to handle a surge or sudden influx of casualties.
  - Immediate equipment needs or supply concerns.

- Coordinate with the Logistics Section and ESF 5 – Emergency Management for health and medical resource needs which cannot be provided within Kenton County.

- Participate in Public Health and Medical interagency conference calls with regional, State and National entities.

- Monitor and support environmental and public health response operations at the local government level.

- If necessary, work with the Health Department to dispatch teams to survey and test potable water systems and determine the status of potable water.

- Work with the Logistics Section and ESF 3/12 – Infrastructure Management to support the acquisition of potable water or bottled water supplies as required.

- Work with ESF 3/12 – Infrastructure Management to assess the status of the sanitation system. Communicate with Sanitation Systems to inquire about their surveys and testing of sanitation systems.

- Consider the need for portable toilets and/or other temporary facilities for the disposal of human waste and other infected waste at incident sites, staging areas, shelters and other incident facilities.

- If shelters need to be opened, work with ESF 6 – Mass Care and Sheltering to contact the Health Department and arrange for them to conduct a survey of the shelter. Also verify that the Red Cross and Health Department are prepared to handle any functional needs persons in the shelter(s). This must be completed prior to any shelter opening.

- Coordinate with ESF 6 – Mass Care and Sheltering to meet public health and medical needs for sheltered populations.

- If necessary work with the Health Department to assess foodstuffs, drugs, and other consumables for purity and usability.

- If necessary work with the Health Department to develop and implement a vector control plan for the affected disaster area(s).

- Identify potential health hazards and work with the Health Department to take measures to eliminate or control the outbreak of communicable diseases.

- Ensure adequate environmental controls are initiated and maintained as required.

- Work with the Health Department to coordinate the mass distribution of medications and/or vaccines through Points of Distribution (PODs) that might be required in response to a public health emergency.

- Address issues of those relying on home health care as well as other functional needs populations.

- Coordinate with the Medical Reserve Corps (MRC) via the Health Department to utilize health care volunteers if needed.

- Provide for mental health/crisis counseling services for those impacted by the incident and for Emergency responders. (American Red Cross, Local Clergy/ Chaplains, Kentucky Community Crisis Response Board)

- Coordinate with ESF 1- Transportation for buses or other modes of transportation if required for large numbers of walking wounded.

- Coordinate with ESF 13 – Law Enforcement regarding security issues at hospitals and other health and medical locations.

- Coordinate with ESF 9 – Search and Rescue should large scale rescue operations require the development of procedures for transfer from SAR personnel to EMS.

- Coordinate with the Kenton County Coroner to ensure safe handling of any deceased; advise on any health-related problems associated with the storage and disposition of the human remains.

- Coordinate with ESF 7 – Resource Support regarding all equipment or supply needs. Use a Resource Request Message form for all resource requests.

- Coordinate with ESF 15 – Public Information and the Health Department regarding the release of health and medical information and advisories to the Public.

- Do not speak to the media. Ensure that public health and medical information updates are provided to ESF 15 Public Information. Refer all media inquiries to ESF 15.

- If you identify the need for assets from outside Kenton County (i.e. regional, State or Federal resources) coordinate with ESF 5 – Emergency Management.

- Ensure that ESF 8 objectives are identified and submitted to the Operations Section Chief at least one hour prior to each EOC Planning Meeting.

- Ensure that public health information guidelines are issued to ESF 15 – Public Information for periodic media releases.

Demobilization Phase

- Ensure that public health information guidelines are provided to ESF15 – Public Information for periodic media releases during the recovery phase.

- Deactivate your assigned position and close out logs when authorized by the Emergency Management Director or his designee.

- Complete all required forms, reports, and other documentation. All forms should be submitted to the Planning Section, as appropriate, prior to your departure.

- Be prepared to provide input to the After-Action Review and Improvement Plan.

- If another person is relieving you, ensure they are thoroughly briefed before you leave your work station.

- Clean up your work area before you leave.

- Leave a forwarding phone number where you can be reached.

KENTON COUNTY, KENTUCKY
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TAB 1-5-13

ESF 9 SEARCH AND RESCUE COORDINATOR CHECKLIST

****** Read This Entire Position Checklist before Taking Action ******

Responsibilities

1. Overall supervision of ESF 9 – Search And Rescue in accordance with National Incident Management System (NIMS) procedures.

2. Coordinate search and rescue operations within Kenton County.

3. Acquire additional resources through the Logistics Section as necessary.

1. Coordinate the mobilization and transportation of all resources through the Logistics Section.

5. Complete and maintain ESF 9 status reports on WebEOC for significant events and maintain status of unassigned resources.

6. Implement the objectives of the EOC Action Plan assigned to ESF 9 Search and Rescue.

Activation Phase

· Respond to the EOC and sign in on the EOC personnel log.

· Check in with ESF 5 – Emergency Management upon arrival at the Kenton County Emergency Operations Center.

· Set up your workstation and review your ESF position checklist and responsibilities.

· Establish and maintain a position log (Annex H – ICS 214), which chronologically describes your actions taken during your shift.

· Log in to WebEOC and post significant information and status updates.

· Determine your resource needs such as a computer, phone, and reference documents.

- Ensure that all equipment at your workstation is operational.

- Request resources in writing using a Resource Request Message form submitted to the Logistics Section.

- Prepare and submit a preliminary branch status report and major incident reports as appropriate to the Operations Section Chief.

- Prepare objectives for ESF 9 and provide them to the Operations Section Chief prior to the first Planning Meeting.

Operational Phase

- Ensure that ESF 9 – Search and Rescue makes use of WebEOC, ICS Form 214 position logs and that other necessary files are maintained.

- Provide the Operations Section Chief and the Planning Section Chief with an overall summary of ESF 9 operations periodically or as requested during the operational period.

- Maintain current status of Search and Rescue missions being conducted in Kenton County. Determine the potential or actual need for structural collapse rescue services.

- If multiple locations require structural collapse rescue services coordinate prioritization of the assignment of available SAR teams.

- If the County's resources for rescue are overwhelmed, discuss with ESF 5 – Emergency Management the possibility of requests for mutual aid assistance from neighboring jurisdictions, the State, other States (EMAC) or the Federal government.

- Consider the need for a Rescue staging area(s). Discuss with ESF 1 – Transportation to determine accessibility and ESF 13 – Law Enforcement for ingress and egress traffic and security concerns.

- Ensure that additional Search and Rescue resources are requested in writing on a Resource Request Message form submitted to the Logistics Section.

- Coordinate the provision of all other rescue services such as water rescue, search dogs, etc. All resource requests must go through ESF 7 – Resource Support.

- Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of any emergency expenditures and daily time sheets).

- Coordinate the procedures for medical transfer/hand-off of rescued victims with ESF 8 – Health and Medical and ensure medical personnel are at all rescue sites to provide medical care for rescue personnel.

- Work with ESF 8 – Health and Medical to provide for mental health services for those performing search and rescue missions.

- Prepare objectives for the Search & Rescue Branch for the subsequent operational period; provide them to the Operations Section Chief at least one hour prior to each EOC Planning Meeting.

- Do not speak to the media. Refer all contacts with the media to ESF15 - Public Information.

- Provide your relief with a briefing at shift change; inform him/her of all ongoing activities, and branch objectives for the next operational period, and any other pertinent information.

Demobilization Phase

- Deactivate your assigned position and close out logs when authorized by the Emergency Management Director or his designee.

- Complete all required forms, reports, and other documentation. All forms should be submitted to the Planning Section, as appropriate, prior to your departure.

- Be prepared to provide input to the After-Action Review and Improvement Plan.

- If another person is relieving you, ensure they are thoroughly briefed before you leave your work station.

- Clean up your work area before you leave.

- Leave a forwarding phone number where you can be reached.

KENTON COUNTY, KENTUCKY
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TAB 1-5-14

ESF 10 - HAZARDOUS MATERIALS CCORDINATOR CHECKLIST

****** Read This Entire Position Checklist before Taking Action ******

Responsibilities

1. Overall supervision of ESF 10 – Hazardous Materials in accordance with National Incident Management System (NIMS) procedures.

2. Determine the scope of hazardous materials incidents throughout Kenton County.

3. Assist in mobilizing hazardous materials response resources at the request of Field Incident Commanders or Departmental Operations Centers.

4. Provide hazardous materials support as required consistent with established priorities and objectives.

5. Ensure that deployed teams are provided with adequate support.

Activation Phase

- Respond to the EOC and sign in on the EOC personnel log.

- Check in with ESF 5 – Emergency Management upon arrival at the Kenton County Emergency Operations Center.

- Set up your workstation and review your ESF position checklist and responsibilities.

- Establish and maintain a position log (Annex H – ICS 214), which chronologically describes your actions taken during your shift.

- Log in to WebEOC and post significant information and status updates.

- Determine your resource needs such as a computer, phone, and reference documents.

- Ensure that all equipment at your workstation is operational.

Operational Phase

- Maintain the use of WebEOC, ICS 214 position logs and other appropriate files.
- Work closely with all Operations Section personnel to determine the nature and scope of all actual or potential hazardous materials incidents.
- Maintain situational awareness and assist with coordination of the response to all hazmat incidents in the County, including those involving facilities and transportation.
- Make contact with all EHS facilities in the impacted area to determine their status and any actual or potential releases. Consider the need for further investigation by site visits should contact with the facility not be possible.
- Work with ESF 3/12 – Infrastructure Management and pipeline company representatives to determine the integrity of pipelines that travel through the County.
- Coordinate with ESF 4 – Firefighting to determine if they are aware of missions for Hazmat teams.
- Mobilize and deploy available Hazmat teams within Kenton County, in a manner consistent with established objectives.
- If multiple hazmat incidents are involved, prioritize the response of available resources and determine the need for mutual aid.
- Establish reliable communication with all deployed Hazmat teams to determine the scope of support required. Report any problems to ESF 2 – Communications.
- Work closely with the Logistics Section to determine the status and availability of HazMat Response teams within the region. Also consider if private sector resources may be of assistance.
- Request any necessary mutual aid and other additional resources in writing using a Resource Request Message form submitted to the Logistics Section.
- Should the need for State or Federal assets (i.e. KY Environmental Protection – Environmental Response Team, National Guard - Civil Support Team, USEPA, Coast Guard etc.) be identified, coordinate these requests with ESF 5 – Emergency Management and ESF 7 – Resource Support.
- Coordinate with ESF 3/12 – Infrastructure Management to provide on-site assistance from Public Works if needed for Hazmat response.

- Coordinate with ESF 8 – Public Health and Medical to determine medical facilities where victims of Hazmat incidents can be transported following on scene decontamination. Ensure that all medical facilities are notified of the incident and provided product information.

- Work closely with ESF 8 – Public Health and Medical, and hospitals, to address decontamination and medical care for contaminated and exposed patients upon their arrival at the hospitals.

- Coordinate with the Kenton County Coroner to provide on-site assistance in managing fatalities at Hazmat scenes.

- Monitor and track the progress and status of each Hazmat team.

- Ensure that Incident Commanders or Hazmat Team Leaders report all significant hazmat events to ESF 10 at the EOC.

- Assist in establishing facilities for Hazmat teams through the Logistics Section, if not addressed by IC or a DOC.

- Ensure the provision of on scene medical care for emergency responders performing hazmat response.

- Inform the ESF 4 – Firefighting Coordinator of all significant events.

- Do not communicate directly with the media. Reinforce with the field units the use of proper procedures for media contacts. This is particularly critical in instances where the media is seeking technical information on the hazardous material, statistical information, or personal identities of injured victims or fatalities. Provide appropriate information to the ESF 15 – Public Information Coordinator for release to the media.

Demobilization Phase

- Deactivate your assigned position and close out logs when authorized by the Emergency Management Director or his designee.

- Complete all required forms, reports, and other documentation. All forms should be submitted to the Planning Section, as appropriate, prior to your departure.

- Be prepared to provide input to the After-Action Review and Improvement Plan.

- If another person is relieving you, ensure they are thoroughly briefed before you leave your work station.

- Clean up your work area before you leave.

- Leave a forwarding phone number where you can be reached.

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TAB 1-5-15

ESF 11 – AGRICULTURE COORDINATOR CHECKLIST

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities

1. Overall supervision of ESF 11 – Agriculture in accordance with National Incident Management System (NIMS) procedures.

2. Establish and maintain communication with ESF 11 assets in the field or at Departmental Operations Centers (DOC's) if activated.

3. Respond to requests for agricultural resources from the field in a timely manner, following established priorities (life safety, protection of the environment, and protection of property).

4. Determine the need for mutual aid resources and request from ESF 7 – Resource Support and ESF 5 – Emergency Management as necessary.

5. Coordinate the mobilization and transportation of all resources through ESF 7 – Resource Support.

6. Monitor and track agricultural resources utilized during the event.

7. Provide general support to field personnel, as required.

8. Establish the use of WebEOC within ESF 11 – Agriculture.

8. Complete and maintain ESF 11 status reports for major incidents requiring or potentially requiring operational area, state, and federal response, and maintain status of unassigned operational resources in the region.

9. Implement the objectives of the EOC Action Plan assigned to ESF 11.

Activation Phase

- Respond to the EOC and sign in on the EOC personnel log.

- Check in with ESF 5 – Emergency Management upon arrival at the Kenton County Emergency Operations Center.

- Set up your workstation and review your ESF position checklist and responsibilities.
- Establish and maintain a position log (Annex H – ICS 214), which chronologically describes your actions taken during your shift.
- Log in to WebEOC and post significant information and status updates.
- Determine your resource needs such as a computer, phone, and reference documents.
- Ensure that all equipment at your workstation is operational.
- Based on the situation, consider requesting additional personnel to staff ESF 11.
- Determine the need for mutual aid resources and request from ESF 7 – Resource Support and ESF 5 – Emergency Management as necessary.
- Prepare and submit a preliminary ESF 11 status report and major incident reports as appropriate to the Operations Section Chief.
- Prepare objectives for ESF 11 and provide them to the Operations Section Chief prior to the first Planning Meeting.

Operational Phase

- Ensure that ESF 11 makes use of WebEOC, ICS 214 position logs and that other necessary files are maintained.
- Assess the impact of the incident on the operational capability of agricultural assets.
- Maintain the current status of Agriculture related missions being conducted or required in Kenton County.
- Provide the Operations Section Chief and the Planning Section Chief with an overall summary of Agricultural operations periodically or as requested during each operational period.
- On a regular basis, complete and maintain an ESF 11 Status Report.
- Work with Kenton County Animal Control to initiate the rescue, transport, shelter, identification and treatment of domesticated animals affected by the incident.
- Work with ESF 6 – Mass Care and Sheltering to determine if the desire to care for pets and livestock is preventing citizens from seeking appropriate shelter. Discuss with Kenton County Animal Control actions which may be taken to assist with animal care/sheltering.

- Identify the potential for contagious animal diseases and/or animal illnesses that could result due to the incident and recommend appropriate action to mitigate and/or treat them.

- If required, identify potential animal carcass disposal sites and methods of collection and disposal.

- Do not communicate with the media directly. Refer all contacts with the media to ESF 15 – Public Information.

- In coordination with ESF 15 – Public Information, issue advisories regarding animal health and care following the incident.

- Ensure that appropriate staging areas are developed if needed and have not already been addressed by Incident Commander(s) in the field.

- Receive and process agricultural resource requests from the field.

- Determine if there is a need for additional resources and request them in writing on a Resource Request Message form submitted to the Logistics Section.

- Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of any emergency expenditures and daily time sheets).

- Prepare objectives for ESF 11 for the subsequent operations period; provide them to the Operations Section Chief no later than one hour prior to each EOC Planning Meeting.

- Provide your relief with a briefing at shift change; inform him/her of all ongoing activities, and branch objectives for the next operational period, and any other pertinent information.

Demobilization Phase

- Deactivate your assigned position and close out logs when authorized by the Emergency Management Director or his designee.

- Complete all required forms, reports, and other documentation. All forms should be submitted to the Planning Section, as appropriate, prior to your departure.

- Be prepared to provide input to the After-Action Review and Improvement Plan.

- If another person is relieving you, ensure they are thoroughly briefed before you leave your work station.

- Clean up your work area before you leave.
- Leave a forwarding phone number where you can be reached.

KENTON COUNTY, KENTUCKY
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TAB 1-5-16

ESF 13 - LAW ENFORCEMENT COORDINATOR CHECKLIST

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities

1. Overall supervision of ESF 13 – Law Enforcement in accordance with National Incident Management System (NIMS) procedures.

2. Coordinate law enforcement and traffic control operations.

3. Assist with the movement of people and vehicles during evacuation operations.

4. Coordinate site security during incidents, including incident location(s), EOC, Staging Areas, etc.

5. Coordinate Law Enforcement resource requests through the Logistics Section.

6. Assist the Kenton County Coroner as needed.

Activation Phase

· Respond to the EOC and sign in on the EOC personnel log.

· Check in with ESF 5 – Emergency Management upon arrival at the Kenton County Emergency Operations Center.

· Set up your workstation and review your ESF position checklist and responsibilities.

· Establish and maintain a position log (Annex H – ICS 214), which chronologically describes your actions taken during your shift.

· Log in to WebEOC and post significant information and status updates.

· Determine your resource needs such as a computer, phone, and reference documents.

· Ensure that all equipment at your workstation is operational.

· Establish and maintain communication with the Law Enforcement Branch Directors in the field or Departmental Operations Center(s) (DOC's) if activated.

- Assess the impact of the disaster/event on the law enforcement resources within Kenton County.

- Based on the situation, activate the necessary staff and resources within ESF 13 – Law Enforcement.

- Request and coordinate mutual aid resources as necessary.

- Work with ESF 7 – Resource Support and ESF 5 – Emergency Management to request assets from outside the County.

- Provide an initial situation report to the Operations Section Chief.

- Prepare objectives for ESF 13 – Law Enforcement and provide them to the Operations Section Chief prior to the first Planning Meeting.

Operational Phase

- Ensure that ESF 13 utilizes WebEOC and maintains ICS 214 position logs and other appropriate files.

- Obtain regular law enforcement status reports from the Law Enforcement Branch at the field level or Departmental Operations Center(s) if established.

- Maintain current status on Law Enforcement missions being conducted.

- Collect Continuity of Operations information for all law enforcement agencies in Kenton County to determine the County's collective ability to provide law enforcement operations. Consider personnel, vehicles, equipment and facilities.

- Determine the status of communications within your function and report information collected to ESF 2 – Communications.

- Respond to requests for Law Enforcement resources from the field in a timely manner, following established priorities (life safety, protection of the environment, and protection of property).

- Provide the Operations Section Chief and the Planning Section Chiefs with an overall summary of ESF 13 – Law Enforcement operations periodically or as requested during the operational period.

- Monitor and track law enforcement resources utilized during the event.

- On a regular basis, complete and maintain an ESF 13 - Law Enforcement Status Report.

- Provide general support to field personnel as required.

- Request that all law enforcement personnel perform an expedient damage and needs assessment in areas they are patrolling or responding to. This information should be reported back through their command structure to ESF 13 in the EOC. Share the information with ESF 5 – Emergency Management as it is collected. Focus on collecting the following:
  - Status of Roads and Bridges
  - Need for Search and Rescue assistance
  - Areas with a significant number of injuries
  - Status of Critical Facilities
  - Status of Electric Power
  - Significant threats to health and safety

  Share all of this information with ESF 5 – Emergency Management and post to Web EOC as it is collected.

- Refer all contacts with the media to ESF 15 – Public Information. If ESF 13 has a need to disseminate critical public safety information it must be done through ESF 15 – Public Information.

- Determine need for Mutual Aid. Work with ESF 7 – Resource Support and ESF 5 – Emergency Management to request assets from outside the County.

- If Departmental Operations Center(s) are not activated, ensure that the assignment of law enforcement resources are closely monitored and coordinated, and that on-scene time is logged at the field level**.**

- In coordination with ESF 1 – Transportation establish a Traffic Management and Control plan based upon knowledge of the damage to primary/secondary roads and bridges.

- If not addressed at the Incident Command Post or Departmental Operations Center (DOC), ensure that incident facilities are established (staging areas, etc.) to coordinate incoming law enforcement mutual aid resources, as required.

- In conjunction with Planning Section, determine if current and forecasted weather conditions will affect law enforcement operations.

- If evacuation(s) are required assist all necessary ESF's with development and implement an evacuation plan. Coordinate with ESF 6 – Mass Care and Sheltering to determine suitable shelter locations for evacuated population.

- Provide for security of locations associated with incident response and management including but not limited to the following: EOC, Incident Command Post(s), Staging

Area(s), Inner/Outer Scene perimeters, hospitals, shelters, government facilities, and other locations as necessary.

- Secure impacted locations to prevent civil disorder, looting and other crimes.
- Prioritize the use of available law enforcement resources when law enforcement needs outpace available resources.
- If additional law enforcement resources are required, work with ESF 5 – Emergency Management and ESF 7 – Resource Management to identify and request assistance.
- In coordination with ESF 7 – Resource Support, identify refueling locations which are still operable or establish a plan to provide fuel.
- If not already addressed, establish a credentialing system for access to areas designated secure.
- Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of any emergency expenditures and daily time sheets).
- Prepare objectives for ESF 13 for the subsequent operations periods; provide them to the Operations Section Chief no later than one hour prior to the next Planning Meeting.
- Provide your relief with a briefing at shift change, informing him/her of all ongoing activities, branch objectives for the next operational period, and any other pertinent information.

Demobilization Phase

- Deactivate your assigned position and close out logs when authorized by the Emergency Management Director or his designee.
- Complete all required forms, reports, and other documentation. All forms should be submitted to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the After-Action Review and Improvement Plan.
- If another person is relieving you, ensure they are thoroughly briefed before you leave your work station.
- Clean up your work area before you leave.
- Leave a forwarding phone number where you can be reached.

KENTON COUNTY, KENTUCKY
EOC SOG

TAB 1-5-17

ESF 14 LONG TERM RECOVERY COORDINATOR CHECKLIST

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities

1. Overall supervision of ESF 14 – Long Term Recovery in accordance with National Incident Management System (NIMS) procedures.

2. Collect initial damage assessment information from other ESF Coordinators.

3. Ensure that ESF 3/12 – Infrastructure Management establishes inspection teams to assess the condition of all public infrastructures within Kenton County.

4. Ensure that Damage Assessment Team(s) are activated, briefed and deployed. Provide detailed damage assessment information to the Planning Section, with any associated loss damage estimates.

5. Maintain detailed records on damaged areas and structures.

6. Coordinate with ESF 3 – Infrastructure Management to consider potential requests for additional resources such as engineers to inspect structures and/or facilities, to include organizing the inspectors into inspection teams upon their arrival.

7. Brief all ESF Coordinators on the necessity of proper documentation of time and equipment and ensure that these instructions are passed to all Incident Commanders and Department Operations Center(s).

Activation Phase

- Respond to the EOC and sign in on the EOC personnel log.

- Check in with ESF 5 – Emergency Management upon arrival at the Kenton County Emergency Operations Center.

- Set up your workstation and review your ESF position checklist and responsibilities.

- Establish and maintain a position log (Annex H – ICS 214), which chronologically describes your actions taken during your shift.

- Log in to WebEOC and post significant information and status updates.
- Determine your resource needs such as a computer, phone, and reference documents.
- Ensure that all equipment at your workstation is operational.

Operational Phase

- Post information as appropriate to WebEOC and maintain ICS 214 position logs and other necessary files.
- Obtain preliminary damage assessment information from the other ESF's including ESF 2 – Communications, ESF 4 – Firefighting, ESF 13 – Law Enforcement, ESF 3/12 – Infrastructure Management, and others as necessary.
- Coordinate with the American Red Cross, utility service providers, and other sources for additional damage assessment information.
- Activate Damage Assessment Teams and ensure that the Damage Assessment is completed.
- Prepare detailed damage assessment information, including estimated value of the losses, and provide to the Planning Section Chief and Emergency Management.
- Work with the Kenton County Building Inspector to make sure each structure and/or facility inspected is labeled/posted in accordance with appropriate standards and guidelines.
- Maintain a list of structures and facilities requiring immediate inspection or engineering assessment.
- Coordinate with ESF 3 to manage all requests for engineers and building inspectors from emergency response agencies within Kenton County.
- Communicate all resource needs in writing using a Resource Request Message form submitted to the Logistics Section Chief.
- Ensure that all recovery documentation is accurately maintained and submitted on the appropriate forms to Federal Emergency Management Agency (FEMA) and/or the Kentucky Division of Emergency Management.
- Consider the need to work toward the recovery of vital records.
- Refer all contacts with the media to ESF 15 - Public Information.

Demobilization Phase

- Deactivate your assigned position and close out logs when authorized by the Emergency Management Director or his designee.
- Complete all required forms, reports, and other documentation. All forms should be submitted to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the After-Action Review and Improvement Plan.
- If another person is relieving you, ensure they are thoroughly briefed before you leave your work station.
- Clean up your work area before you leave.
- Leave a forwarding phone number where you can be reached.
- Transition out of the emergent/response phase into recovery operations.

KENTON COUNTY, KENTUCKY
EOC – SOG

TAB 1-5-18

ESF 15 - PUBLIC INFORMATION COORDINATOR CHECKLIST

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities

1. Overall supervision of ESF 15 – Public Information in accordance with National Incident Management System (NIMS) procedures.

2. Represent the Kenton County EOC as the lead Public Information Officer (PIO) and serve as the coordination point for all media releases.

3. Ensure that the public within the affected area receives complete, accurate, and consistent information about life safety procedures, public health advisories, relief and assistance programs and other vital information.

4. Coordinate media releases and media briefings with Public Information Officers representing other affected emergency response agencies within the operational area(s).

5. Form a Joint Information Center (JIC) as needed and continue to coordinate with other PIO's to issue joint media releases and deliver joint media briefings.

6. Organize the format for media briefings in conjunction with Emergency Management.

7. Maintain a positive relationship with the media representatives.

8. Coordinate with the Kentucky Division of Emergency Management PIO located at the State EOC who is responsible for responding to all questions regarding the Commonwealth's response and assistance.

Activation Phase

- Respond to the EOC and sign in on the EOC personnel log.

- Check in with ESF 5 – Emergency Management upon arrival at the Kenton County Emergency Operations Center.

- Set up your workstation and review your ESF position checklist and responsibilities.

- Establish and maintain a position log (Annex H – ICS 214), which chronologically describes your actions taken during your shift.

- Log in to WebEOC and post significant information and status updates.

- Determine your resource needs such as a computer, phone, and reference documents.

- Ensure that all equipment at your workstation is operational.

- Determine staffing requirements for ESF 15 and make required personnel assignments as necessary.

Operational Phase

- Maintain WebEOC postings and ICS Form 214 logs.

- Obtain policy guidance from the Emergency Management Director with regard to media releases.

- Remind Incident Commanders in the field and all EOC staff that all media contacts and releases must come from ESF 15 only.

- In cooperation with ESF 2 – Communications and ESF 3/12 – Infrastructure Management, assess the ability of ESF 15 to provide critical public information through the various forms of electronic media (TV, radio, internet, etc.).

- If electronic media dissemination of public information is not possible, determine the best available means of disseminating critical information (consider all possible methods including distribution of flyers, public address on vehicles, door to door public information teams, etc.).

- Develop and publish a media briefing schedule, to include location, format, preparation, and distribution of hand-out materials.

- Implement and maintain an overall information release program. Provide information on matters of priority for local government and emergency response. Releases should also address issues of greatest public interest which may include but are not limited to:
  - Road Closures
  - Medical Care Issues
  - Shelter and Mass Care locations (if established)
  - Points of Distribution (if established for distribution of critical items such as food, water, medicines etc.)
  - Food and water safety and quality

- Health and Safety issues
- Search and Rescue efforts (if applicable)
- Power outages and restoration efforts
- Telephone service status (land line and cellular)
- Personal and Home safety
- Evacuation instructions if necessary
- Shelter in Place instructions if necessary
- Providers of critical supplies that are open for business (groceries, gas stations, pharmacies, banks, etc.)
- Status of overall response efforts and how/where to get help

- If necessary establish a Media Briefing location outside of the EOC and provide for the necessary space, materials, and electrical power. This will help ensure that the EOC is able to operate without interruption from the media.

- Establish a Joint Information Center (JIC) if necessary and continue to coordinate with other PIO's (including State and Federal if present) to issue joint media releases and deliver joint media briefings. See Kenton County JIC Plan.

- Interact with other ESF's to provide and obtain information relative to public information operations.

- Upon request from Emergency Management, develop content for county Emergency Alert System (EAS) releases. Monitor EAS releases, as necessary.

- Keep the Emergency Management Director advised of all unusual requests for information and of all significant critical or unfavorable media comments. Recommend procedures or measures to improve media relations.

- In coordination with other ESF's, and as approved by the Emergency Management Director, issue timely and consistent advisories and instructions for life safety, health, and assistance for the public.

- If necessary, prepare statements/briefings for Chief Elected Officials/ and EOC Staff. Provide other assistance as necessary to facilitate their participation in media briefings if required.

- Ensure that a rumor control function is established to correct false or erroneous information. If necessary establish an information/rumor control phone number(s) for the public.

- When possible ensure that adequate staff is available at incident sites to coordinate and conduct appropriate and safe tours of the impacted areas.

- Provide sufficient staffing and telephones to efficiently handle incoming media and public calls.

- Prepare, update, and distribute to the public a Disaster Assistance Information Directory, which contains locations to obtain food, shelter, supplies, health services, etc.

- Ensure that announcements, emergency information, and materials are translated and prepared for special needs populations (non-English speaking, hearing impaired, etc.).

- Monitor all media outlets and use this information to develop follow-up news releases and rumor control.

- Ensure that file copies are maintained of all information released.

- Provide copies of all releases to the Emergency Management Director.

- Conduct shift change briefings in detail, ensuring that in-progress activities are identified and follow-up requirements are known.

Demobilization Phase

- Prepare media releases and advise media representatives of points-of-contact for follow-up stories.

- Deactivate your assigned position and close out logs when authorized by the Emergency Management Director or his designee.

- Complete all required forms, reports, and other documentation. All forms should be submitted to the Planning Section, as appropriate, prior to your departure.

- Be prepared to provide input to the After-Action Review and Improvement Plan.

- If another person is relieving you, ensure they are thoroughly briefed before you leave your work station.

- Clean up your work area before you leave.

- Leave a forwarding phone number where you can be reached.

KENTON COUNTY, KENTUCKY
EOC – SOG

TAB 1-5-19

LIAISON OFFICER

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities

1. Oversee all liaison activities in accordance with National Incident Management System (NIMS) procedures, including coordinating outside agency representatives assigned to the Kenton County EOC and handling requests from other EOC's for Kenton County EOC to provide representatives.

2. Establish and maintain a central location for incoming agency representatives, providing workspace and support as needed.

3. Ensure that position specific guidelines, policy directives, situation reports, and a copy of the EOC Action Plan are provided to agency representatives upon check-in.

4. In conjunction with the Emergency Management Director, provide orientations for VIP's and other authorized visitors to the EOC.

5. Ensure that deactivation is accomplished when directed by the Emergency Management Director.

Activation Phase

- Respond to the EOC and sign in on the EOC personnel log.

- Check in with ESF 5 – Emergency Management upon arrival at the Kenton County Emergency Operations Center.

- Set up your workstation and review your ESF position checklist and responsibilities.

- Establish and maintain a position log (Annex H – ICS 214), which chronologically describes your actions taken during your shift.

- Log in to WebEOC and post significant information and status updates.

- Determine your resource needs such as a computer, phone, and reference documents.

- Ensure that all equipment at your workstation is operational.

Operational Phase

- Contact Agency Representatives already on-site, ensuring that they:
  - Have signed into the EOC
  - Understand their assigned functions
  - Know their work locations
  - Understand Kenton County EOC organization and floor plan

- Determine if additional agency representation is required from:
  - Other agencies
  - Volunteer organizations
  - Private organizations
  - Utilities not already represented

- In conjunction with the Emergency Management Director, establish and maintain an Interagency Coordination Group comprised of outside agency representatives and executives not assigned to specific sections within the EOC.

- Assist the Emergency Management Director in conducting regular briefings for the Interagency Coordination Group and with distribution of the current EOC Action Plan and Situation Report.

- Request that Agency Representatives maintain communications with their agencies and obtain situation status reports regularly.

- With the approval of the Emergency Management Director, provide agency representatives from the Kenton County EOC to other EOC's, as required and requested.

- Maintain a roster of agency representatives located at the EOC. Roster should include the assignment within the EOC (Section or Interagency Coordination Group). Roster should be distributed internally on a regular basis.

Demobilization Phase

- Release agency representatives that are no longer required in the EOC when authorized by the Emergency Management Director.

- Deactivate your assigned position and close out logs when authorized by the Emergency Management Director or his designee.

- Complete all required forms, reports, and other documentation. All forms should be submitted to the Planning Section, as appropriate, prior to your departure.

- Be prepared to provide input to the After-Action Review and Improvement Plan.
- If another person is relieving you, ensure they are thoroughly briefed before you leave your work station.
- Clean up your work area before you leave.
- Leave a forwarding phone number where you can be reached.

KENTON COUNTY, KENTUCKY
EOC - SOG

TAB 1-5-20

CORONER CHECKLIST

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities

1 Supervise the Coroner's staff and any mutual aid resources through ESF 8 – Public Health and Medical in accordance with National Incident Management System (NIMS) procedures.

2. Coordinate through ESF 8 – Public Health and Medical all resource requests for the collection, identification, and disposition of human remains.

3. Establish and operate any temporary morgue facilities and maintain detailed records of fatalities.

Activation Phase

· Respond to the EOC and sign in on the EOC personnel log.

· Check in with ESF 5 – Emergency Management upon arrival at the Kenton County Emergency Operations Center.

· Set up your workstation and review your ESF position checklist and responsibilities.

· Establish and maintain a position log (Annex H – ICS 214), which chronologically describes your actions taken during your shift.

· Log in to WebEOC and post significant information and status updates.

· Determine your resource needs such as a computer, phone, and reference documents.

· Ensure that all equipment at your workstation is operational.

Operational Phase Actions

· Post pertinent information on WebEOC

· Maintain an ICS 214 position log and other appropriate forms and files.

- Work with ESF 13 – Law Enforcement to ensure that locations where fatalities are discovered are secured.

- Ensure that fatality collection points are established and secured as necessary.

- Ensure that temporary morgue facilities are established and secured as needed.

- Request additional resources in writing using the Resource Request Message through ESF 7 – Resource Support and ESF 5 – Emergency Management as required.

- Procure, through ESF 7 – Resource Support, all necessary fatalities management equipment and supplies, such as temporary cold storage facilities or vehicles, body bags, etc.

- Ensure that qualified personnel are monitoring the collection and tagging of remains.

- Coordinate with the ESF 9 – Search & Rescue to determine location and number of extricated fatalities.

- Ensure that human remains are appropriately transported from fatality collection points to morgue(s).

- Ensure that remains are identified and notifications are made to next of kin.

- Coordinate the reburial of any coffins that were surfaced and/or disturbed as a result of the disaster/event.

- Inform the ESF 8 – Public Health and Medical Coordinator of Coroners activities on a regular basis.

- Inform the ESF 13 – Law Enforcement Coordinator and ESF 15 - Public Information of the number of confirmed fatalities resulting from the disaster or event.

- Ensure that all media contacts are referred to ESF 15 – Public Information.

Demobilization Phase

- Deactivate your assigned position and close out logs when authorized by the Emergency Management Director or his designee.

- Complete all required forms, reports, and other documentation. All forms should be submitted to the Planning Section, as appropriate, prior to your departure.

- Be prepared to provide input to the After-Action Review and Improvement Plan.

- If another person is relieving you, ensure they are thoroughly briefed before you leave your work station.
- Clean up your work area before you leave.
- Leave a forwarding phone number where you can be reached.

KENTON COUNTY, KENTUCKY
EOC SOG

TAB 1-5-21

EOC SUPPORT STAFF CHECKLIST

****** Read This Entire Position Checklist before Taking Any Action ******

Kenton County Homeland Security Emergency Management may need to utilize County/City employees to help with the successful operation of the Emergency Operation Center (EOC) during activations. Positions may include security, document runners, data entry work, Information Technology (IT) staff, call takers, journal writers, and call down support and management work.

EOC support staff will be assigned to assist an EOC section or branch. The atmosphere may become fast-paced and require multi-tasking. Office and computer skills are necessary. Strong organizational, communication and problem-solving skills are necessary.

Responsibilities

1. Serve in/as the specific role requested. Be prepared to assist in roles outside of your specific title within your organization.

2. Provide the necessary support and/or services for the Kenton County EOC in your designated role, continuously monitor effectiveness, and ensure that appropriate modifications occur as required.

3. Ensure that inter-agency coordination is accomplished effectively within the Kenton County EOC.

Activation Phase

- Respond to the EOC and sign in on the EOC personnel log.

- Set up your workstation and review your position checklist and responsibilities.

- Establish and maintain a position log (Annex H – ICS 214), which chronologically describes your actions taken during your shift.

- Log in to WebEOC if required and post significant information and status updates.

- Determine your resource needs such as a computer, phone, and reference documents.

- Ensure that all equipment at your workstation is operational.

- Obtain briefings from whatever sources are available.

- Obtain instructions and/or training from your position supervisor about your duties and responsibilities.

Operational Phase

- Perform duties as assigned by your position supervisor.

- Maintain communication with your position supervisor to ensure that you are up-to-date on the requirements of your position.

- Ensure that all media contacts are referred to ESF 15 – Public Information. DO NOT GIVE INFORMATION TO ANY MEDIA PERSONNEL OR ANYONE OUTSIDE OF THE EOC WITHOUT PRIOR AUTHORIZATION FROM ESF 15 OR THE EOC MANAGER!!!

- Brief your relief at shift change, ensuring that ongoing activities are identified and follow-up requirements are known.

Demobilization Phase

- Deactivate your assigned position and close out logs when authorized by the Emergency Management Director or his designee.

- Complete all required forms, reports, and other documentation. All forms should be submitted to the Planning Section, as appropriate, prior to your departure.

- Be prepared to provide input to the After-Action Review and Improvement Plan.

- If another person is relieving you, ensure they are thoroughly briefed before you leave your work station.

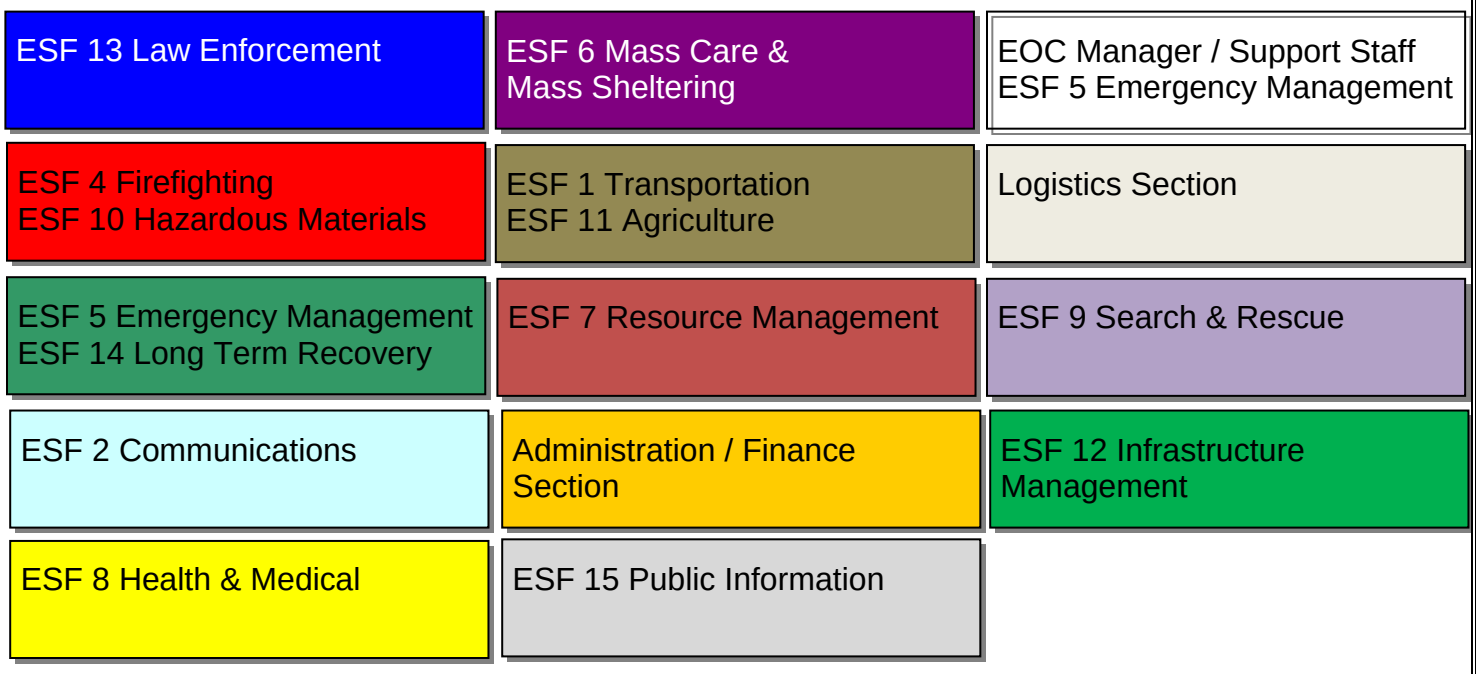
- Clean up your work area before you leave.

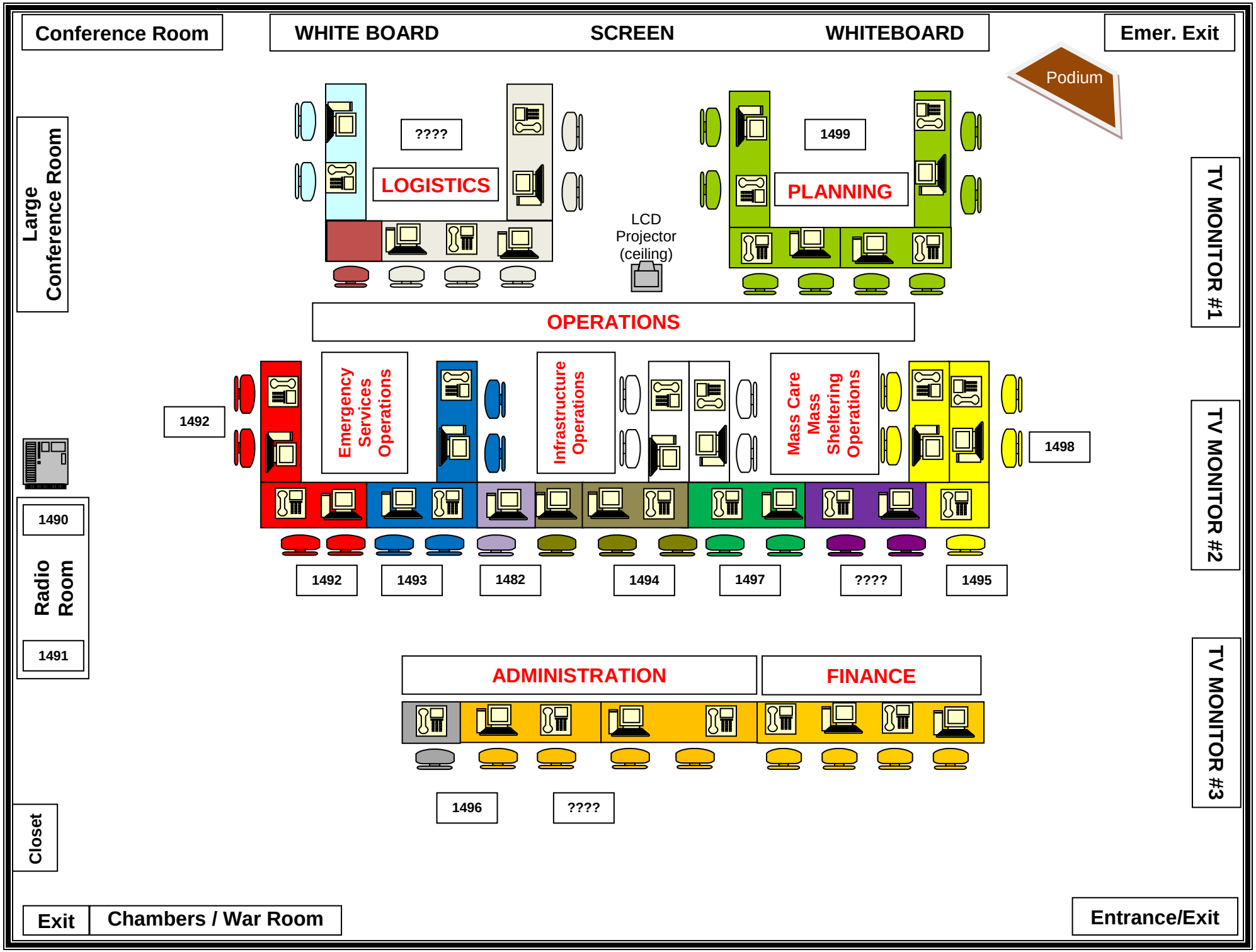
- Leave a forwarding phone number where you can be reached.

ANNEX A

PRIMARY KENTON COUNTY EOC LAYOUT

FLOOR PLAN OF EOC ON NEXT PAGE




Conference Room
WHITE BOARD
SCREEN
WHITEBOARD
Emer. Exit
Podium
Large Conference Room
????
LOGISTICS
LCD Projector (ceiling)
1499
PLANNING
TV MONITOR #1
OPERATIONS
1492
Emergency Services Operations
Infrastructure Operations
Mass Care Mass Sheltering Operations
1498
TV MONITOR #2
1490
Radio Room
1491
1492
1493
1482
1494
1497
????
1495
ADMINISTRATION
FINANCE
TV MONITOR #3
1496
????
Closet
Exit
Chambers / War Room
Entrance/Exit

ANNEX B

COMMUNICATION AND MESSAGE PROCEDURE

MESSAGES

A. Incoming

1. Record incoming significant messages in WebEOC or if unavailable on the Situation Report Form, Assistance Request Form, or Damage Assessment Report (Appendices C-1, C-2, and C-3).
2. Incoming messages that do not call for a response and only state facts will be recorded in WebEOC as a status report or on the Situation Report Form. (Appendix C-1)
3. Incoming messages that ask for help or assistance will be sent to the appropriate ESF via WebEOC or if WebEOC is unavailable be forwarded on the Assistance Request Form. (Appendix C-2)
4. The ESF 2 - Communications Coordinator will ensure all incoming messages are recorded in the Message Log (Appendix C-4).
5. After recording the message in the Message Log, the Communications Coordinator will send the message onto the appropriate party. If uncertain who to forward to the Communications Coordinator shall forward the message on to the EOC Manager for assignment to the correct Section Chief, ESF Coordinator or other staff member who can respond to the request or post the situation report.

B. Outgoing

1. ESF Coordinators will record the essence of important telephone conversations on their ICS 214 Form and when significant information is obtained will record the information in WebEOC. Should a request for assistance be received forward the request to the appropriate ESF and copy ESF 5 – Emergency Management? If WebEOC is not available use the Assistance Request Form and include information regarding the solution of the problem in the Action Taken section. Upon filling out the Action Taken Section the form will be returned to the EOC Manager.
2. If a radio message must be sent forward the message to ESF 2 via WebEOC or use the Emergency Communications Request Form (Appendix C-5) must be filled out and given to ESF 2 Communications along with any other appropriate forms. (i.e. Assistance Request Form, Situation Report Form)
3. The EOC Manager must review and approve all outgoing messages before they are sent and if necessary forward it to the KyEM Area 6 Manager and/or KY State EOC before ESF 2 - Communications sends the message.
4. ESF 2 – Communications will forward the message to the appropriate radio operator and record the message in the Message Log

5. Upon the successful transmission of the message, the Communications Coordinator will inform the EOC Manager or the originator of the message. If, within 20 minutes of the Communications Coordinator receiving the message it has been impossible to transmit the message, the EOC Manager and the message originator will be informed of this fact.

ASSISTANCE REQUEST MESSAGE

A. Incoming

1. Radio Operator or other recipient will enter request for assistance information in WebEOC via a message to the appropriate ESF with a copy to ESF 5 – Emergency Management. If WebEOC is not available the Assistance Request Form will be used. (Appendix C-2)
2. Upon filling out Assistance Request Form, route it to the Communications Coordinator for entry into the Message Log.
3. After entry into the Message Log, the Communications Coordinator will forward the Assistance Request Form to the EOC Manager.
4. The EOC Manager will analyze the request for help and route the Assistance Request Form to appropriate ESF Coordinator, and if necessary, to Web EOC and any status board(s).
5. Upon receipt of the Assistance Request Form the ESF Coordinator will be responsible for taking appropriate actions to address the request set forth on the Assistance Request Form.

B. Outgoing

1. After addressing the request, the ESF Coordinator will respond via WebEOC or if unavailable fill out the Action Taken Section of the Assistance Request Form and route to the EOC Manager. If any message must be sent out over the radio, forward to ESF 2 – Communications via WebEOC or if unavailable fill out the necessary Emergency Communications Request Form.
2. EOC Manager will monitor requests for assistance to ensure that the action taken by the ESF Coordinator(s) either meets the aid requested or the request is denied for valid reason(s).
3. EOC Manager will route handwritten Assistance Request Forms as appropriate to:
   a. Communications Coordinator
   b. Status Board(s)
4. ESF 2 - Communications, on receiving a handwritten Assistance Request Form from the EOC Manager, will enter it onto the Message Log and then forward it to the Radio Operator for dispatch to the field.

5. Upon successfully forwarding a radio transmission message, the Radio Operator will inform the Communications Coordinator who will then inform sender.

SITUATION REPORTS

A. Incoming

1. Radio Operator or other recipient will enter important messages that do not request assistance into WebEOC or if unavailable use the Situation Report Form. (Appendix C-1)
2. Upon filling out the Situation Report Form, route it to the Communications Coordinator for entry into the Message Log.
3. After entry into the Message Log, the Communications Coordinator will forward the Situation Report to the EOC Manager.
4. The EOC Manager will analyze the Situation Report and route the Situation Report, if appropriate, to:
   c. Status Board(s)
   d. Appropriate EOC Staff
5. The EOC Manager, upon return of the message will provide the documents to the Planning Section to be filed for future reference.

B. Outgoing

1. The EOC Manager and or EOC Staff, based upon their assessment of the situation, may originate situation reports to keep field and/or EOC personnel advised of the current situation.
2. Situation Reports will be routed to ESF 2 - Communications.
3. ESF 2 – Communications will enter the Situation Report in the Message Log, make a WebEOC entry or fill out any necessary message form and if requested forward it to the Radio Operator to be relayed to field personnel.

C. If EOC Staff learns of a situation that should be brought to the attention of the EOC during the course of a telephone conversation or Email, they will record the information in their ICS Form 214, make an entry in WebEOC, or if WebEOC is unavailable fill out a Situation Report and route it to ESF 2 - Communications.

TABS

B-1 Situation Report Form
B-2 Assistance Request Form
B-3 Initial Damage Assessment Form
B-4 Message Log Form
B-5 Emergency Communications Request Form

TAB B-1
SITUATION REPORT FORM

Incident Name: _____ Incident Number:_____

SITUATION REPORT

County:	Location:	
Log Number:	Date/Time:	Received by:
Reported by:		Phone:
Other:		
Radio Frequency or Channel:		
Situation:		

Next anticipated report:	Date:	Time:
Map:	Other:	
Status Board:	Special Copy to:	

Tab B-2
ASSISTANCE REQUEST FORM

Incident Name _____ Incident Number:_____

ASSISTANCE REQUEST FORM

County:	Location:	
Log Number:	Date/Time:	Received by:
Requester:		Phone:
Other:		
Radio Frequency or Channel:		
Any other communications route?		
Assistance Requested:		
Action Taken:		
		Initial:
Operations Comments:		
Action Communicated to:		
By:	Date/Time:	

TAB B-3

INITIAL DAMAGE ASSESSMENT FORM

KyEM 24 Hour Phone No.: 1-800-255-2587

INITIAL DAMAGE ASSESSMENT REPORT

1) D A T E _____ 2) POLITICAL SUBDIVISION _____
3) REPORTING OFFICIAL _____ 4) PHONE NUMBER _____
SUMMARY OF CASUALTIES

NUMBER OF:
5) D E A D _____ 6)EVACUATED _____
7) M I S S I N G _____ 8)SHELTERED _____
9)HOSPITALIZED _____ 10) FAMILIES REQUIRING TEMPORARY HOUSING _____
RESIDENCES

11)DESTROYED _____ 12) UNINHABITABLE _____ 13) DAMAGED (HABITABLE) _____
NUMBER OF HOSPITALS

14) DAMAGED BUT USABLE _____ 15)NOT SERVICEABLE _____

UTILITIES

16) WATER SYSTEMS _____ 17)ELECTRICAL SYSTEMS _____
18) SEWER SYSTEMS _____ 19) NATURAL GAS SYSTEMS _____

DAMS AND LEVEES

20)DESTROYED _____ 21)DAMAGED _____ 22)THREATENED _____
PUBLIC BUILDINGS

23) D A M A G E D _____ 24)DESTROYED _____
ROADS AND BRIDGES

25) ROADS/STREETS DAMAGED _____ 26) ROADS/ STREETS BLOCKED _____
27) BRIDGES DAMAGES/USABLE _____ 28) BRIDGES DAMAGED/UNUSABLE _____
29) IMMINENT THREATS OR HAZARDS _____

GENERAL SITUATION

INSTRUCTIONS

The purpose of this form is to expedite procedures for local government in reporting damages to the Kentucky Division of Emergency Management. When calling the State Emergency Operations Center while using this form, just say "Assessment Report" prior to giving the information.

Block 1: Date – Enter current date.
Block 2: Political Subdivision - Give name of the County and City(s), which are included in the report.
Block 3: Reporting Official - Name of person calling in report. Should be the County Judge, City Mayor, HSEM Director or Damage Assessment Team Leader.
Block 4: Phone Number - Number at which the person making the report can be reached if further information is needed.
Block 5: Dead - Number of confirmed dead due to the disaster or Emergency.
Block 6: Evacuated - Number of persons evacuated from the affected area.
Block 7: Missing - Number of persons who cannot be accounted for due to the disaster or Emergency.
Block 8: Sheltered - Number of persons being fed and sheltered in group shelters.
Block 9: Hospitalized - Number of persons hospitalized by injury or sickness caused by the specific disaster or Emergency.
Block 10: Individuals and families requiring temporary housing - Estimated number of individuals and families needing temporary housing due to damages caused by the disaster or Emergency.
Block 11: Residences Destroyed - Number of homes/mobile homes that are beyond repair.
Block 12: Residence uninhabitable - Number of homes/mobile homes which are damaged and not usable at present time, but can be repaired.
Block 13: Residences Damaged (Habitable) - Number of homes/mobile homes damaged but livable by occupants while being repaired.
Block 14: Hospitals Damaged - Number of hospitals which sustained damage but can still render services to patients.
Block 15: Hospitals Not Serviceable - Number of hospitals which can no longer provide services to patients due to damages.
Block 16: Water Systems - Number of those systems receiving damages or destroyed. (If possible, include estimated number of people affected.)
Block 17: Electrical Systems - Number of those systems damaged or destroyed. (If possible, include estimated number of people affected.)
Block 18: Sewer Systems - Number of those systems damaged or destroyed. (If possible, include estimated number of people affected.)
Block 19: Natural Gas Systems - Number of those systems damaged or destroyed. (If possible, include number of people affected.)
Block 20: Dams Destroyed - Number of dams/levees that have been breached due to the disaster. (Give location if possible.)
Block 21: Dams Damaged - Number of dams/levees that have received damage but are still stable. (Give location if possible.)
Block 22: Dams Threatened - Number of dams/levees that have been topped, have cracks or are close to being breached. (Give location if possible.)
Block 23: Public Buildings Damaged - Courthouses, Schools, etc. that received damage to building and/or contents.
Block 24: Public Buildings Destroyed - Courthouses, Libraries, Schools, etc., which are completely destroyed.
Block 25: Roads/Streets Damaged - Number (and miles if possible) of roads damaged but passable.
Block 26: Roads/Streets Blocked - Number of roads that are impassable due to damage or debris.
Block 27: Bridges Damaged/Usable - Number of bridges damaged but usable with caution.
Block 28: Bridges Damaged/Unusable - Number of bridges that are destroyed or determined unsafe for use.
Block 29: Imminent Threats or Hazards - Any information about existing or developing situations that could pose a threat or hazard to the public.

General Situation: Provide any additional information deemed necessary specifying:

1. What is the situation?
2. What you are doing to respond to the situation?
3. What assistance from state resources is needed?
4. What are priority problems?

TAB B-4

MESSAGE LOG FORM

Message #	Subject	Agency Assigned to	Time Sent to	Time Returned to	Action

TAB B-5

EMERGENCY COMMUNICATIONS REQUEST FORM

EMERGENCY COMMUNICATIONS REQUEST		
FROM:		
TO:		LOCATION:
Date:	Time:	
Communicate the Following Information:		
Communicated To:		Via:
Time:		
By:		

ANNEX C

EOC RECOVERY PHASE

The recovery phase overlaps with the response phase of an event, therefore the recovery phase begins in the EOC and will continue long after the EOC has been closed.

Initial Assessment

1. Damage Assessment (DA) Coordinator sets up a work station in the EOC

2. DA Coordinator establishes a reporting schedule for the field units to report damages back to the EOC

3. DA Coordinator documents Individual and Public Damages reported by field units and damages called in by the citizens

4. DA Coordinator communicates with all county and city government offices that may receive reports of damages on proper use of Local Government Damage Assessment Telephone Report (See Tab C-3).

5. DA Assessment Coordinator will activate the Damage Assessment Team after consultation with the HSEM Director to determine when the emergency phase is over and the door-to-door type of damage assessment can begin

6. DA Coordinator will brief the teams on proper completion of the Damage Assessment forms for individual and public damages

7. DA Coordinator will collate and provide only Damage Assessment forms for individual and public assistance form to the HSEM Director.

Tab C-1

INDIVIDUAL ASSISTANCE
DAMAGE SURVEY REPORT

City: _____ **County:** _____ **Date:** _____

Type of Damage: ☐ **Tornado** ☐ **Flood** ☐ **Earthquake** ☐ **Other:** _____

Damage Survey Team: _____

Street, Road or Area	***me of Family***	**Home**		**Type**			**Status**		**Affected Habitable**	**Uninhabitable**				**Water Depth**			**Est. Income**			**% Insured**
		Prin.	Sec.	SF	MF	MH	Own	Rent		Min.	Maj.	Dest.	Isolated No Util.	Base-ment	1st Floor	2nd Floor	Low	Med	High	

MH's (built before 1977)

Affected: Received some damage but living unit is still habitable (0 - 6 inches).
Minor: Damaged and uninhabitable but may be made habitable with minimal repairs (6 inches – 1 foot).
Major: Damaged and uninhabitable, extensive repairs needed (2 - 4 feet).
Destroyed: Total loss or damaged to such an extent that repairs are not feasible (over 4 feet).

Homes or (MH's built after 1977)

Affected: Received some damage but living unit is still habitable (0 - 1 foot).
Minor: Damaged and uninhabitable but may be made habitable with minimal repairs (1 – 3 feet).
Major: Damaged and uninhabitable, extensive repairs needed (3 - 4 feet).
Destroyed: Total loss or damaged to such an extent that repairs are not feasible (over 5 feet).

Tab C-2

PUBLIC ASSISTANCE
DAMAGE SURVEY REPORT

City: _____ **County** _____ **Date:** _____

Type of Disaster: ☐ **Tornado** ☐ **Flood** ☐ **Earthquake** ☐ **Other:** _____

Damage Survey Team: _____

Location	*Description* of Damage	Map No.	Category (Figures in Dollars)							
			A DEBRIS REMOVAL	B PROTECTIVE MEASURES	C ROAD SYSTEMS	D WATER CONTROL	E PUBLIC BUILDINGS	F PUBLIC UTILITIES	G RECREATIONAL FACILITIES	INSURANCE
TOTALS:			$_____	$_____	$_____	$_____	$_____	$_____	$_____	$_____

Tab C-3

LOCAL GOVERNMENT DAMAGE ASSESSMENT – TELEPHONE REPORT

1. CALLER NAME			2. PROPERTY ADDRESS (include apt. no; zip code)	
3. TELEPHONE NUMBER			4. TYPE OF PROPERTY	5. OWNERSHIP
Home	Work	Cell	☐ Single Family ☐ Multi-Family (usually Apts.) ☐ Business ☐ Check here if residence is a vacation home—not a A - Team residence	☐ Own ☐ Rent ☐ Lease (business only)
Best time to call	Best number to use			

6. CONSTRUCTION TYPE

☐ Masonry ☐ Wood Frame ☐ Mobile Home ☐ Manufactured ☐ Other

7. TYPE OF INSURANCE

☐ Property ☐ Sewer Back-up ☐ Flood (Structure) ☐ Flood (Contents) ☐ Wind/Hurricane ☐ None

8. DAMAGES (Check all that apply)

HVAC ☐ Yes ☐ No Water Heater ☐ Yes ☐ No Electricity ☐ On ☐ Off Natural Gas ☐ On ☐ Off

Roof Intact: ☐ Yes ☐ No Foundation ☐ Yes ☐ No Windows ☐ Yes ☐ No Sewer ☐ OK ☐ Not OK

Major Appliances: ☐ Yes ☐ No Basement Flooding ☐ Yes - Depth___Feet Furnace ☐ Yes ☐ Kitchen ☐ Bathroom ☐ Bedroom

9. SOURCE OF DAMAGES

☐ Sewer back-up ☐ Primarily Flood ☐ Wind/Wind driven rain ☐ Tornado Other ☐ _____

10. Based on the damages reported, the property is currently ☐ Habitable ☐ Uninhabitable

11. CALLER'S ESTIMATE OF DAMAGES

REPAIRS	CONTENTS	TOTAL
$	$	$

12. COMMENTS

ANNEX D

EOC- / INCIDENT CHECK-IN LIST (ICS 211P)

INCIDENT CHECK-IN LIST (Personnel)	**Incident Name**	**Check-in Location** ☒ EOC ☐ Staging Area ☐ Unit/Assignment _____ ☐ Other _____

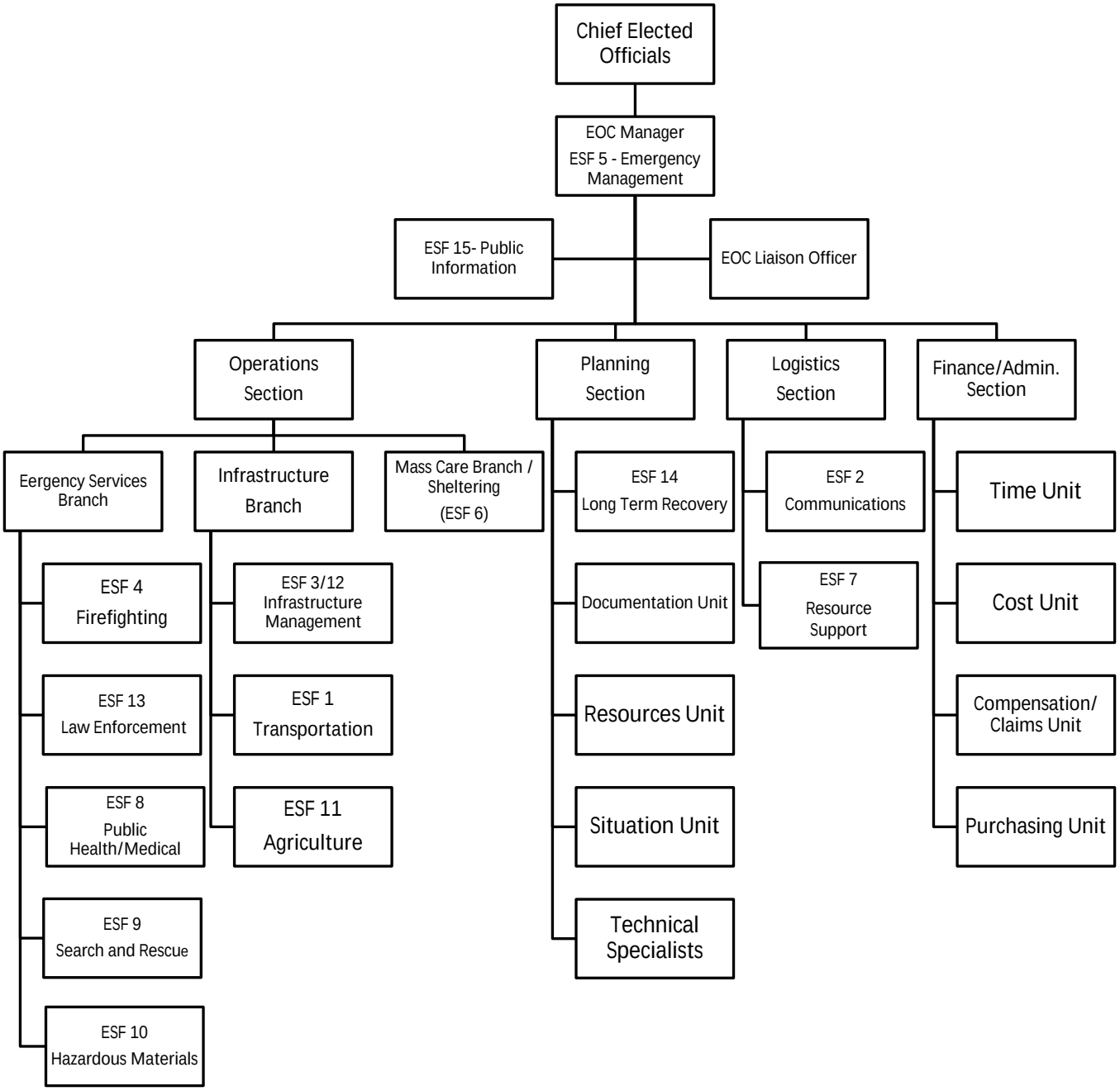
Personnel Check-in Information: This form is used when an organization does not have other check-in processes such as CAD or time clock. **Initial Incident Check-In?** **Time**

Name	Company/Agency	Assignment	Contact Information (Cell #)	(X)	In	Out
				☐		
				☐		
				☐		
				☐		
				☐		
				☐		
				☐		
				☐		
				☐		
				☐		
				☐		
				☐		
				☐		
				☐		
				☐		
				☐		
				☐		

* Denotes Team leader

ANNEX E

EOC STAFFING/ORGANIZATIONAL CHART



ANNEX F

KENTON COUNTY EOC TELEPHONE ASSIGNMENT LIST

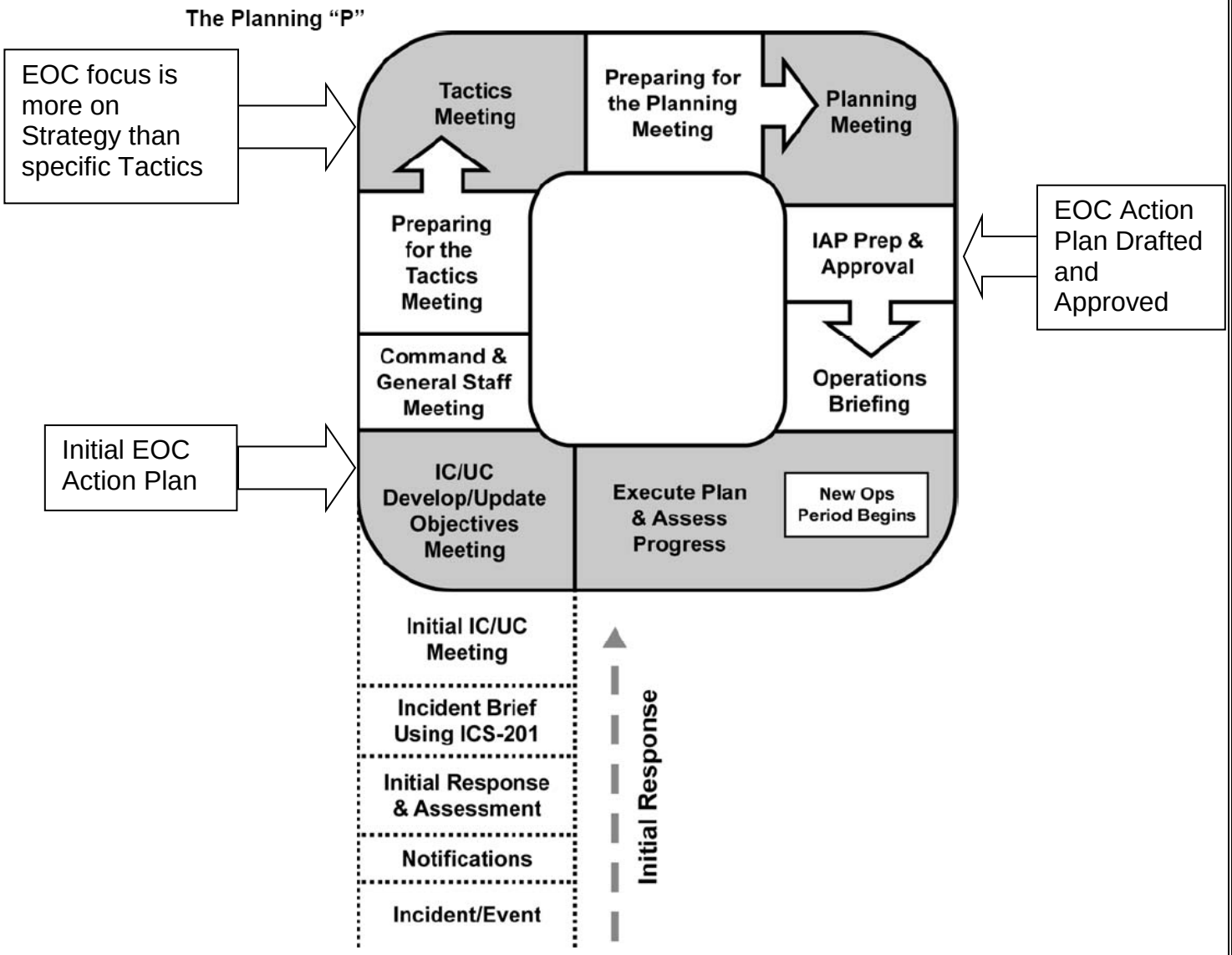
EOC Function	EOC phone	Fax
Emergency Management	859-392-1492	859-392-1489
Operations Section	859-392-1499	859-392-1489
Operations Section Secondary	859-392-1493	859-392-1489
Planning Section	859-392-1498	859-392-1489
Finance Section	859-392-1497	859-392-1489
ESF 1 Transportation	859-392-1494	859-392-1489
ESF 2 – Communications	859-392-1490	859-392-1489
ESF 3/12 – Infrastructure Management	859-392-1493	859-392-1489
ESF 4 - Firefighting	859-392-1493	859-392-1489
ESF 5 - Emergency Management	859-392-1492	859-392-1489
ESF 6 - Mass Care and Sheltering	859-392-1495	859-392-1489
ESF 7 – Resource Support	859-392-1492	859-392-1489
ESF 8 - Public Health/Medical	859-392-1495	859-392-1489
ESF 9 – Search and Rescue	859-392-1495	859-392-1489
ESF 10 – Hazardous Materials	859-392-1493	859-392-1489
ESF 11 – Agriculture	859-392-1494	859-392-1489
ESF 13 - Law Enforcement	859-392-1494	859-392-1489
ESF 14 – Long Term Recovery	859-392-1492	859-392-1489
ESF 15 - Public Information	859-392-1496	859-392-1489

Secondary EOC

EOC Function	EOC Phone	Fax
Emergency Management		
Operations Section		
Planning Section		
Finance Section		
ESF 1 Transportation		
ESF 2 - Communications		
ESF 3/12 – Infrastructure Management		
ESF 4 - Firefighting		
ESF 5 - Emergency Management		
ESF 6 - Mass Care and Sheltering		
ESF 7 – Resource Support		
ESF 8 - Public Health/ Medical		
ESF 9 – Search and Rescue		
ESF 10 – Hazardous Materials		
ESF 11 – Agriculture		
ESF 13 - Law Enforcement		
ESF 14 – Long Term Recovery		
ESF 15 - Public Information		

ANNEX G

EOC PLANNING PROCESS



- The Planning "P" is a guide to the process and steps involved in planning for an incident. The leg of the "P" describes the initial response period: Once the incident/event begins, the steps are Notifications, Initial Response & Assessment, Incident Briefing Using ICS 201, and Initial Incident Command (IC)/Unified Command (UC) Meeting.
- At the top of the leg of the "P" is the beginning of the first operational planning period cycle. In this circular sequence, the steps are IC/UC Develop/Update Objectives Meeting, Command and General Staff Meeting, Preparing for the Tactics Meeting, Tactics Meeting, Preparing for the Planning Meeting, Planning Meeting, IAP Prep & Approval, and Operations Briefing.
- At this point a new operational period begins. The next step is Execute Plan & Assess Progress, after which the cycle begins again.

RESPONSIBILITIES

· HSEM Director/EOC Manager – Conducts the Initial EOC Planning Meeting and then ensures that future EOC Planning Meetings are conducted in the EOC.

· Planning Section Chief – Has direct responsibility for the EOC planning process. Conducts the EOC Planning Meetings and prepares or assigns staff to prepare the EOC Action Plan. Distributes and archives the EOC Action Plan

PURPOSE OF EOC PLANNING PROCESS

· Establishes direction and priorities for the EOC in the form of overall objectives.
· Establishes operational objectives for the EOC and allows for tracking and analysis of progress.
· Establishes the Operational Period (time frame usually 8 or 12 hours)
· Provides for accountability and reduces the likelihood of duplication of effort.
· Valuable documentation of incident history for further planning and After Action Reviews/Reports.

INITIAL EOC ACTION PLAN

The initial EOC Action Plan is brief. It may be a verbal plan and is put together within the first hour after EOC activation. The HSEM Director/EOC Manager conducts this initial Planning Meeting.

The HSEM Director reviews the initial situation immediately upon activation of the EOC and meets with available EOC staff to establish overall (broad) objectives to serve as initial priorities for EOC operations.

Initial overall objectives generally include at least the following:

1) Mitigate Life threatening situations.
2) Prepare a detailed situation report.
3) Mobilize additional EOC staff as required.

The first formal EOC Action Planning Meeting is scheduled as soon as the appropriate staff is available but no later than two (2) hours prior to the end of the first operational period.

The Operations Section Chief is instructed to conduct an EOC Strategy/Tactics Meeting.

All Section Chiefs in cooperation with the ESF Coordinators are directed to prepare their operational objectives and be prepared to present them at the first EOC Action Planning Meeting.

EOC STRATEGY/TACTICS MEETING

The purpose of the EOC Strategy/Tactics Meeting is to review the strategy and tactics developed by the Operations Section Chief. The focus should be "big picture" and this meeting is not intended to replace tactics meetings in the field. The review of strategy and tactics includes the following:

- Determine how the selected strategy will be accomplished in order to achieve the incident objectives.
- Assign resources to implement the strategy/tactics.
- Identify methods for monitoring strategy/tactics and resources to determine if adjustments are required (e.g., different tactics, different resources, or new strategy).

The Operations Section Chief, Logistics Section Chief, and if staffed the Planning Section's Resource Unit attend the Strategy/Tactics Meeting. The Operations Section Chief leads the Strategy/Tactics Meeting.

The ICS Form 215, Operational Planning Worksheet is used to document the Strategy/Tactics Meeting.

Resource assignments will be made for each of the specific tasks. Resource assignments will consist of the kind, type, and numbers of resources available and needed to achieve the strategy and tactical operations desired for the operational period. If the required resources will not be available, then an adjustment should be made to the assignments being planned for the Operational Period. It is very important that resource availability and other needed support be determined prior to spending a great deal of time working on strategies and tactical operations that realistically cannot be achieved.

PREPARING FOR THE EOC PLANNING MEETING

The EOC Planning Meeting should be scheduled no later than two (2) hours before the end of each operational period.

Preparation for the EOC Planning Meeting is of critical importance. The meeting must remain focused on objectives and is generally not the place to discuss strategy or tactics.

All Section Chiefs and ESF Coordinators should review the current EOC Action Plan. ESF Coordinators should provide their objectives for the next operational period to their Section Chief no later than one hour prior to each EOC Planning Meeting. Section Chiefs should prepare their Section's objectives and be ready to present them at the EOC Planning Meeting. The Section Chiefs should also be prepared to update their progress and completion estimates for assigned objectives.

Who Should Attend the EOC Planning Meeting?

- Planning Section Chief (conducts meeting)
- EOC Manager
- PIO
- Liaison Officer (if in place)
- Section Chiefs
- Possibly ESF Coordinators or other staff as needed to adequately discuss and commit to objectives.

The Planning Section Chief obtains from EOC Management and Section Chiefs all objectives to be addressed at the meeting and a copy of the current Situation Report.

EOC PLANNING MEETING

The EOC Planning Meeting should generally not be a complex or time consuming process. Operational Strategy should not occur as part of the EOC Planning Meeting. Operational strategy sessions should be encouraged at the Strategy/Tactics Meeting conducted by the Operations Section Chief after the EOC Planning Meeting is complete. Unnecessary side discussions must be eliminated to allow the meeting to stay focused.

The Planning Section Chief will conduct the EOC Planning Meeting. The meeting ideally should not last more than 30 minutes. The meeting format may vary somewhat depending on the situation and the EOC activation level.

The EOC Action Plan should generally include the following elements:

1. Listing of objectives to be accomplished (should be measurable)
2. Statement of current priorities related to objectives
3. Statement of strategy to achieve the objectives. (Identify if there is more than one way to accomplish the objective, and which way is preferred)
4. Assignments and actions necessary to implement the strategy
5. Operational period designation – The time frame necessary to accomplish the actions

6. Organizational elements to be activated to support the assignments. (Also, later action plans may list organizational elements that will be deactivated during or at the end of the period)
7. Safety and weather considerations
8. Logistical or other technical support required

The A - Team focus of the EOC Action Plan should be on jurisdictional issues. The plan sets overall objectives for the EOC and may establish priorities as determined by Chief Elected Officials. It can also include mission assignments, provide policy and cost constraints, address inter-agency considerations etc.

The following EOC Planning Meeting agenda may serve as a guide:

- EOC Management Staff presents, discusses overall progress on the current EOC Action Plan objectives

- Each Section Chief presents, discusses progress, and updates their objectives. The following order is recommended:
  - Operations Section
  - Planning Section
  - Logistics Section
  - Finance/Administration Section

- When all reports are completed, the Planning Section Chief should:
  - Ensure objectives are clearly stated and understood by all participants.
  - Encourage follow-up strategy/tactics meeting AFTER the Planning Meeting is adjourned.
  - Announce the deadline for submitting new or updated objectives for the next EOC Planning Meeting. (No later than one hour before the next EOC Planning Meeting).
  - Establish a cycle for EOC Planning Meetings. Initially, these may be every few hours or several times a day. Over time, they will move to twice a day and then to daily.
  - Set deadline for submission of any information required for compilation of the EOC Action Plan.
  - Announce the time for the next EOC Planning Meeting.

PREPARING AND DISTRIBUTING THE EOC ACTION PLAN

Planning Section staff transfers information from the EOC Planning Meeting into a written EOC Action Plan which is then submitted for approval by the Planning Section Chief and EOC Manager. The Planning Section staff then completes a hard copy or automated distribution and archives the plan in hard copy and electronically when possible.

EOC SHIFT BRIEFING

This briefing is conducted at the beginning of each Operational Period and presents the EOC Action Plan to EOC Staff. Following the Shift Briefing supervisors will meet with their assigned resources for a detailed briefing on their respective assignments.

TAB G1

EOC ACTION PLAN

The Incident Action Plan is a description of the A - Team goals, actions and activities of the Kenton County Emergency Operations Center (KCEOC) and the supporting Emergency Support Functions and any other organization that is activated to support the Commonwealth during an Emergency or disaster. ICS Form 203 Organizational Assignment List should be submitted for each operational period (see ICS Form 203 Organization Assignment List Page 142).

- Purpose/Use: To provide the Specific Tasks to be accomplished over the next operational period by the KCEOC, Emergency Support Functions and other supporting agencies responding to the incident.
- A - Team Author: KCEOC Planning Chief
- Issued and briefed to the KCEOC at 1500 daily (ICS 230 Form EOC Daily Meeting Schedule included on page 146).
- Updated every operational period and Emailed to the KCEOC EOC Manager for posting
- For Format Specification see attached templates
- Information contained within this report is developed based on the following:
    a. Common Operating Picture
    b. KCEOC SITREP
    c. Kenton County Homeland Security/Emergency Management Director
    d. Direction from the Kenton County Judge Executive and city mayors

KENTON COUNTY EOC ACTION PLAN

1. EOC ACTION PLAN #___ **Kenton County Homeland Security/Emergency Mgmt.**	**2. INCIDENT NAME**	**3. OPERATIONAL PERIOD**

4. EOC ACTIVATION LEVEL	**LEVEL I**		**LEVEL II**		**LEVEL III**		**Virtual**		**Virtual EOC**	

5. Situation Overview - NOTE: The information for this is collected from the most recent situation report. The EOC ACTIVATION LEVEL is based on the Director's activation decision.

6. HSEM Director's Guidance to Participating Agencies-NOTE: The Director of Homeland Security Emergency Management will provide specific guidance for this section.

7. Current Operations

8. EMERGENCY SUPPORT FUNCTION NEEDED / NAME

Need	Emergency Support Function	Name / Agency
	ESF 1 Transportation	
	ESF 2 IT / Communications	
	ESF 3 Public Works	
	ESF 4 Firefighting	
r ‡	ESF 5 Emergency Management	
	ESF 6 Mass Care	
	ESF 7 Logistics / Resource	
	ESF 8 Health and Medical	
	ESF 9 Search and Rescue	
	ESF 10 Hazardous Material	
	ESF 11 Natural Resources	
	ESF 12 Energy & Infrastructure	
	ESF 13 Law Enforcement	
	ESF 14 Long Term Recovery	
	ESF 15 Public Information	
r	EOC Floor Manager	
	Operations Section Chief	
	Planning Section Chief	
	Logistic Section Chief	
	Finance Section Chief	

r Denotes requested for EOC.
Ṽ Denotes virtual monitoring only.
‡ Denotes Unified Commander.
Ø Denotes not requested at this time.
ê Denotes not needed in EOC on event day but either provides or provided support prior to event day.

9. ESF OBJECTIVES:

ESF	Specific Objectives
ESF 1 Transportation	S/O:
ESF 2 Communications	S/O:
ESF 3 Public Work	S/O:
ESF 4 Fire	S/O:
ESF 5 Emergency Mgmt.	S/O:
ESF 6 Mass Care	S/O:
ESF 7 Logistics/Resource	S/O:
ESF 8 Medical	S/O:
ESF 9 Search and Rescue	S/O:
ESF 10 Hazardous Materials	S/O:
ESF 11 Natural Resources	S/O:
ESF 12 Energy/Infrastructure	S/O:
ESF 13 Law Enforcement and Security	S/O:
ESF 14 Long Term Recovery	S/O:
ESF 15 Media	S/O:
Operations Section Chief	S/O:
Planning Section Chief	S/O:
Logistics Section Chief	S/O:
Finance/Admin. Section Chief	S/O:

***Additional objectives may be added at any time and by any EOC Staffer. NOTE - Specific Objectives is where the Specific Objectives for each of the Emergency Support Functions (ESF) are listed. These are specific tasks for each ESF to accomplish over the next operational period.

10. Prepared by: _____ Position: _____ Signature: _____

11. EOC Action Plan # _____	**12.** Date/Time: _____

ANNEX H

POSITION LOG - ICS 214

1. Incident Name	2. Operational Period (Date/Time) From: To:	UNIT LOG ICS 214-CG
3. Unit Name/Designators	4. Unit Leader (Name and ICS Position)	

5. Personnel Assigned

NAME	ICS POSITION	HOME BASE

6. Activity Log (Continue on Reverse)

TIME	MAJOR EVENTS

7. Prepared by: **Date/Time**

1. Incident Name	2. Operational Period (Date/Time) From: To:	UNIT LOG (CONT.) ICS 214-CG

6. Activity Log (Continue on Reverse)

TIME	MAJOR EVENTS

7. Prepared by: **Date/Time:**

UNIT LOG (ICS FORM 214)

Purpose. The Unit Log records details of unit activity, including strike team activity or individual activity. These logs provide the basic reference from which to extract information for inclusion in any after-action report.

Preparation. A Unit Log is initiated and maintained by Command Staff members, Division/Group Supervisors, Air Operations Groups, Strike Team/Task Force Leaders, and Unit Leaders. Completed logs are submitted to supervisors who forward them to the Documentation Unit.

Distribution. The Documentation Unit maintains a file of all Unit Logs. All completed original forms MUST be given to the Documentation Unit.

Item #	Item Title	Instructions
1.	Incident Name	Enter the name assigned to the incident.
2.	Check-In Location	Enter the time interval for which the form applies. Record the start and end date and time.
3.	Unit Name/Designators	Enter the title of the organizational unit or resource designator (e.g., Facilities Unit, Safety Officer, and Strike Team).
4.	Unit Leader	Enter the name and ICS Position of the individual in charge of the Unit.
5.	Personnel Assigned	List the name, position, and home base of each member assigned to the unit during the operational period.
6.	Activity Log	Enter the time and briefly describe each significant occurrence or event (e.g., task assignments, task completions, injuries, difficulties encountered, etc.)
7.	Prepared by	Enter name and title of the person completing the log. Provide log to immediate supervisor, at the end of each operational period.
	Date/Time	Enter date (month, day, year) and time prepared (24-hour clock).

ANNEX I

ICS 230 - EOC PLANNING MEETING SCHEDULE

1. Incident Name	2. Operational Period (Date/Time) From: To:	DAILY MEETING SCHEDULE

3. Meeting Schedule (Commonly-held meetings are included)

Date/ Time	Meeting Name	Purpose	Attendees	Location

4. Prepared by: (Situation Unit Leader) **Date/Time**

ANNEX J – ICS 203 ORGANIZATION ASSIGNMENT LIST

1. Incident Name:	2. Operational Period: Date From: Date To: Time From: Time To:

3. Incident/Unified Commander(s) and Command Staff:	
IC/UC's	
Deputy	
EOC Floor Manager	
Safety Officer	
Public Info. Officer	
Liaison Officer	

4. Agency/Organization Representatives:	
Agency/Organization	Name

5. Planning Section:	
Chief	
Deputy	
Resources Unit	
Situation Unit	
Documentation Unit	
Demobilization Unit	
Technical Specialists	

6. Logistics Section:	
Chief	
Deputy	
Support Branch	
Director	
Supply Unit	
Facilities Unit	
Ground Support Unit	
Service Branch	
Director	
Communications Unit	
Medical Unit	
Food Unit	

7. Operations Section:		
Chief		
Deputy		
Staging Area		
Branch		
Branch Director		
Deputy		
Division/Group		
Division/Group		
Division/Group		
Division/Group		
Branch		
Branch Director		
Deputy		
Division/Group		
Division/Group		
Division/Group		
Division/Group		
Branch		
Branch Director		
Deputy		
Division/Group		
Division/Group		
Division/Group		
Division/Group		
Division/Group		
Division/Group		
Air Operations Branch		
Air Ops Branch Dir.		

8. Finance/Administration Section:	
Chief	
Deputy	
Time Unit	
Procurement Unit	
Comp/Claims Unit	
Cost Unit	

9. Prepared by: Name: _____ Position/Title: _____ Signature: _____

ICS 203	IAP Page _____	Date/Time: _____

ANNEX K

RESOURCE REQUEST FORM

Resource Request	**Request Number**	
Requester:	**Phone #**	
Location of Requester:	**POC Name & Phone Number:**	
Resource Requested:		
Mission or Situation:		
Size:		
Amount:		
Location:		
Type:		
Time needed:		
Time it may be Released:		
Staging Area- Location	**Staging Area POC**	**Staging Area Phone #**
Call Taker:	**Date:**	**Time:**
Request Status: (Circle One)	**Approved**	**Denied**	**Approved with Limitations**
Notes / Explanations:		
Approved by Logistics :		
Approved By Finance:		

ANNEX L

SAMPLE DECLARATION

!!!PLACE ON COUNTY LETTER HEAD Replace words in Red with correct information!!!

DECLARATION OF A LOCAL STATE OF EMERGENCY

DATE_____

WHEREAS, on **(dates Emergency/disaster occurred)** a **(flood, tornado, etc.)** occurred in **(County/City)**, Kentucky; and

WHEREAS, **(brief description of the damages)** _____ _____ _____; and

WHEREAS, this situation creates a considerable hardship for the citizens of **(County/City)**; and

WHEREAS, local government has the responsibility to protect the public health, safety and welfare, and to mitigate the effects of such events.

NOW, THEREFORE, I **(Name and title of the Chief Executive Issuing the Order)**, by the authority vested in me by KRS 39A.100(2), do hereby declare that a State of Emergency exists in **(County/City)** for the period **(Duration of the State of Emergency)**, and direct that:

1. The local Emergency Operations Plan shall be fully executed;

2. The **(Title of the HSEM or DES Director)** shall direct the **(type of HSEM or DES organization)** to provide such assistance as can be delivered from available local resources and shall coordinate all agencies of local government to provide assistance to **(County/City)**;

3. All agencies of **(County/City)** shall cooperate to the fullest extent with **(type of HSEM or DES organization)** and shall provide such assistance as may be required for response to this Emergency.

4. Under this State of Emergency, as provided in KRS 39A.100(2) **(Title of Chief Executive)** can waive procedures and formalities otherwise required by the law pertaining to: a) performance of public work, b) entering into contracts, c) incurring obligations, d) Employment of permanent and temporary workers, e) utilization of volunteer workers, f) rental of equipment, g) appropriation and expenditure of public funds.

(Signature of Chief Executive)
(County/City)

(Name and Title of Clerk of the Promulgating Jurisdiction)

ANNEX M

SAMPLE NEWS RELEASES

SAMPLE EVACUATION NEWS MESSAGE
EVACUATION ORDERED

This is _____. The _____situation continues in parts of _____ county/city and may worsen. For your safety, I am asking that you leave the _____ area as soon as possible (give boundaries of local area, evacuation routes).

Be sure to take essential items – medicine, special foods, personal items, baby supplies, clothing, money, and valuable papers – but do not overload your car. Secure your home before you leave. Be sure to check on any neighbors who may need assistance.

If you cannot stay with relatives or friends outside of the evacuation area, go to (one of) the Red Cross shelter(s) at _____.

Pets will not be allowed in Red Cross shelters. If you cannot make arrangements for someone outside the evacuation area to take care of your pet, (give instructions). Do not allow your pet to run loose. If you cannot make arrangements for your large animals, (give instructions).

If you have no means of transportation, or if you are physically unable to evacuate on your own, ask a neighbor to assist you or call _____. Otherwise, please do not use your telephone except to report an Emergency.

I repeat. If you live in the _____area (give boundaries), you are requested/required to evacuate for your own safety. Stay tuned to this station for more information and instructions.

Thank you for your cooperation and your courtesy to others.

Repeat complete message.

Recommended Broadcast Interval:

First Broadcast _____ A.M./P.M.

Rebroadcast every _____ minutes

Last Broadcast _____ A.M./P.M.

ANNEX M

SAMPLE NEWS RELEASES

EVACUATION INSTRUCTIONS

WHEN YOUR FAMILY IS INSTRUCTED TO EVACUATE THE FOLLOWING ACTIONS SHOULD BE TAKEN.

I. BEFORE LEAVING HOME

A. TURN OFF UTILITIES:

1. gas valves (only in the event of an earthquake)
2. water at service entrance
3. electricity at meter

B. DISCONNECT ALL APPLIANCES IF ENERGY SOURCE IS NOT TURNED OFF.

C. DRAW SHADES, CURTAINS AND DRAPES.

D. PLACE VALUABLES IN SAFE LOCATION

E. MAKE SURE AUTOMOBILE HAS ENOUGH FUEL TO REACH DESTINATION. YOUR PROPERTY WILL BE PROTECTED BY PROPER AUTHORITIES WHILE YOU ARE AWAY.

II. TAKE WITH YOU

A. NON-PERISHABLE FOOD

B. CHANGE OF CLOTHING

C. BEDDING OR SLEEPING BAGS

D. PRESCRIPTION MEDICATION

E. FORMULA (MILK), FOOD, DIAPERS, ETC. FOR BABIES

F. CANNED GOODS IF THERE IS ROOM IN CAR

G. REQUIRED DIETARY FOODS ON HAND

H. TOOLS THAT MIGHT BE USED TO IMPROVE SHELTER AREAS

III. HOW TO GET THERE

A. TO REACH YOUR DESIGNATED HOST AREA, YOU SHOULD USE THE FOLLOWING ROUTES. LIST SPECIFIC STREETS AND HIGHWAYS FOR EACH TOWN OR AREA WITHIN THE CITY.

B. IF YOU NEED TRANSPORTATION, MEET AT (location) BY (time).

C. IF YOU ARE DISABLED AND CANNOT GET TO (listed in B) CALL (phone).

IV. WHERE TO GO

YOUR DESIGNATED HOST AREA IS_____. IF YOU HAVE FRIENDS, RELATIVES, OR A SECOND HOME IN A NON-RISK AREA, YOU MAY GO THERE. IF NOT, YOU ARE TO GO TO _____, WHICH WILL SERVE AS THE RECEPTION CENTER.

V. WHEN YOU ARRIVE AT THE RECEPTION CENTER, YOU WILL:

A. REGISTER YOUR FAMILY

B. BE ASSIGNED A SHELTER

C. BE GIVEN ADDITIONAL INFORMATION AND INSTRUCTIONS.

Recommended Broadcast Interval:

First Broadcast _____ A.M./P.M.

Rebroadcast every _____ minutes

Last Broadcast _____ A.M./P.M.

ANNEX M

SAMPLE NEWS RELEASES

EARTHQUAKE SAMPLE NEWS MESSAGE
NO INFORMATION AVAILABLE

This is _____ at the _____. An earthquake of undetermined magnitude has just been felt in the _____ area. At this time we have no confirmed reports of injuries or damage. Emergency response units are responding to the area. We will keep you updated as reports come in. Meanwhile, be prepared for aftershocks. If shaking begins again, quickly seek shelter under a sturdy piece of furniture or in a supporting doorway. If your house has been damaged and you smell gas, shut off the main gas valve. Switch off electrical power if you suspect damage to the wiring. Do not use your telephone unless you need Emergency help.

Recommended Broadcast Interval:

First Broadcast _____ A.M./P.M.

Rebroadcast every _____ minutes

Last Broadcast _____ A.M./P.M.

ANNEX M

SAMPLE NEWS RELEASES

SAMPLE NEWS MESSAGE
UPDATE ON EARTHQUAKE

This is _____ at the _____. The magnitude of the earthquake which struck the _____ area at _____ today has been determined to be _____ on the Richter scale. The epicenter has been fixed at _____ by _____ (scientific authority).

This office has received reports of _____ deaths, _____ injuries, and _____ homes damaged. No dollar damage figure is yet available. Emergency service units are on the scene to assist residents. (Continue with summary of situation).

Aftershocks continue to be felt in the area. If you feel shaking, quickly seek shelter under a sturdy piece of furniture or in a supporting doorway. Do not use your telephone unless you need Emergency help.

Recommended Broadcast Interval:

First Broadcast _____ A.M./P.M.

Rebroadcast every _____ minutes

Last Broadcast _____ A.M./P.M.

ANNEX M

SAMPLE NEWS RELEASES

SUMMARY STATEMENT FOR MEDIA

EARTHQUAKE

At approximately _____ today, an earthquake registering _____ on the Richter scale struck the _____ area, with its epicenter at _____. Emergency service units were immediately dispatched to assess injuries and damage.

(Indicate injuries, deaths, property damage, fires, etc., reported to date.)

_____ Aftershocks were felt, the largest occurring at _____. No additional damage was reported (or specific damage). Over _____ response personnel from Emergency service agencies were called into action. The Red Cross opened shelters at _____ for persons unable to remain in their homes and reported lodging and feeding over _____ persons. At _____ on _____, the Fiscal Court/City Council proclaimed the existence of a Local Emergency and requested that the Governor proclaim a State of Emergency. The Court/Council also asked the Governor to request the President to declare a Major Disaster/Emergency. Damage to private and public buildings has been estimated to exceed $_____.

Recommended Broadcast Interval:

First Broadcast _____ A.M./P.M.

Rebroadcast every _____ minutes

Last Broadcast _____ A.M./P.M.

ANNEX M

SAMPLE NEWS RELEASES

HAZARDOUS MATERIALS SAMPLE NEWS MESSAGE
UNIDENTIFIED SPILL/RELEASE IN HEAVY TRAFFIC AREA

This is _____ at the _____. An unidentified substance which may be hazardous has been spilled/released at _____ (specific location). Please avoid the area, if possible, while crews are responding. The best alternate routes are _____. If you are already in the area, please be patient and follow directions of Emergency response personnel. The substance will be evaluated by specially trained personnel, and further information will be released as soon as possible.

Thank you for your cooperation.

Recommended Broadcast Interval:

First Broadcast _____ A.M./P.M.

Rebroadcast every _____ minutes

Last Broadcast _____ A.M./P.M.

ANNEX M

SAMPLE NEWS RELEASES

SAMPLE NEWS MESSAGE
LOW HAZARD/CONFINED SPILL/RELEASE – NO GENERAL EVACUATION

This is _____ at the _____. A small amount of _____, a hazardous substance, has been spilled/released at _____. Streets are blocked, traffic is restricted, and authorities have asked residents in the immediate _____ block area to evacuate. Please avoid the area. The material is slightly/highly toxic to humans and can cause the following symptoms: _____.
If you think you may have come in contact with this material, you should (give health instructions and hotline number, if available). For your safety, please avoid the area if at all possible. Alternate routes are _____ and traffic is being diverted. If you are now near the spill/release area, please follow directions of Emergency response personnel. Clean-up crews are on the scene.

Thank you for your cooperation.

Recommended Broadcast Interval:

First Broadcast _____ A.M./P.M.

Rebroadcast every _____ minutes

Last Broadcast _____ A.M./P.M.

ANNEX M

SAMPLE NEWS RELEASES

SAMPLE NEWS MESSAGE

HIGH HAZARD SPILL/RELEASE – GENERAL EVACUATION REQUESTED/MANDATORY

This is _____ at the _____. A large/small amount of _____, a highly hazardous substance, has been spilled/released at _____. Because of the potential health hazard, authorities are requesting/requiring all residents within _____ blocks/miles of the area to evacuate. If you are (give evacuation zone boundaries), you and your family should/must leave as soon as possible/now. Go immediately to the home of a friend or relative outside the evacuation area or to _____. If you can drive a neighbor who has no transportation, please do so. If you need transportation, call _____.

_____ will be evacuated to _____. Do not drive to your child's school. Pick your child up from school authorities at the evacuation center.

Listen to this station for instructions.

The material is highly toxic to humans and can cause the following symptoms: _____. If you are experiencing any of these symptoms, seek help at a hospital outside the evacuation area, or at the evacuation center at _____ _____.

To repeat, if you are in the area of _____, you should/must leave, for your own safety. Do not use your telephone unless you need Emergency assistance.

Recommended Broadcast Interval:

First Broadcast _____ A.M./P.M.

Rebroadcast every _____ minutes

Last Broadcast _____ A.M./P.M.

ANNEX M

SAMPLE NEWS RELEASES

SUMMARY STATEMENT FOR MEDIA
HAZARDOUS MATERIAL INCIDENT
(TO BE ADAPTED ACCORDING TO THE SITUATION)

At approximately _____ a.m./p.m. today a spill/release of a potentially hazardous substance was reported to this office by _____. Police/fire units were immediately dispatched to cordon off the area and direct traffic. The material was later determined to be _____, a hazardous/harmless chemical/substance/material/gas which, upon contact, may produce symptoms of _____. Precautionary evacuation of the immediate/X-block area surrounding the spill was requested/required by _____ (agency) _____. Approximately _____ persons were evacuated. Clean-up crews from _____ were dispatched to the scene, and normal traffic had resumed by _____, at which time residents were allowed to return to their homes. There were no injuries reported OR _____ persons, including _____ personnel, were treated at area hospitals for _____ and _____ were later released. Those remaining in the hospital are in _____ condition. Response agencies involved were _____.

Recommended Broadcast Interval:

First Broadcast _____ A.M./P.M.

Rebroadcast every _____ minutes

Last Broadcast _____ A.M./P.M.

ANNEX M

SAMPLE NEWS RELEASES

SAMPLE FLOOD NEWS MESSAGE

ROADS CLOSED

This is _____ from the _____. The recent storm has caused severe/moderate flooding in several/many areas of the city/county. As of _____ today, the following roads/streets have been closed by law enforcement officials: _____.

Please avoid these roads/streets. If you must travel, use alternate routes.

Again, those roads/streets which have been closed are _____ _____.

Please stay tuned to this station for additional road closure information.

Recommended Broadcast Interval:

First Broadcast _____ A.M./P.M.

Rebroadcast every _____ minutes

Last Broadcast _____ A.M./P.M.

ANNEX M

SAMPLE NEWS RELEASES

SAMPLE POST FLOOD NEWS MESSAGE

This is _____from the _____. The following storm-damaged areas are still extremely hazardous and should be avoided:

_____

_____.

Again, please avoid the storm-damaged areas. You may place your life and that of others in danger.

Thank you for your cooperation.

Recommended Broadcast Interval:

First Broadcast _____ A.M./P.M.

Rebroadcast every _____ minutes

Last Broadcast _____ A.M./P.M.

ANNEX N

EOC ACTIVATION LIST

EOC ESF Coordinators are assigned to a team, either A, B or C team. Teams are built for succession and/or shifts when needed. Mutual Aid can be used as necessary from surrounding counties and/or Incident Management Teams.

Kenton County Homeland Security Emergency Manager will establish the EOC Operational Periods, usually 8 to 12 hour shifts. ESF Coordinators may require 12 hour shifts. Any adjustments to the EOC staffing schedule must be coordinated with the EOC Manager.

First EOC Operational Period – A-Team Second EOC Operational Period – B-Team
Third EOC Operational Period – C-Team

Position	Formal Title	First Name	Last Name
ESF-1	**Mass Public Transportation**		
A - Team	Kenton County Fleet Supervisor	Scott	McClain
B - Team	TANK General Manager	Andrew	Aiello
C - Team	TANK Transportation Supervisor	Kevin	Unkraut
ESF-1	**School Transportation**		
A - Team	KCSD Transportation Director	Jim	Hale
B - Team	KCSD Transportation Asst. Director	Sherry	Eagler
C - Team	KCSD Bus Garage Manager	Tim	Dierker
Alternate 3	KCSD Director Of Operations	Rob	Haney
ESF-1/3	**State Transportation / Engineering**		
A - Team	Chief District Engineer	Bob	Yeager
B - Team	Highway Tech. Superintendent I	Jonathan	Bradford
C - Team	Transportation Engineer Supervisor	Andy	Yeager
ESF-2	**Information Systems / Technology Services**		
A - Team	Kenton County IT Director	Jessica	Ramsey
B - Team	KC IT Services Network Engineer	Darrin	Gilvin
C - Team	KC IT Services Network Administrator	Dustin	Brown
ESF-2	**Communications - KCECC**		
A - Team	KCECC Director	Ashley	Hawks
B - Team	KCECC Assistant Director	David	Leonard
C - Team	KCECC Assistant Director	Brent	Cummins
ESF-2	**Communications - Cincinnati Bell**		
A - Team	Sr. Director Network Ops	Roger	Werth
B - Team	Director Corp. Security	Paula	Papke
C - Team	Sr. Ops. Manager	Eric	Brunner

Position	Formal Title	First Name	Last Name
ESF-3	**Public Works / Engineering / GIS Emergency Support Function 3 Coordinator**		
A - Team	KCPW Director & Engineer	Nick	Hendrix
B - Team	KCPW Manager		
C - Team	KCPW Supervisor	Rick	Buster
ESF-3	**Public Works**		
A - Team	KCPW Director & Engineer	Nick	Hendrix
B - Team	KCPW Manager		
C - Team	KCPW Supervisor	Rick	Buster
ESF-3	**Engineering**		
A - Team	PDS Senior Infrastructure Inspector	Rob	Zwick
B - Team	PDS Senior Infrastructure Inspector	Donnie	Edwards
C - Team	City Of Fort Mitchell Engineer	Nick	Tewes
ESF-3	**Building Inspections/Codes**		
A - Team	PDS Chief Building Inspector	Brian	Sims
B - Team	PDS Associate Building Official	Gary	Forsyth
C - Team	PDS Senior Building Official	Tim	Tholemeier
ESF-3	**Geographic Information Systems**		
A - Team	PDS GIS Administrative Director	Trisha	Brush
B - Team	PDS GIS Application Devel. Coord.	Christy	Powell
C - Team	PDS UAS Analyst	Ryan	Hermann
ESF-4	**Firefighting**		
A - Team	Elsmere Fire Chief	Paul	LaFontaine
B - Team	Covington Fire Chief	Mark	Pierce
C - Team	Crescent Springs Fire Chief	Jeff	Wendt
ESF-5	**Emergency Management**		
A - Team	KCHSEM Director	Steve	Hensley
B - Team	KCHSEM Deputy Director	Todd	Schulkers
C - Team	KCHSEM Deputy Director		
ESF-6	**Mass Care/Sheltering**		
A - Team	KCHSEM Deputy Director		
B - Team	KCHSEM Deputy Director	Todd	Schulkers
C - Team	KCHSEM Deputy Director	David	Jansing
ESF-7	**Resource Support**		
A - Team	KC Public Works Supervisor	Rick	Buster
B - Team	KC Fiscal Court Clerk	Sue	Kaiser

Position	Formal Title	First Name	Last Name
C - Team	KC Fiscal Court - HR Assistant	Kelly	Baker
ESF-8	Health / Medical Emergency Support Function 8 Coordinator		
A - Team	Covington FD Assistant Fire Chief	Mike	Bloemer
B - Team	Independence FD Fire Chief	Scott	Breeze
B - Team	Independence FD Asst. Fire Chief	Phil	Dietz
ESF-8	Pre-Hospital Emergency Medical		
A - Team	Covington FD Assistant Fire Chief	Gary	Rucker
B - Team	Doctor	Hien	Le
C - Team			
ESF-8	Public Health		
A - Team	Director - Environ. Health & Safety	Steve	Divine
B - Team	Disaster Preparedness Coordinator	Jessica	McElroy
C - Team	Disaster Preparedness Coordinator	Stella	Barber
ESF-8	Hospitals		
A - Team	SEMC Asst. Director - Safety & Sec.	David	Mccugh
B - Team	SEMC Director - Safety & Security	Mike	Kraft
C - Team	SEMC Nurse Manager	Missy	Miles
ESF-8	Coroner		
A - Team	Kenton County Coroner	Amber	Constintino
B - Team	Kenton County Chief Dep. Coroner	James	Reed
C - Team	Kenton County Deputy Coroner	Joe	Rieskamp
ESF-9	Search & Rescue		
A - Team	KCHSEM Deputy Director	Todd	Schulkers
B - Team	Covington FD Battalion Chief	Chris	Alsip
C - Team	NK Technical Rescue Team	Paul	Woodring
ESF-10	Hazardous Materials		
A - Team	Covington FD Assistant Fire Chief	Mike	Bloemer
B - Team			
C - Team	Northern Ky. Haz-Mat Team Director	Brandon	Johnson
ESF-11	Agriculture & Natural Resources		
A - Team		Rick	Messingschlager
B - Team		Daniel	Allen
C - Team		Tony	Schmiade
ESF-11	Animal Services		

Position	Formal Title	First Name	Last Name
A - Team	KC Animal Services Director		
B - Team	KC Animal Services Asst. Director		
C - Team	KC Animal Services Sergeant		
Alternate 3	KC Animal Services Shelter Mngr.		

ESF-12	Energy / Utilities Emergency Support Function 12 Coordinator		
A - Team	Kenton County Assistant Admin.	Scott	Gunning
B - Team	KC Public Works Director & Engineer	Nick	Hendrix
C - Team	KC Public Works Manager		
Alternate 3	KC Public Works Supervisor	Rick	Buster

ESF-12	Utilities - Energy / Duke Energy		
B - Team	Vice-President - Comm. Relations	Rhonda	Whitaker
C - Team	Community Relations Manager	Cara	Brooks
Alternate 3	Lead Health & Safety Specialist	Susan	Browning

ESF-12	Utilities - Energy / Owen Electric		
A - Team	Senior VP Operations & Technology	Rusty	Williams
B - Team	Operations Manager	Brian	Jones
C - Team	System Operator	Kevin	Miller
Alternate 3	Technical Services Manager	Tim	Cammack

ESF-12	Utilities - Sanitation District		
A - Team			
B - Team			
C - Team	Envir. Health & Safety Coord.		

ESF-12	Utilities - Water District		
A - Team	Safety Coordinator	Brad	Murphy
B - Team	VP-Engineering, Product., Dist.	Amy	Kramer
C - Team	Human Resources Manager	Kim	Clemons

ESF-13	Law Enforcement		
A - Team	Kenton County PD Police Chief	Spike	Jones
B - Team	Kenton County Sheriff	Chuck	Korzenborn
C - Team	Kenton County Deputy Sheriff	Pat	Morgan

ESF-14	Long-Term Recovery / Continuity Of Government		
A - Team	Kenton County Assistant Admin.	Scott	Gunning
B - Team	KC Director - External Affairs	John	Stanton
C - Team	Kenton County Asst. Treasurer	Kurt	Grievenkamp

Position	Formal Title	First Name	Last Name
ESF-15	**Public Information**		
A - Team	KC IT Services - Digital Comms.	Sara	Sgantas
B - Team	KCPD Police Chief	Spike	Jones
C - Team	KCPD Assistant Police Chief	Chris	Haddle
	EOC Floor Manager		
A - Team	KCHSEM Director	Steve	Hensley
B - Team	BCEMA Director	Mark	Ihrig
C - Team	CCEMA Director	Bill	Turner
	Operations Section Chief		
A - Team	KCHSEM Deputy Director	Todd	Schulkers
B - Team	KCPD Police Chief	Spike	Jones
C - Team	Lakes. Pk./Crest. Hills PD Police Chief	Chris	Schutte
	Planning Section Chief		
A - Team	KCHSEM Deputy Director	Ron	Becker
B - Team	BCEMA Deputy Director		
C - Team	Erlanger-Elsmere Schools Safety Dir.	Matt	Engel
	Logisistics Section Chief		
A - Team	KCHSEM Deputy Director	David	Jansing
B - Team	CCEMA Deputy Director	Greg	Buckler
C - Team	KC Deputy Judge Executive		
	Finance Section Chief		
A - Team	Kenton County Treasurer	Roy	Cox
B - Team	Kenton County Purchasing Dir.	Holly	Hill
C - Team	Kenton County Asst. Treasurer	Kurt	Grievenkamp
Alternate 3	Kenton County Accts. Payable		
	Administration Section Chief		
A - Team	Kenton County Fiscal Court Clerk	Sue	Kaiser
B - Team	Kenton County Admin. HR Assistant	Kelly	Baker
C - Team	KC Public Works Admin. Asst.	Anna	Miller
	EOC Support Staff		
Support	Kenton County Facilities Maint.	Jerry	Wood
Support		John	Thoburn
Support	KCECC CAD Administrator	Gordy	Ramler
Support	KCECC Supervisor	Brent	Cummins
Support	KC Admin. Bldg. - Maintenance Dir.	Sean	Mcalister

ANNEX 0 - ACRONYMS AND ABBREVIATIONS

AAR	After-Action Review
AC	Area Command
AHJ	Authority Having Jurisdiction
ALS	Advanced Life Support
AP	Action Plan
ATF	Alcohol Tabaco Firearms
AUX	Auxiliary
CEOC	Commonwealth Emergency Operations Center (also SEOC)
CNKIA	Cincinnati/Northern Kentucky International Airport
CFR	Code of Federal Regulations
DECON	Decontamination
DHSEMob	demobilization
DHS	Department of Homeland Security
DOC	Department Operations Center
EM & EMA	Emergency Management / Agency
HSEMS	Emergency Medical Services
EOC	Emergency Operations Center
EOD	Explosive Ordinance disposal/ Device
EOP	Emergency Operations Plan
ESF	Emergency Support Function
ETA	Estimated Time of Arrival
EU	Explosives Unit
FB	Fire Boat
FBI	Federal Bureau of Investigation
FD	Fire Department
FOUO	For Official Use Only
FR	First Responder
FHSEMA	Federal Emergency Management Agency
FF	Firefighter
GIS	Geographic Information Systems
GPS	Global Positioning System
HAZMAT	Hazardous Material(s)
HC	Hamilton County
HM	Haz-Mat
HSEM	Homeland Security & Emergency Management
IAP	Incident Action Plan
ICS	Incident Command System
IMS	Incident Management System
IO	Intelligence Officer
IT	Information Technology SWAT
JIC	Joint Information Center
KCDC	Kenton County Detention Center
KCEOC	Kenton County Emergency Operations Center
KCHSEM	Kenton County Homeland Security Emergency Management
KCECC	Kenton County Emergency Communications Center
KSP	Kentucky State Police
KFW	Kentucky Fish & Wildlife
KyEM	Kentucky Emergency Management
KYTC	Kentucky Transportation Cabinet
KY	Kentucky
LEO	Law Enforcement Officer
MA	Mutual Aid
MC	Medical Control
MCI	Mass Causality Incident
MCU	Mass Causality Unit
MHz	Megahertz
MM	Mile Marker
NIMS	National Incident Management System
NK	Northern Kentucky
NKTRT	Northern Kentucky Technical Rescue Team
NOAA	National Oceanic and Atmospheric Administration
NRP	National Response Plan
NWS	National Weather Service
OIC	Officer In Charge
OSP	Ohio State Patrol
PD	Police Department
PIO	Public Information Officer
POC	Point of Contact
POV	Privately Owned Vehicle
PPE	Personal Protective Equipment
PSA	Public Service Announcements
PSCC	Public Safety Communications Center
RECC	Regional Emergency Coordination Center (same as ROC)
ROC	Regional Operations Center
SA	Staging Area
SAR	Search And Rescue
SEOC	State Emergency Operations Center (same as CEOC)
SITREP	Situation Report (Also SitRep)
SO	Sherriff's Officer
S/O	Specific Objective
SOG	Standard Operating Guide
SOP	Standard Operating Procedure
SWAT	Special Weapons And Tactical team
TANK	Transit Authority of Northern Kentucky
UC	Unified Command
UHF	Ultra High Frequency
USCG	United States Coast Guard
VHF	Very High Frequency

ANNEX P

TERMS AND DEFINITIONS

Agency - Is a division of government with a specific function offering a particular kind of assistance.

Area Command - An organization established (1) to oversee the management of multiple incidents that are each being handle by a CS organization or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensures that incidents are properly managed and ensure that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multi-jurisdictional.

Branch- The organizational level having functional or geographical responsibility for major aspects of incident operations. A branch is organizationally situated between the section and the division or group in the Operations Section, and between the section and units in the Logistics Section.

Chan of Command- Is a series of command, control, executive, or management positions in hierarchical order of authority.

Chief - The ICS title for individuals responsible for management of function sections: Operations, Planning, Logistics, and Finance/Administration.

Civil Disturbance - Is the degeneration of a law-abiding group into an unruly, unmanageable and law challenging mob.

Command Staff - In an incident management organization, the Command Staff consists of the Incident Command and the special staff positions of Public Information Officer, Safety Officer Liaison Officer, and other positions as required, who report directly to the Incident Commander. They may have an assistant or assistants, as needed.

Decontamination - The process of making people, objects, or areas safe by absorbing, destroying, neutralizing, making harmless, or removing the hazardous material.

Demobilization - The orderly, safe, and efficient return of an incident resource to its original location and status.

Deputy - A fully qualified individual who, in the absence of a superior, can be delegated the authority to manage a functional operation or perform a specific task.

Division - Is the partition of an incident into geographical areas of operation. A division is located within the ICS organization between the branch and resources in the Operations Section.

Emergency - Is an unexpected situation or event, which places life and /or property in danger and requires an immediate response to protect life and property. Any occasion or instance in which the Governor determines that State assistance is needed to supplement local response efforts and capabilities to save lives and protect property and public health and safety, or to lessen or avert the threat or impact of a catastrophe in any part of the State.

Emergency Management Director– The individual who is directly responsible on a day-to-day basis for the jurisdictions effort to develop a capability for coordinated response and recovery from the effects of disaster.

Emergency Medical Services (HSEMS) **–** Local medical response teams, usually rescue squads or local ambulance services, which provide medical services during a disaster.

Emergency Operations Center (EOC) – A protected site from which government officials and Emergency response personnel exercise direction and control in an Emergency. The Emergency Communications Center (ECC) is normally an essential part of the EOC.

Emergency Support Function (ESF) – A functional area of response activity established to facilitate the delivery of State or Federal assistance required during the immediate response phase of a disaster to save lives, protect property and public health, and to maintain public safety.

Evacuation – Relocation of civilian population to safe areas when disaster, emergencies, or threats thereof necessitate such action.

Event – A planned, non-Emergency activity. ICS can be used as the management system for a wide range of events, e.g., parades, concerts, or sporting events.

First Responder - an Employee of an Emergency service who is likely to be among the first people to arrive at and assist at the scene of an Emergency such as an accident, natural disaster, or terrorist attack. First responders typically include police officers, deputy sheriffs, firefighters, paramedics, and rescuers.

Function – Function refers to the five major activities in ICS: Command, Operations, Planning, Logistics, and Finance Administration.

General Staff – A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief.

Group – Established to divide the incident management structure into functional areas of operation.

Hazard – Any situation that has the potential for causing damage to life, property, and the environment.

Hazardous Material (HazMat) – Is a substance or material, which may pose an unreasonable risk to safety, health, or property. HazMat may be chemical, biological, etiological (infectious materials), radiological or explosive in nature.

Incident – An occurrence or event, natural or human-caused, which requires an Emergency response to protect life or property.

Incident Action Plan – The plan that is usually prepared at the beginning of each operational period that contains general control objectives reflecting the overall operational strategy and specific action plans for the next operational period.

Incident Command Post – Is the location where A - Team command functions are made. It may be the Emergency Operations Center (EOC), Area Command (AC), Disaster Field Office (DFO), or Logistical staging area.

Incident Command Staff - Members of the Incident Command System including the Safety Officer, Liaison Officer, Operations Section Chief, and Public Information Officer who report directly to the Incident Commander.

Incident Command System (ICS) – Is a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure with responsibility for management of assigned resources to effectively direct and control the response to an incident. The structure can be expanded, as situation requires larger resource, without requiring new, reorganized command structure.

Incident Commander (IC) – The individual responsible for all incident activities, including the development of strategies and tactics, the ordering, and the release of resources.

Incident Objectives – Statements of guidance and direction necessary for selecting appropriate strategy and the tactical direction of resources.

Intelligence Officer – The intelligence officer is responsible for managing internal information, intelligence, and operational security requirements supporting incident management activities. This can be an undercover law enforcement officer.

Joint Information Center (JIC) – A combined public information office that serves two or more levels of government or Federal, State, local agencies.

Jurisdiction – A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical, or functional (e.g., law enforcement, public health).

Liaison Officer – A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies. A form of communication for establishing and maintaining mutual understanding and cooperation.

Logistics - Providing resources and other services to support incident management. This section is responsible for providing facilities, services, and material support for the incident.

Multijurisdictional Incident – An incident requiring action from multiple agencies in which

each have jurisdiction to manage certain aspects of an incident. In ICS, these incidents will be managed under Unified Command.

National Incident Management System (NIMS) – A system mandated by HSPD-5 that provides a consistent nationwide approach for state, local and tribal governments, the private-sector, and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity.

National Weather Service (NWS) – A Federal agency tasked with forecasting weather and providing appropriate warning of imminent natural disaster such as hurricanes, tornadoes, tropical storms, etc.

Operational Period – A period of time set for execution of operational actions specified in the Incident Action Plan. Traditionally these periods are initially 12 to 24 hours in length. As the incident winds down, they may cover longer periods of activity.

Operations Section – Is the section responsible for all tactical incident operations. In ICS, it normally includes subordinate branches, divisions, and/or groups.

Operations Section Chief (OSC) - senior official designated to oversee the technical operational procedures relating to containment, control, removal of the hazardous material(s) release(s). This position is always staffed during hazardous material incident responses.

Personal Protective Equipment (PPE) - Refers to the garments and devices worn by Emergency response personnel to protect them from chemical and respiratory hazards presented by a hazardous materials release.

Planning Section – Responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the Incident Action Plan. This section also maintains the information on the current and forecasted situation and on the status of resources assigned to the incident.

Private Sector – Organizations and entities that are not part of any governmental structure. It includes for-profit and not-for-profit organizations, formal and informal structures, commerce, and industry and private voluntary organizations.

Public Health – A common function in multi-hazard planning, which focuses on general health and medical concerns, under Emergency conditions, including provisions for accomplishing those necessary actions related to disease and vector control activities. Concerns extend to sanitation and preventing contamination of food and water.

Public Information Officer (PIO) – A member of the Command Staff responsible for interfacing with the public and media or with other agencies with incident-related information requirements.

Radio system – A combination of electrical and electronic equipment, including but not limited to radios, consoles, mobile units, towers, antennas, generators, etc., which together enable communications between desired points.

Reception Area – This refers to a location separate from staging areas, where resources report in for processing and out-processing. Reception Areas provide accountability, security, situational awareness briefings, safety awareness, distribution of IAP's, supplies and equipment, feeding, and bed down.

Resources – Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.

Response – Response is the actual provision of Emergency services during a disaster. These activities can reduce casualties, limit damage, and help to speed recovery. Response activities include directing Emergency operations, evacuation, shelter, and other protective measures.

Safety Officer – A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety.

Section – The organizational level having responsibility for a major functional area of incident management, e.g., Operations, Planning, Logistics, and Finance/Administration.

Site Safety Plan - Written plan formulated for each incident by the SO that addresses the safety and health hazards of each phase of site operations and includes the requirements and procedures for Employee protection in accordance with KY-OSHA.

Staging Area (SA) – A pre-selected location having large parking areas such as a major shopping area, schools, etc. The SA is a base for the assembly of personnel and equipment and resources during response operations. A SA can also serve as an area for assembling people to be moved by public transportation to host jurisdictions and a debarking area for returning evacuees.

Standard Operating Guide (SOG) – A SOG is a complete reference document focused on the collection of actions and activities established to accomplish one or more functions. The document user is afforded varying degrees of latitude in accomplishing functional actions or activities. As necessary, SOG's can be supported by one or more standard operation procedures (SOPs).

Standard Operating Procedures (SOP) – A SOP is an instructional document constituting a directive that provides prescriptive steps towards accomplishing a specified action or task. SOPs can supplement SOG's by detailing and specifying how assigned tasks are to be carried out.

Task Force – A group of resources with shared communication and leader. It may be pre-established and sent to an incident or it may be created at the incident.

Threat – An indication of possible violence, harm, or danger.

Unified Command – A team that allows all agencies (with geographical or functional responsibility for the incident) to co-manage an incident through a common set of objectives and strategies. Agencies' accountability, responsibilities, and authorities remain intact.

Unit – The organizational element having functional responsibility for a specific incident planning, logistics, or finance/administration activity.

Warning Point – Is a facility that receives warning and other information and disseminates or relays this information in accordance with a prearranged plan.

ASSUMPTIONS & CONCEPT OF OPERATIONS:

- Each agency and individual with roles and responsibilities will follow sponsoring agency specific policies and guidelines. Any conflict between policies and specific mission instructions from the Unified Commanders should be reported immediately for remedies or resource reallocation.
- When local or event resources are exhausted, the Kenton County Homeland Security Emergency Management Agency will coordinate assistance and help satisfy unmet needs. Similarly, if the region requires additional assistance, it will call on mutual aid from adjacent counties or from the State of Kentucky.
- This plan embraces an "All-Hazards" principle: that most Emergency response functions are similar, regardless of the hazard. The UC will operate incident management activities in accordance with NIMS to mobilize resources and personnel as needed.
- Public Safety agencies will respond and operate as required in accordance with the standards of the National Incident Management System (NIMS) as adopted. This includes institutionalizing the Incident Command Structure (ICS) for all response disciplines at various locations to provide for an efficient response operation as well as establishing an efficient public information system within the structure.
- All agencies interacting to manage incidents will utilize common terminology prescribed by NIMS.
- All public safety information announcements will be distributed and coordinated via the Unified Commanders and Public Information Officer(s).

INCIDENT MANAGEMENT SYSTEM: Incident Management System shall be established to provide effective management of multi-agency and multijurisdictional emergencies in Kenton County. By standardizing key elements of the Incident Management System, IMS is intended to • Facilitate the flow of information within and between levels of the system, and • Facilitate coordination among all event/responding agencies. Use of IMS reduces the incidence of poor coordination and communications, and reduces resource-ordering duplication on multi-agency and multijurisdictional responses. IMS is designed to be flexible and adaptable to the varied events/disasters that occur in the Commonwealth and to the needs of all Emergency responders. IMS Implementation improves the success of event management.

THE INCIDENT COMMAND SYSTEM (ICS) is a nationally used standardized on-scene Emergency management concept specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents without being hindered by jurisdictional boundaries. ICS is the combination of facilities; equipment, personnel, procedures, and communications operating within a common organizational structure, with responsibility for the management of resources to effectively accomplish stated objectives pertinent to an incident.

Remember – Any operational plan is only a guideline. Circumstances and rapidly changing scenarios are common during any form of event or Emergency – let reasonable thoughts guide you. Allow policy, procedures, experience, training, and intellectual intelligence guide your actions.

LEADING FROM THE FRONTIER TO THE FUTURE

KENTON COUNTY
HOMELAND SECURITY
EMERGENCY MANAGEMENT

Kenton County Kentucky Emergency Operations Plan

Distribution Plan List

Appendix G

Kenton County Homeland Security Emergency Management

Kenton County Homeland Security
Emergency Management
Director Steve Hensley

(Version: APP G 059-01-2024)

1840 Simon Kenton Way, Suite 2400 — Covington, Kentucky 41011 — www.kentoncounty.org

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DISTRIBUTION PLAN

The Kenton County Homeland Security Emergency Management Director shall determine the distribution (and method thereof) for the Kenton County Emergency operations Plan (KCEOP); however, the plan should be distributed to those individuals, departments, agencies and organizations tasked within the EOP. The plan should be readily available in the EOC. Distribution of the plan is the responsibility of the Kenton County Homeland Security Emergency Management Director and will be recorded in Appendix G.

Upon adoption of the plan by the Kenton County Fiscal Court, an electronic copy of the final plan will be distributed to all mayors, department heads of all county departments, a representative from every Coordinating and Supporting Agency listed in the plan, and a law enforcement, fire, and administrative representative from each jurisdiction within Kenton County. A copy of the plan will also be sent to all contiguous county Emergency Management Agencies for their record as well as the Kentucky Emergency Management Agency. A copy of this document will be made publicly available on the county website (see below) and as such, a complete record of distribution cannot be maintained. Any additional requests for copies of the Emergency Operations Plan will be documented in the Appendix G.

http://www.KentonCounty.org

- Typically, the Kenton County Emergency Operations Plan is formally distributed every four years post-election of the Judge Executive and after formal approval via Executive Order.
- Internal distribution should include at least Judge Executive, Deputy Judge Executive, Department Heads, Mayors, and City Managers.
- External distribution should include the Law Enforcement Organizations, Fire/EMS/Rescue Organizations, Hospitals, Long Term Care Facilities, American Red Cross, Kentucky Emergency Management Agency, neighboring county Emergency Management Agencies, School Districts, Utility Companies, Significant Support Agencies, and Public Works Agencies.
- The KCEOP Basic Plan shall be posted on the county's website for access by the public

Distribution: This plan and its supporting materials are controlled documents. While distribution of the "Basic Plan" is allowable, the Checklists, Notification and Resource Manual and some Incident Specific Plans contain specific response or personal information and are not considered to be available to the public. Distribution is based upon regulatory or functional "need to know". Copies of this plan are distributed according to an approved control list (See below list). A record of distribution, is maintained on file by the Kenton County Homeland Security Emergency Management Director. Controlled copies of revisions will be distributed to designated plan holders. Revisions or changes are documented by means of the "Record of Changes". A receipt system will be used to verify the process.

- "Appendix G" shall serve as the "Distribution Plan and Record of Distribution" model.

Section 1 – Local Governments (Mayors)

City Name	Title	Printed Name	Signature	Date
City Of Bromley				
City Of Covington				
City Of Crescent Springs				
City Of Crestview Hills				
City Of Edgewood				
City Of Elsmere				
City Of Erlanger				
City Of Fairview				
City Of Fort Mitchell				
City Of Fort Wright				
City Of Independence				
Kenton County Fiscal Court				
City Of Kenton Vale				
City Of Lakeside Park				
City Of Ludlow				
City Of Park Hills				
City Of Ryland Heights				
City Of Taylor Mill				
City Of Villa Hills				
City Of Walton				

Section 2 – Local Governments (City Administrators/Clerks)

City Name	Title	Printed Name	Signature	Date
City Of Bromley				
City Of Covington				
City Of Crescent Springs				
City Of Crestview Hills				
City Of Edgewood				
City Of Elsmere				
City Of Erlanger				
City Of Fairview				
City Of Fort Mitchell				
City Of Fort Wright				
City Of Independence				
Kenton County Fiscal Court				
City Of Kenton Vale				
City Of Lakeside Park				
City Of Ludlow				
City Of Park Hills				
City Of Ryland Heights				
City Of Taylor Mill				
City Of Villa Hills				
City Of Walton				

Section 3 – Kenton County Fiscal Court Departments

County Department	Title	Printed Name	Signature	Date
Kenton County Judge Executive				
Kenton County Commissioner District 1				
Kenton County Commissioner District 2				
Kenton County Commissioner District 3				
Kenton County Fiscal Court				
Kenton County Administration				
Kenton County Animal Control Services				
Kenton County Emergency Communications Center				
Kenton County Finance				
Kenton County Fleet Maintenance				
Kenton County Homeland Security Emergency Management				
Kenton County Parks & Recreation				
Kenton County Public Works				
Kenton County Technology Services				

Section 4 – Fire / Rescue / EMS / SAR Agencies

Fire Department	Title	Printed Name	Signature	Date
American Medical Response				
Boone County Water Rescue				
Campbell County Land Search And Rescue				
Cincinnati / Northern Kentucky International Airport Fire Department Station 1				
Cincinnati / Northern Kentucky International Airport Fire Department Station 2				
City Of Fort Wright Fire/EMS				
Covington Fire Department Company 1				
Covington Fire Department Company 2				
Covington Fire Department Company 5				
Covington Fire Department Company 6				
Covington Fire Department Company 8				
Crescent Springs-Villa Hills Fire/EMS				
Crittenden and Community Volunteer Fire Department				
Edgewood Fire/EMS Department				
Elsmere Fire Protection District				

Fire Department	Title	Printed Name	Signature	Date
Erlanger Fire/EMS Station #1				
Erlanger Fire/EMS Station #3				
Fort Mitchell Fire/EMS Department				
Independence Fire District Station 1				
Independence Fire District Station 2				
Independence Fire District Station 3				
Kentucky Search Dog Association				
Ludlow Fire Department				
Northern Kentucky Technical Rescue Team				
Northern Kentucky Weapons Mass Destruction / Hazardous Materials Team				
Park Hills Fire Department				
Piner Fiskburg Fire Protection District Station 1				
Piner Fiskburg Fire Protection District Station 2				
Ryland Heights & Community Fire Department				
Taylor Mill Fire Department				
Walton Fire Protection District				
University Of Cincinnati Health ~ Air Care				

Section 5 – City / County Law Enforcement Agencies

Police Department	Title	Printed Name	Signature	Date
Cincinnati / Northern Kentucky International Airport Police Department				
Covington Police Department				
Edgewood Police Department				
Elsmere Police Department				
Erlanger Police Department Central				
Erlanger Police Department East				
Fort Mitchell Police Department				
Fort Wright Police Department				
Independence Police Department				
Kenton County Police Department				
Kenton County Sheriff's Office				
Kenton County Sheriff's Office #2 Kenton County Courthouse				
Lakeside Park - Crestview Hills Police Authority				
Ludlow Police Department				
Northern Kentucky Drug Strike Force				
Park Hills Police Department				
Taylor Mill Police Department				
Villa Hills Police Department				

Section 6 – Schools Districts / Higher Education Facilities

School District / Education Facility	Title	Printed Name	Signature	Date
Beechwood Independent School District				
Covington Independent School District				
Diocese Of Covington Parochial Schools				
Erlanger / Elsmere Independent School District				
Gateway Community Technical College (GCTC)				
Kenton County School District				
Ludlow Independent School District				
Northern Kentucky University				
Thomas More University				

Section 7 – Other Kenton County Government Offices

Agency	Title	Printed Name	Signature	Date
Commonwealth Attorney Office				
Kenton County Attorney				
Kenton County Circuit Court Clerk				
Kenton County Clerk				
Kenton County Coroner				
Kenton County Detention Center				
Kenton County Justice Center				
Kenton County Property Valuation Agency				
Planning and Development Services of Kenton County				

Section 8 – Hospitals

Agency	Title	Printed Name	Signature	Date
Encompass Health Rehabilitation Hospital of Northern Kentucky				
NorthKey Community Care in Covington				
Saint Elizabeth Healthcare Hospital – Covington Campus				
Saint Elizabeth Healthcare Hospital – Edgewood Campus				
SUN Behavioral Kentucky Hospital				

Section 9 – Federal Buildings

Agency	Title	Printed Name	Signature	Date
United States Federal District Court Building				
Federal Bureau of Investigation				
United States Coast Guard				
National Weather Service - Wilmington				

Section 10 – Utilities

Agency	Title	Printed Name	Signature	Date
altafiber				
Duke Energy				
Northern Kentucky Water District				
Owen Electric				
Sanitation District #1				

Section 11 – Long Term Care Facilities

Facility	Title	Printed Name	Signature	Date
Village Care Center				
Emerald Trace				
Madonna Manor				
Pavilion at Kenton				
Rosedale Green				
Woodcrest Nursing & Rehab.				
Villaspring of Erlanger				
Charter Senior Living Of Edgewood				
Covington Ladies Home				
Ivy Knoll				
Regency Manor				
Regency Manor North				
St. Charles Care Center, Inc.				

Section 12 – Significant Support Agencies

Agency	Title	Printed Name	Signature	Date
American Red Cross				
Cincinnati / Northern Kentucky International Airport Board				
Meridian Management Corporation				
Northern Kentucky Area Development District				
Northern Kentucky Health Department				
Northern Kentucky Healthcare Coalition HPP				
Patient Transport Services (PTS)				
Salvation Army				
Transit Authority of Northern Kentucky (TANK)				

Section 13 – Public Works / Services Agencies

Agency	Title	Printed Name	Signature	Date
Covington				
Crescent Springs				
Crestview Hills				
Edgewood				
Elsmere				
Erlanger				
Fort Mitchell				
Fort Wright				
Independence				
Lakeside Park				
Ludlow				
Park Hills				
Taylor Mill				
Villa Hills				

Section 14 – Contiguous Emergency Management Agencies

Agency	Title	Printed Name	Signature	Date
Boone County Emergency Management				
Campbell County Office of Emergency Management				
Cincinnati / Northern Kentucky International Airport Emergency Management				
Cincinnati Fire Department Emergency Management				
Grant County Emergency Management				
Hamilton County Emergency Management & Homeland Security				
Kentucky Emergency Management Agency				
Pendleton County Emergency Management				
Saint Elizabeth Healthcare – Emergency Management				

Section 15 – Wireless Utilities

Agency	Title	Printed Name	Signature	Date
Macquarie Infrastructure / Cincinnati Bell / FIOPTICS				
AT & T First Net / At & T				
Verizon Wireless				
Spectrum Wireless				
T-Mobile / Sprint / Nextel				

Section 16 – Other (Not Specified) Agencies

Agency	Title	Printed Name	Signature	Date

Mayors – 20

Administrators/Clerks – 20

Kenton County Fiscal Court Departments – 14

Fire / EMS / Rescue / SAR Agencies – 32

Law Enforcement Organizations – 18

School District / Higher Education Agencies – 9

Schools – 55 Public and Private

Other Government Offices – 9

Hospitals – 5

Federal Building – 4

Utilities – 7

Long Term Care Facilities – 13

Significant Support Agencies – 9

Public Works Agencies – 14

Contiguous Emergency Management Agencies – 9

Wireless Utilities – 5

Other -

Total 185

LEADING FROM THE FRONTIER TO THE FUTURE

KENTON COUNTY
HOMELAND SECURITY
EMERGENCY MANAGEMENT

Kenton County Kentucky Emergency Operations Plan

Kenton County ~ Emergency Communications Appendix H

Kenton County Homeland Security Emergency Management

Director Steve Hensley

(Version: APP H 059-01-2024)

1840 Simon Kenton Way, Suite 2400 — Covington, Kentucky 41011 — www.kentoncounty.org

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Kenton County Emergency Communications Center (KCECC)
24 Hour Warning Point

Emergency Dispatch / 24 Hr. Emergency Warning Point:	**Kenton County Emergency Communication Center (KCECC)**
Address:	**11777 Madison Pike**
City / State / Zip:	**Independence, Kentucky 41051**
24-Hr. Emergency Warning Point Phone:	**(859) 356-3191 / 911**

INFORMATION

The Northern Kentucky Regional Communications System is a 700/800mhz digital trunked P25 Phase 2 system. The system is operated by the NKY Regional Communications System Board and is managed by a radio system manager. The system is a network of 27 interconnected trunked P25 repeater sites that provide coverage to Boone, Kenton and Campbell Counties. The system also includes analog VHF systems for the purpose of alerting agencies via legacy VHF equipment such as pagers and "House Alarm Systems" used in fire stations.

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 consists 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.

On a daily basis, communications abilities occur through a variety of methods in Kenton County. Some of these methods include the following:

Public Safety

Kenton County Emergency Communications Center is the single point of communications for all law enforcement, all emergency services agencies in Kenton County. Kenton County Emergency Communications Center is the primary dispatching service for:

- All Police, Fire, EMS agencies (as listed in Appendix I) in addition to Kenton County Homeland Security Emergency Management.

Primary communications between Kenton County Emergency Communications Center and emergency responders is accomplished with two-way radios that utilize the Northern Kentucky Regional Communications System. The two-way radios using this system are programmed with a variety of talk groups that allow communications between responders in Kenton County and with responders in Boone and Campbell Counties.

Additionally, Kenton County Emergency Communications Center has two-way radio communications capabilities with agencies that augment public safety in Kenton County such as:

- Kentucky State Police
- Kentucky Motor Vehicle Enforcement
- Kentucky Fish and Wildlife

Kenton County Emergency Communications Center also shares information and data with emergency responders via in-vehicle computers and tablets. Communication between Dispatch and mobile units utilizes wireless broadband solutions provided by commercial carriers.

Kenton County Emergency Communications Center Dispatch is governed through the Kenton County E911 Advisory Board in conjunction with Kenton County Fiscal Court. The makeup of the Board, which meets on the first Wednesday on a bi-monthly basis, consist of: The Kenton County Police Chief, The Director of Kenton County Homeland Security Emergency Management, The City of Independence Police Chief, A Municipal elected official from within Kenton County served by the communications board who is selected by the Judge Executive and approved by the Fiscal Court, One sworn police officer from municipalities served by the communication board, One firefighter from a fire department or district served by the communications board, The City of Covington Police Chief, The City of Erlanger Police Chief, and A citizen of Kenton County at large.

Department of Military Affairs Radio Communications System (DMARCS)

Kenton County has a memorandum of agreement with the Kentucky Division of Emergency Management to communicate through the Kentucky Department of Military Affairs Radio Communications System. This allows Kenton County to communicate directly with the State Emergency Operations Center 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, 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.

National Mutual Aid Frequencies and Kentucky State Police Interoperability MOU

The U.S. Department of Homeland Security and the Federal Communications Commission (FCC) have designated specific mutual aid frequencies in each frequency band to allow interoperable communications between emergency responders. The use of these frequencies is encouraged so that every emergency responder in Kentucky has the ability to communicate with one another during an incident. The Kentucky State Police (KSP) coordinates the use of these frequencies in the Commonwealth.

Each public safety agency in Kenton County 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. The Kentucky State Police staffs the program so no additional personnel resources are required by participating agencies. By virtue of signing and submitting an MOU, the applicant affirms it will comply with the operational and technical guidelines, and the terms prescribed within the agreement.

Immediate Mutual Aid Interoperability is the capability for agencies to tune in to a dedicated frequency using the "Conventional Analog Mode" protocol that is shared among one or more public safety agencies. Public safety agencies can use either Talk-Around Mode or the Mutual Aid Repeaters to establish interoperable voice communications with other first-responders at the scene of an emergency. It allows first responders to establish an emergency communication link into the KSP Dispatch Center, and to request cross connects across the three separate frequency bands used by first responders in the commonwealth. Achieving immediate voice communication interoperability among disparate systems enables public safety workers to communicate with each other in order

to manage their immediate responses to emergencies and situations where risk of life and limb are probable.

These situations include, but are not limited to, natural disasters like:

- Flooding,
- Forest Fires,
- Tornados,
- Plant Explosions,
- Terrorist Attacks, And
- Situations Requiring Mutual Aid Such As:
  - Hot-Pursuits,
  - Large Traffic Accidents,
  - Hostage Situations, Or
  - Amber Alerts.

The Mutual Aid Memorandum of Understanding establishes operational and technical guidelines to support immediate mutual aid interoperability between public safety-first responders that adds a new dimension to effectiveness and efficiency to improve all aspects of Emergency Management in protecting citizens and first responders.

The frequencies licensed by the FCC include the following:

- 150 MHz frequency band
  - 155.4750 MHz Primary Call Channel
  - 155.7525 MHz
  - 151.1375 MHz
  - 154.4525 MHz
  - 158.7375 MHz
  - 159.4725 MHz
- 450 MHz frequency band
  - 458.300 MHz Primary Call Channel (PL= 162.2)
- 800 MHz frequency band
  - 806.0125 (t) 851.0125 (r) MHz Primary Call Channel
  - 806.5125 (t) 851.5125 (r) MHz Police
  - 807.0125 (t) 852.0125 (r) MHz Fire
  - 807.5125 (t) 852.5125 (r) MHz EMS
  - 808.0125 (t) 853.0125 (r) MHz Command and Control

Kentucky Open Portal Solution (KYOPS)

The Kenton County Sheriff Department, the Kenton County Police Department and all the City Police Departments participate in the Kentucky Open Portal Solution (KYOPS) program, which is a data communications system utilizing a mobile data communications system. The KYOPS program, headed by Kentucky's Justice and Public Safety Cabinet, allows officers to submit vehicle collision reports electronically. The system includes programs for reporting crime, traffic citations, warnings, and other information including a new intelligence reporting function.

Through the electronic-intelligence function, law-enforcement officers can inform the Kentucky Intelligence Fusion Center (KIFC) of suspicious behavior that could be related to terrorism or other crime.

The KIFC receives this intelligence information within seconds of the officer completing the report. Upon receipt, KIFC staff determines what to do with the information: file for future reference, contact the submitting agency for additional information, or forward it to the FBI and/or Joint Terrorism Task Force.

KYWINS Messenger

KYWINS is a data communications program which provides first responders across the state with instant messaging communications capabilities.

KYWINS allows all public-safety users on the state's wireless data system to exchange messages with one another from mobile-data computers inside response vehicles or from a stationary computer. The program can also quickly broadcast a message to all users within seconds. Mobile-data messaging technology provides a redundant form of communication for public-safety officials if voice communication is unavailable.

The project is the result of a collaborative effort between the Kentucky Office of Homeland Security, Justice and Public Safety Cabinet, Commonwealth Office of Technology, and the Center for Rural Development.

Early Warning/Notifications/Alert System

Reliable early warnings can substantially improve and coordinate responses. Timely and accurate warnings can help people take actions that save lives, reduce their losses and reduce human suffering. Equally important is the benefit emergency services organizations receive from early warnings by being prepared to respond rapidly with the appropriate resources. Getting accurate and timely information to the public and to emergency responders is critical during an emergency/disaster. More than one method of notification provides redundancy in addition to reaching a larger percentage of the population.

Kenton County has an excellent warning system in place. Early warning is a method of alerting the public that a potential emergency 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:

- All Hazards/Weather Radio With Broadcasts By The National Weather Service;
- AM/FM Radio Broadcasts; And/Or
- Television

There are 36 outdoor early warning sirens strategically located throughout the county. The sirens are a collaborative effort between the Kenton County Homeland Security Emergency Management Agency and Kenton County Emergency Communications Center. Kenton County Homeland Security Emergency Management has the responsibility for funding new sirens, finding locations for new sirens, funding the monthly electrical services for each siren (unless other agencies are assuming this cost), maintaining the sirens and ensuring their regular testing and operational ability. Kenton County Homeland Security Emergency Management Agency contracts with licensed electricians to check each individual siren for operational ability two times a year and as needed for individual maintenance issues. As reports are received from the public, emergency personnel or other sources that a siren is not operating correctly, Kenton County Homeland Security Emergency Management Agency provides the proper maintenance to the site.

The sirens are activated automatically and or by Kenton County Emergency Communications Center for tornado warnings issued by the National Weather Service, major hazardous materials incidents, and for any other events for which early warning is deemed necessary by the Director of Kenton County Homeland Security Emergency Management Agency in consultation with the elected officials of Kenton County Fiscal Court or the Mayor of the affected City, emergency services and law enforcement officials. Policies and procedures for activation of early warning messages are jointly developed by the Kenton County Homeland Security Emergency Management Agency and Kenton County Emergency Communications Center. Regular testing of the outdoor warning sirens are conducted by Kenton County E911 at noon on the first Wednesdays of each month. Results of the tests are shared with Kenton County Homeland Security Emergency Management Agency.

Kenton County Homeland Security Emergency Management has an agreement with the National Weather Service to issue emergency alert (EAS) 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 the National Weather Service and the Kenton County Emergency Operations Center.

Mass Notification System ~ OnSolve CodeRed

CodeRed is the current vender for mass public notification. CodeRed is a rapid, direct response system for emergency notifications and broadcast of other important community information. Notification areas can be selected using GIS/mapping systems, and messages can be specific for a particular incident or event. Listed land-line telephone numbers will be automatically notified, but contact via cell phone, text, email, or CodeRed app requires registration and/or signing up through CodeRed.

Northern Kentucky Talk-Group ID List - Kenton County

	NKY P25 System Talk-Group Description	NKY P25 System Alias - 14 Character	Encryption	Priority
1	Kenton Co. Law Enforcement South Dispatch	59 SOUTH DISP	No	CLR-Pri:3
2	Kenton Co. Law Enforcement Query Talk-group	59 QUERY	Yes	SEC-Pri:3
3	Kenton County TAC 6	59 TAC 6	Yes	SEC-Pri:3
4	Kenton County TAC 7	59 TAC 7	Yes	SEC-Pri:3
5	Kenton Co. Law Enforcement North Dispatch	59 NORTH DISP	No	CLR-Pri:3
6	Covington Police Dispatch	59 COVINGTON	No	CLR-Pri:3
7	Kenton Police TAC 8	59 TAC 8	Yes	SEC-Pri:3
8	Kenton Police TAC 9	59 TAC 9	Yes	SEC-Pri:3
9	Covington Police Detective Team 1	59COV D-TEAM 1	Yes	SEC-Pri:3
10	Covington Police Detective Team 2	59COV D-TEAM 2	Yes	SEC-Pri:3
11	Covington Police SWAT 1	59 COV SWAT 1	Yes	SEC-Pri:3
12	Covington Police SWAT 2	59 COV SWAT 2	Yes	SEC-Pri:3
13	Kenton Co. Regional SWAT 1	59 KCR SWAT 1	Yes	SEC-Pri:3
14	Kenton Co. Regional SWAT 2	59 KCR SWAT 2	Yes	SEC-Pri:3
15	Kenton Co. School Resource Officer	59 KENTON SRO	Yes	SEC-Pri:3
16	Kenton Co. Sheriff Car-to-Car	59 SHERIFF C2C	Yes	SEC-Pri:3
17	Kenton Co. Justice Center	59 JUSTCE CNTR	Yes	SEC-Pri:3
18	Kenton Co. Jail OPS	59 JAIL OPS	Yes	SEC-Pri:3
19	Kenton Co. Jail Transport	59JAIL TRNSPRT	Yes	SEC-Pri:3
20	Edgewood Police Department	59 EDGEWOOD PD	No	CLR-Pri:4
21	Elsmere Police Department	59 ELSMERE PD	No	CLR-Pri:4
22	Erlanger Police Department	59 ERLANGER PD	No	CLR-Pri:4
23	Ft. Mitchell Police Department	59FT MITCHL PD	No	CLR-Pri:4
24	Ft. Wright Police Department	59FT WRIGHT PD	No	CLR-Pri:4
25	Independence Police Department	59INDPNDNCE PD	No	CLR-Pri:4
26	Lakeside Park - Crestview Hills Police Department	59LPRK-CRST PD	No	CLR-Pri:4
27	Ludlow Police Department	59 LUDLOW PD	No	CLR-Pri:4
28	Park Hills Police Department	59PRK HILLS PD	No	CLR-Pri:4
29	Taylor Mill Police Department	59TAYLR MLL PD	No	CLR-Pri:4

	NKY P25 System Talk-Group Description	NKY P25 System Alias - 14 Character	Encryption	Priority
30	Villa Hills Police Department	59VILLA HLS PD	No	CLR-Pri:4
31	Kenton County PD	59 KENTON PD	No	CLR-Pri:4
32	Kenton County Animal Services	59 ANIMAL SRV	No	CLR-Pri:4
41	Kenton Co. Fire Operations	59 FIRE OPS	No	CLR-Pri:3
42	Kenton Co. Fireground 2	59 FG 2	No	CLR-Pri:3
43	Kenton Co. Fireground 3	59 FG 3	No	CLR-Pri:3
44	Kenton Co. Fireground 4	59 FG 4	No	CLR-Pri:3
45	Kenton Co. Fireground 5	59 FG 5	No	CLR-Pri:3
46	Kenton Co. Fireground 6	59 FG 6	No	CLR-Pri:3
47	Kenton Co. Fireground 7	59 FG 7	No	CLR-Pri:3
48	Kenton Co. Fireground 8	59 FG 8	No	CLR-Pri:3
49	Kenton Co. Fireground 9	59 FG 9	No	CLR-Pri:3
50	Kenton Co. Fire & Law Mutual Aid	59 FIRE-LAW	Yes	SEC-Pri:3
51	Kenton Co. Emergency Operations	59 EMER OPS	No	CLR-Pri:3
52	Kenton Co. Alerting Talkgroup	59 ALERT	No	CLR-Pri:3
53	Covington Fire Department	59COVINGTON FD	No	CLR-Pri:5
54	Crescent Springs Fire Department	59CRSNT SPG FD	No	CLR-Pri:5
55	Edgewood Fire Department	59 EDGEWOOD FD	No	CLR-Pri:5
56	Elsmere Fire Department	59 ELSMERE FD	No	CLR-Pri:5
57	Erlanger Fire Department	59 ERLANGER FD	No	CLR-Pri:5
58	Fort Mitchell Fire Department	59FT MTCHLL FD	No	CLR-Pri:5
59	Fort Wright Fire Department	59FT WRIGHT FD	No	CLR-Pri:5
60	Independence Fire Department	59INDPNDNCE FD	No	CLR-Pri:5
61	Ludlow Fire Department	59 LUDLOW FD	No	CLR-Pri:5
62	Piner Fire Department	59 PINER FD	No	CLR-Pri:5
63	Ryland Heights Fire Department	59RYLND HTS FD	No	CLR-Pri:5
64	Taylor Mill Fire Department	59TAYLR MLL FD	No	CLR-Pri:5
65	Kenton Co. Fire Training 2	59 TRAINING 2	Yes	SEC-Pri:5
66	Kenton Co. Fire Training 3	59 TRAINING 3	Yes	SEC-Pri:5
67	Kenton Co. Fire Training 4	59 TRAINING 4	Yes	SEC-Pri:5
68	Kenton Co. Fire Training 5	59 TRAINING 5	Yes	SEC-Pri:5

	NKY P25 System Talk-Group Description	NKY P25 System Alias - 14 Character	Encryption	Priority
69	Kenton Co. Fire Detail 6	59 DETAIL6	No	CLR-Pri:5
70	Kenton Co. Fire Detail 7	59 DETAIL7	No	CLR-Pri:5
71	Kenton Co. Fire Detail 8	59 DETAIL8	No	CLR-Pri:5
72	Kenton Co. Fire Detail 9	59 DETAIL9	No	CLR-Pri:5
73	Park Hills Fire Department	59PRK HILLS FD	No	CLR-Pri:5
76	Kenton Co. EMA 1	59 HS-EM 1	No	CLR-Pri:3
77	Kenton Co. EMA 2	59 HS-EM 2	Yes	SEC-Pri:3
78	Kenton Co. EMA 3	59 HS-EM 3	Yes	SEC-Pri:3
79	Kenton Co. EOC Command 4	59 ICS CMD 4	Yes	SEC-Pri:3
80	Kenton Co. EOC - Planning 5	59 ICS PLAN 5	Yes	SEC-Pri:3
81	Kenton Co. EOC - OPS 6	59 ICS OPS 6	Yes	SEC-Pri:3
82	Kenton Co. EOC - Logistics 7	59ICS LOGISTC7	Yes	SEC-Pri:3
83	Kenton Co. Incident Command System - Finance 8	59ICS FINANCE8	Yes	SEC-Pri:3
84	Kenton Co. Incident Command System - Intelligence 9	59ICS INTEL 9	Yes	SEC-Pri:3
85	Kenton Co. Emergency Operations Center - Rehab	59 ICS REHAB	Yes	SEC-Pri:3
86	Kenton Co. EOC - Emergency Support Function 1	59 EOC ESF 1	No	CLR-Pri:3
87	Kenton Co. EOC - Emergency Support Function 2	59 EOC ESF 2	No	CLR-Pri:3
88	Kenton Co. EOC - Emergency Support Function 3	59 EOC ESF 3	No	CLR-Pri:3
89	Kenton Co. EOC - Emergency Support Function 4	59 EOC ESF 4	No	CLR-Pri:3
90	Kenton Co. EOC - Emergency Support Function 5	59 EOC ESF 5	No	CLR-Pri:3
91	Kenton Co. EOC - Emergency Support Function 6	59 EOC ESF 6	No	CLR-Pri:3
92	Kenton Co. EOC - Emergency Support Function 7	59 EOC ESF 7	No	CLR-Pri:3
93	Kenton Co. EOC - Emergency Support Function 8	59 EOC ESF 8	No	CLR-Pri:3
94	Kenton Co. EOC - Emergency Support Function 9	59 EOC ESF 9	No	CLR-Pri:3
95	Kenton Co. EOC - Emergency Support Function 10	59 EOC ESF 10	No	CLR-Pri:3
96	Kenton Co. EOC - Emergency Support Function 11	59 EOC ESF 11	No	CLR-Pri:3
97	Kenton Co. EOC - Emergency Support Function 12	59 EOC ESF 12	No	CLR-Pri:3
98	Kenton Co. EOC - Emergency Support Function 13	59 EOC ESF 13	No	CLR-Pri:3
99	Kenton Co. EOC - Emergency Support Function 14	59 EOC ESF 14	No	CLR-Pri:3
100	Kenton Co. EOC - Emergency Support Function 15	59 EOC ESF 15	No	CLR-Pri:3
105	Covington Dept. of Public Works - Supervisor	59COV DPW SUP	No	CLR-Pri:5

	NKY P25 System Talk-Group Description	NKY P25 System Alias - 14 Character	Encryption	Priority
106	Covington Dept. of Public Works - Main	59 COV DPW	No	CLR-Pri:5
107	Covington Public Works 1	59 COV PW OPS1	No	CLR-Pri:5
108	Covington Public Works 2	59 COV PW OPS2	No	CLR-Pri:5
109	Covington Public Works 3	59 COV PW OPS3	No	CLR-Pri:5
110	Covington Snow Emergency 1	59 COV SNOW 1	No	CLR-Pri:4
111	Covington Snow Emergency 2	59 COV SNOW 2	No	CLR-Pri:5
112	Covington Fleet Management	59 COV FLEET	No	CLR-Pri:7
113	Covington Fleet Management Operations	59 COV FLEET OPS	No	CLR-Pri:7
114	Kenton County Dept. Public Works - Main	59 KTN PW	No	CLR-Pri:5
115	Kenton County Dept. Public Works Operations 2	59 KPW OPS 2	No	CLR-Pri:5
116	Kenton County Dept. Public Works Operations 3	59 KPW OPS 3	No	CLR-Pri:7
117	Kenton County Dept. Public Works Operations 4	59 KPW OPS 4	No	CLR-Pri:7
118	Kenton Snow or Storm Response	59 SNOW/STORM	No	CLR-Pri:4
119	Bromley Public Works	59 BROMLEY PW	No	CLR-Pri:5
120	Crescent Springs Public Works	59CRSNT SPG PW	No	CLR-Pri:5
121	Crestview Hills Public Works	59CRSTVW HL PW	No	CLR-Pri:5
122	Edgewood Public Works	59 EDGEWOOD PW	No	CLR-Pri:5
123	Elsmere Public Works	59 ELSMERE PW	No	CLR-Pri:5
124	Erlanger Public Works	59 ERLANGER PW	No	CLR-Pri:5
125	Fort Mitchell Public Works	59FT MITCHL PW	No	CLR-Pri:5
126	Fort Wright Public Works	59FT WRIGHT PW	No	CLR-Pri:5
127	Independence Public Works	59INDPNDNCE PW	No	CLR-Pri:5
128	Lakeside Park Public Works	59LSIDE PRK PW	No	CLR-Pri:5
129	Ludlow Public Works	59 LUDLOW PW	No	CLR-Pri:5
130	Park Hills Public Works	59PRK HILLS PW	No	CLR-Pri:5
131	Taylor Mill Public Works	59TAYLR MLL PW	No	CLR-Pri:5
132	Villa Hills Public Works	59VILLA HLS PW	No	CLR-Pri:5
133	Kenton Co. School Emergency	59 SCHOOL	Yes	SEC-Pri:3
134	Kenton Co. Bus Garage	59 BUS GARAGE	Yes	SEC-Pri:3
135	Kenton County Parks	59 KC PARKS	No	CLR-Pri:5
136	Kenton Co. 911 Center	59 CALL 9-1-1	No	CLR-Pri:3

	NKY P25 System Talk-Group Description	NKY P25 System Alias - 14 Character	Encryption	Priority
137	Kenton Co. Event 2	59 EVENT 2	No	CLR-Pri:7
138	Kenton Co. Event 3	59 EVENT 3	No	CLR-Pri:7
139	Kenton Co. Event 4	59 EVENT 4	No	CLR-Pri:7
140	Kenton Co. Event 5	59 EVENT 5	No	CLR-Pri:7
141	Kenton Co. Event 6	59 EVENT 6	No	CLR-Pri:7
142	Kenton Co. Event 7	59 EVENT 7	No	CLR-Pri:7
143	Kenton Co. Event 8	59 EVENT 8	No	CLR-Pri:7
144	Kenton Co. Event 9	59 EVENT 9	No	CLR-Pri:7
145	Kenton Co. Event 10	59 EVENT 10	No	CLR-Pri:7
146	Kenton Co. Event 11	59 EVENT 11	No	CLR-Pri:7
147	Kenton Co. Event 12	59 EVENT 12	No	CLR-Pri:7
148	Kenton Co. Event 13	59 EVENT 13	No	CLR-Pri:7
149	Kenton Co. Event 14	59 EVENT 14	No	CLR-Pri:7
150	Kenton Co. Event 15	59 EVENT 15	No	CLR-Pri:7
461	Emergency Management - NKY Common Link	NKY EM	No	CLR-Pri:3
462	Link to State EOC	KY EOC	No	CLR-Pri:3
463	NKY River Talk Group	NKY RIVER	No	CLR-Pri:3
464	Northern Kentucky Mutual Aid 2	NKY MUT AID 2	No	CLR-Pri:3
465	Northern Kentucky Mutual Aid 3	NKY MUL AID 3	No	CLR-Pri:3
466	Northern Kentucky Mutual Aid 4	NKY MUL AID 4	No	CLR-Pri:3
467	Northern Kentucky Mutual Aid 5	NKY MUL AID 5	No	CLR-Pri:3
468	Northern Kentucky Mutual Aid 6	NKY MUL AID 6	No	CLR-Pri:3
469	Northern Kentucky Mutual Aid 7	NKY MUL AID 7	No	CLR-Pri:3
470	Northern Kentucky Mutual Aid 8	NKY MUL AID 8	No	CLR-Pri:3
471	Northern Kentucky Mutual Aid 9	NKY MUL AID 9	No	CLR-Pri:3
472	Northern Kentucky Mutual Aid 10	NKY MUL AID 10	No	CLR-Pri:3
473	Northern Kentucky Mutual Aid 11	NKY MUL AID 11	No	CLR-Pri:3
474	Northern Kentucky Mutual Aid 12	NKY MUL AID 12	No	CLR-Pri:3
475	Northern Kentucky Mutual Aid 13	NKY MUL AID 13	No	CLR-Pri:3
476	Northern Kentucky Mutual Aid 14	NKY MUL AID 14	No	CLR-Pri:3
477	Northern Kentucky Mutual Aid 15	NKY MUL AID 15	No	CLR-Pri:3

	NKY P25 System Talk-Group Description	NKY P25 System Alias - 14 Character	Encryption	Priority
482	Northern Kentucky Public Works	NKY PUB WORKS	No	CLR-Pri:5
486	Northern Kentucky Event 9	NKY EVENT 9	No	CLR-Pri:7
487	Northern Kentucky Event 10	NKY EVENT 10	No	CLR-Pri:7
488	Northern Kentucky Event 11	NKY EVENT 11	No	CLR-Pri:7
489	Northern Kentucky Event 12	NKY EVENT 12	No	CLR-Pri:7
490	Northern Kentucky Event 13	NKY EVENT 13	No	CLR-Pri:7
491	Northern Kentucky Event 14	NKY EVENT 14	No	CLR-Pri:7
492	Northern Kentucky Event 15	NKY EVENT 15	No	CLR-Pri:7
493	St. Elizabeth - Edgewood	ST E EDGEWD	Yes	SEC-Pri:3
494	St. Elizabeth - Covington	ST E COVNGTN	Yes	SEC-Pri:3
495	Sun Behavioral	SUN BEHAV	Yes	SEC-Pri:3
498	Kenton County Site Trunking Status Talkgroup	59 STATUS TG	No	

Kenton County	
Transmit	**Receive**
774.63125	804.63125
774.15625	804.15625
773.40625	803.40625
771.26875	801.26875
771.61875	800.61875
769.30625	799.30625

Marine Radio Channels

CHANNEL	ASSIGNMENT	CHANNEL	ASSIGNMENT	CHANNEL	ASSIGNMENT
01A	PORT OPERATIONS	25	MARINE OPERATOR		
05A	PORT OPERATIONS	26	MARINE OPERATOR	83	INTERNATIONAL
6	INTER-SHIP SAFETY- U.S. COAST GUARD	27	MARINE OPERATOR	83A	U.S. COAST GUARD
7	INTERNATIONAL	28	MARINE OPERATOR	84	MARINE OPERATOR
07A	COMMERCIAL	63A	PORT OPERATIONS	85	MARINE OPERATOR
8	COMMERCIAL INTER-SHIP ONLY	65	PORT OPERATIONS - INTERNATIONAL	86	MARINE OPERATOR
9	COMMERCIAL & RECREATIONAL	65A	PORT OPERATIONS	87	MARINE OPERATOR
10	COMMERCIAL	66	PORT OPERATIONS -INTERNATIONAL	88	MARINE OPERATOR
11	COMMERCIAL	67	NAVIGATIONAL-BRIDGE TO BRIDGE	88A	COMMERCIAL INTER-SHIP
12	PORT OPERATIONS	68	SHIP TO SHIP, SHIP TO SHORE NON-COMMERCIAL	82A	U.S. COAST GUARD INTERNATIONAL
13	NAVIGATIONAL-BRIDGE TO BRIDGE	69	RECREATIONAL	WX1	WEATHER
14	PORT OPERATIONS	70	DIGITAL SELECTIVE CALLING	WX2	WEATHER
15	ENVIRONMENTAL	71	RECREATIONAL	WX3	WEATHER
16	DISTRES, SAFETY & CALLING	72	RECREATIONAL-INTER-SHIP	WX4	WEATHER
17	STATE GOVERNMENT	73	PORT OPERATIONS	WX5	WEATHER
18	INTERNATIONAL	74	PORT OPERATIONS	WX6	WEATHER
18A	COMMERCIAL	77	PORT OPERATIONS	WX7	WEATHER
19	INTERNATIONAL	78	RECREATIONAL-INTERNATIONAL		
19A	COMMERCIAL	78A	RECREATIONAL		
20	PORT OPERATIONS	79	RECREATIONAL-INTERNATIONAL		
21	INTERNATIONAL	79A	COMMERCIAL		
21A	U.S. COAST GUARD	80	RECREATIONAL-INTERNATIONAL		
22	INTERNATIONAL	80A	COMMERCIAL		
22A	U.S. COAST GUARD	81	INTERNATIONAL		
23A	U.S. COAST GUARD	81A	U.S. COAST GUARD		
24	MARINE OPERATOR	82	INTERNATIONAL		