City of Shawnee
LOCAL EMERGENCY MANAGEMENT PLAN

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## City of Shawnee

### COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

### RECORD OF DISTRIBUTION

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PLANNING ASSUMPTIONS AND CONSIDERATION

The City of Shawnee is located in Johnson County KS, in the Kansas City Metropolitan region, on the east side of the State of Kansas. Shawnee has an area of approximately 45 square miles and a population of 63,000.

Interstate 435, State Route 7, and State Route 12 (Shawnee Mission Parkway) provide major highway access to the city. Johnson County Transit provides local passenger bus service in Shawnee and First Student provides student transportation within the City of Shawnee.

The Southern Star Central Pipeline Company manages a natural gas pumping station at 75 and Nieman Rd. and there are two large fuel pipelines (multiple product) that traverse the city from north to south. Privately owned, the companies that own and operate on this pipeline work with Federal, State, and local jurisdictions to help ensure public safety and security of the system.

Shawnee’s drinking water is acquired through Water District #1 (Water One) of Johnson County. There is a pumping station located within the city limits as well as a station just outside the Shawnee city limits. Johnson County Wastewater operates and maintains a wastewater collection and treatment plant within the city limits. Both Water One and JOCO Wastewater provide service to areas outside the Shawnee city limits. Shawnee citizens contract with several private companies for garbage and recycling services.

The Shawnee Police Department Communications Center is located inside the Shawnee Justice Center providing 9-1-1 telephone answering, dispatching, and communications support for the Shawnee Police Department. The Johnson County Emergency Communications Center, located in Olathe, KS, provides Fire and EMS dispatching for the Shawnee Fire Department and for Johnson County Medical Action (Med-Act) ambulances stationed throughout Johnson County.
There are 27 elementary schools, 7 middle schools, and 4 high schools located within the city. These schools are operated by the Shawnee Mission Unified School District #512, Desoto Unified School District #232, The Catholic Archdiocese of Kansas City in Kansas, and several other parochial organizations.

The closest local hospital is the Shawnee Mission Medical Center located at 9100 West 74th Street, Merriam, KS, or the Shawnee Mission Medical Center Prairie Star Outpatient Pavilion located at 23401 Prairie Star Parkway, Lenexa, KS. There are also 4 state licensed nursing homes located in Shawnee.

Disasters have occurred in the past and will likely occur again, possibly within the City of Shawnee; some disasters come with warning and others with no warning at all. Through a process of hazard vulnerability analysis it has been determined that The City of Shawnee is vulnerable to numerous technological and natural hazards. These hazard include wind; rain and snow storms; flood; common and private carrier incidents; civil disturbances; terrorist events; conventional or nuclear war; explosions; hazardous materials incidents; major fires; and energy or utility system failure. The Shawnee Police Department Vulnerability Assessment and the Johnson County Kansas Hazard Mitigation Plan provide information on these potential hazards threatening the City of Shawnee.

It is assumed that any of the noted situations could create significant property damage, injury, loss of life, and disruption of essential services in the City of Shawnee. These situations may also create significant financial, psychological, and sociological impacts on the citizens of the community and the City governmental organization itself. In the event of widespread disaster, there will not likely be any significant assistance from nearby communities, counties, State, or Federal agencies for 72 hours or longer. In this situation, the City will need to rely on available City resources and those of private organizations, businesses, and residents within the City for initial response operations.

Shawnee may also receive requests to provide support to other jurisdictions with both resources and/or sheltering during emergencies not affecting the City of Shawnee.
Basic Plan 1

I. Purpose, Scope, Situations, and Assumptions
   A. Purpose
   B. Scope
   C. Situation Overview
      1. Hazard Analysis Summary
      2. Capability Assessment
         a. Preparedness Capability
         b. Response Capability
         c. Restoration and Recovery Capability
   D. Mitigation Overview
      1. Planning Assumptions

II. Concept of Operations
    A. General
    B. Operational Intent
    C. Division of Responsibilities
       1. Local Government
       2. County Government
       3. Regional
       4. State Government
       5. Federal Government
       6. Nongovernmental and Volunteer Organizations
       7. Private Sector
8. Citizen
A. Emergency Management Goals and Objectives
B. Continuity of Government/Continuity of Operations

III. Emergency Organization Structure and Assignment of Responsibilities
A. Emergency Organization Structure Option
B. Emergency Organizational Construct
   1. City Manager
   2. EOC Routine Operations Organization
   3. EOC Enhanced Operations
   4. EOC Full Operation
   5. EOC Catastrophic Operations
C. Assignment of Responsibilities

IV. Direction, Control and Coordination
A. General
B. Principal Incident Management Organizational Elements
C. Multi-Agency Coordination Systems
   1. Emergency Management
   2. Joint Information System
D. Plan Integration
   1. Vertical Integration
   2. Horizontal Coordination

V. Disaster Information Collection
A. Critical or Essential Information
B. Information Sharing
C. Information Format

VI. Communications
A. Response Network
B. Alert and Warning
   1. Internal
   2. External
3. Public

C. Tiered Communications
D. Government Emergency Telecommunications System (GETS)
E. Wireless Priority Service (WPS)

VII. Administration, Finance, and Logistics
A. Administration
B. Financial Management
C. Logistics

VIII. Plan Development and Maintenance
A. Planning Process
B. Responsibility for Planning and Coordination
C. Plan Maintenance
D. Plan Approval
E. Plan Distribution
F. Plan Availability

IX. Authorities and References
A. Federal
B. State
C. Local
D. Reference Manuals
APPENDICES

Appendix 1: Glossary/Acronyms

Glossary
Acronyms

Appendix 2: Training, Drills and Exercises

I. Introduction
II. Training
III. Drills and Exercises
   A. General
   B. Types of Drills and Exercises
   C. Drill and Exercise Evaluation

Appendix 3: Declaration of Local Emergency and Authorities

I. Declaration Example
II. Authorities

Appendix 4: Emergency Operations Act

Appendix 5: Emergency Management Framework

I. Introduction
II. Emergency Management Components
III. Principles
IV. Conclusion
ANNEXES

Annex A: Terrorism
Annex B: Severe Weather
Annex C: Shelter
Annex D: Relocation/Evacuation
Annex E: Specific Needs
Annex F: Emergency Communications
Annex G: Donations Management
Annex H: Debris Management
Annex I: Hazard Responsibility Matrix and JOCO Multi Hazard Mitigation Plan
        Hazard Profile

Departmental Functional Annexes

Annex J: Public Works
Annex K: Parks and Recreation
Annex L: Finance
Annex M: Human Resources
Annex N: Information Technology
Annex O: Legal
Annex P: Municipal Court
Annex Q: Development Services
Annex R: Planning Department
Annex S: City Clerk
Annex T: Police
Annex U: Fire
City of Shawnee

LOCAL EMERGENCY OPERATIONS PLAN

This plan supersedes all previous versions of the Local Emergency Operations Plan. The Basic Plan follows the Agency/Department-Focused EOP format outlined in the FEMA Interim Comprehensive Preparedness Guide 101, dated June 2009. The plan explains how the City of Shawnee intends to help prevent, prepare for, respond to, restore services from, recover from and mitigate the effects of any hazard (natural and manmade) impacting the City of Shawnee. The City of Shawnee has adopted the Incident Command System to structure the emergency management components utilizing government, volunteer and private agencies in a comprehensive and coordinated manner. This plan was developed to align with the 2008 National Response Framework (NRF), the 2008 National Incident Management System (NIMS) document, the 2003 Kansas State Comprehensive Emergency Management Plan, the 2008 Kansas State Comprehensive Emergency Management Planning Guide and the 2008 Johnson County Comprehensive Emergency Management Plan.

I. Purpose, Scope, Situations, and Assumptions

A. Purpose

The intent of this document is to provide a framework during an emergency or major disaster to coordinate response efforts, prioritize restoration of government services and speed economic and physical recovery. Additionally, it outlines broad prevention, preparedness and mitigation approaches within specific appendices. Taken as a whole, all of these activities intend to minimize the impact to people, the environment, the economy and property throughout the City of Shawnee. Appendices supplement the basic plan to organize specific topics for ease of use.
Annexes to this basic plan can stand alone, however, are guided by the focus of the basic plan.

B. Scope

The City of Shawnee Local Emergency Operations Plan (the “Plan”) applies to all-hazards that may impact the city and its neighboring jurisdictions. The plan applies to all city departments as well as any other organization that may respond in support of city operations. The plan provides a framework to coordinate citywide activities associated with all-hazard (natural or human caused) emergencies and major disasters. The plan shares general emergency management planning concepts with neighboring jurisdictions and complements the Johnson County and State plan.

C. Situation Overview

The planning environment considers the emergencies and major disasters likely to occur in the City of Shawnee as described in the 2012 City of Shawnee Hazard Responsibility Matrix, the 2009 Johnson County Multi Hazard Mitigation Plan, and other available risk and vulnerability information.

a. Hazard Analysis Summary

The City of Shawnee encompasses slightly over 45 square miles the population is nearly 64,000 residents. The City is vulnerable to a series of natural and human caused hazards. The most common occurring hazards are: severe storms; tornados; hazardous material incidents; flooding and earthquakes. There are further demographic breakdowns and hazard analysis in the City of Shawnee Hazard Responsibility Matrix and the Johnson County Kansas Multi Hazard Mitigation Plan.
b. Capability Assessment

a. Preparedness Capability

The City of Shawnee has adequate resources to provide information to citizens and businesses through a public education program. Additionally, regular meetings of department emergency management liaisons focus on disaster preparedness and continuity of government activities. Training and exercises are conducted regularly to test the planning and preparedness capability (see Appendix 3).

b. Response Capability

The City of Shawnee has adequate resources in traditional response disciplines (fire, police, public works, and animal control) to handle most emergencies. Additionally, the traditional response disciplines may be supplemented by other departments and registered emergency workers (volunteers) as the situation dictates. Additional resources may be necessary for some situations through existing mutual aid agreements. Fire and law enforcement disciplines may also be supplemented by statewide mobilization plans. State and federal resources may be requested through emergency management protocols. In a long-term or catastrophic response interstate resources may be requested under the Emergency Management Assistance Compact. The Plan does not imply any specific response to an emergency or major disaster incident.

c. Restoration and Recovery Capability
The City of Shawnee has adequate resources to restore government services and recover the economic base during routine emergencies and limited scope major disasters. A large scale or catastrophic emergency or major disaster will normally require external and federal assistance. Most emergencies and major disasters will qualify for recovery assistance from the Stafford Act. Restoration or recovery from an emergency or major disaster will be coordinated using available resources including mutual aid. The Plan does not imply any specific restoration priority or recovery from an emergency or major disaster incident.

d. mitigation overview

The City of Shawnee has adopted the Johnson County Kansas Multi Hazard Mitigation Plan that addresses strategies to improve collective hazard resilience. The HMP addresses hazards identified in the Johnson County Hazard Identification and Vulnerability Assessment.

D. Planning Assumptions

a. Disaster planning cannot predict all potential emergencies or major disasters nor can it predict all potential vulnerabilities or impact.

b. Priority of response will be to protect life, public property, the environment and the economy.

c. Delivery of routine city services to citizens will likely be impacted by an emergency or major disaster and may be reduced or cease for
an undetermined period of time. Continuation and restoration of services will be prioritized by the impact to citizens and resources available.

d. Some emergencies or major disasters will give enough warning for appropriate notifications to be issued allowing for some level of preparation including possible evacuation or relocation, as appropriate. Other emergencies or major disasters will occur with no advance warning. In the event of a major widespread disaster, outside assistance from local, county, state or federal agencies may be limited or non-existent for an extended period of time.

e. City residents and businesses will need to utilize their own resources and be self-sufficient following an emergency or major disaster for at least three days.

II. Concept of Operations

A. General

1. The City Manager, as the chief official, has overall responsibility for emergency or major disaster activities within the City of Shawnee. The Mayor has the authority to activate the plan and the authority is further delegated to Incident Command or other City officials.

2. The Emergency Operations Center (EOC) is normally activated by the City Manager or the designated Emergency Management Coordinator. However, any city employee may request that the EOC be activated in support of this plan.
Once it is determined the emergency or major disaster has the potential to impact life, property, or the public peace and will overwhelm City and mutual aid resources, the Mayor, or their official line of succession, may proclaim a “Declaration of Local Emergency” (Appendix 4). The City Manager may direct the Emergency Management Coordinator or the Emergency Management Duty Officer to disseminate the declaration and other emergency or major disaster related information to the County, State and public as required.

Legal issues as a result of preparedness, response and restoration/recovery actions are conducted by the City of Shawnee Legal Department.

The Kansas Tort Claims Act, KSA 75-6104(j), provides that the City and City personnel who are acting within the scope of their employment shall not be liable for damages resulting from any claim based upon emergency management activities, except the obligations to reimburse for loss of property in accordance with the Kansas Emergency Management Act, KSA 48-904 et seq.

The Kansas Emergency Management Act, KSA 48-915(b), provides that whenever a proclamation is issued declaring a state of disaster emergency pursuant to KSA 48-924, and amendments thereto, neither the City nor, except in cases of willful misconduct, gross negligence or bad faith, the employees, agents, or representatives of the City, nor any volunteer worker, or member of any agency, engaged in any emergency management activities, complying with or reasonably attempting to comply with the Act, or any proclamation, order, rule and regulation promulgated pursuant to the provisions of the Act, or pursuant to any Ordinance relating to blackout or other precautionary measures enacted by the City or any political subdivision of the state, shall be liable for the death of or injury to persons, or for damage to property, as a result of any activity.
performed during the existence of such state of disaster emergency or other such state of emergency.

The Kansas Emergency Management Act, KSA 48-915(a), provides that neither the City nor its agents shall be liable for personal injury or property damage sustained by any person appointed or acting as a volunteer worker, or member of any agency, engaged in emergency management activities. The foregoing shall not affect the right of any person to receive benefits or compensation to which such person otherwise may be entitled under the workers compensation law.

The Kansas Emergency Management Act, KSA 48-922, provides that the City may purchase accident insurance for the protection of those volunteer workers engaged in emergency management activities sustaining injury or death by accidental means as a result of such emergency management activities as the volunteer worker may be called on to perform.

The Kansas Emergency Management Act, KSA 48-957, provides that for liability purposes all persons responding under the operational control of the requesting political subdivision are deemed to be employees of the requesting participating political subdivision. Except in cases of willful misconduct, gross negligence or bad faith, neither the participating political subdivisions nor their employees shall be liable for the death of or injury to persons or for damage to property when complying or attempting to comply with the Kansas mutual aid system.
Evacuation or relocation shelters owned or operated by the City of Shawnee have certain liability immunity in accordance with the Kansas Emergency Management Act.

The Kansas Emergency Management Act, KSA 48-936, provides that any person owning or controlling real estate or other premises who voluntarily and without compensation grants a license or privilege, or otherwise permits the designation or use of the whole or any part of their property or premises for the purpose of sheltering persons during an actual or impending disaster, shall not be civilly liable for negligently causing the death of, or injury to, any person on or about such property or premises, or the loss of or damage to the property of such person, at any time such property or premises are actually used for such purpose.

The City of Shawnee Office of Emergency Management coordination efforts include:

a. Federal and National: Participating in FEMA and DHS programs. Participating with volunteer groups such as American Red Cross, Civil Air Patrol, and National Emergency Management Association.


c. Regional: Participating in Mid America Regional Council Homeland Security monthly meetings, seminars and training.
d. County: Participating in regular meetings with Johnson County Emergency Management offices.

e. City: Conducting monthly department emergency management liaison meetings, training and exercises. Providing department employee and family preparedness training. Providing department emergency management focused information, training and exercises.

- A separate annex is developed to address persons with specific needs and service animals (see Annex E).

- City of Shawnee Community Services Officers are responsible for the emergency and major disaster planning for farm and companion animal response, evacuation/relocation and sheltering in cooperation with the American Red Cross Sheltering Program.

- City of Shawnee departments are responsible for continuity of operations planning efforts to support this plan. Guidance is provided by the City of Shawnee Office of Emergency Management on specific areas to be covered in each department plan.

- The City Emergency Operations Center is located at the Shawnee Justice Center at 5850 Renner Rd. If the EOC is damaged beyond use, the City EOC may co-locate with the Johnson County Department of Emergency Management or contract for an adequate facility.
B. Operational Intent

1. The City Manager, or their official line of succession, will direct and control emergency and major disaster operations, city resources and mutual aid resources within its borders.

2. The City Manager of the City of Shawnee will coordinate the City’s capabilities, resources and assets to prevent, prepare for, restore and recover from an emergency or major disaster.

3. The City shall maintain an on-call Emergency Management Coordinator or designated Emergency Management Duty Officer as the primary contact for emergency management issues and EOC activations.

4. All City Departments’ organizational structures will be maintained during emergency and major disaster operations unless it is impractical to do so.

5. Emergency and major disaster operations will utilize the National Incident Management System and Incident Command System.

C. Division of Responsibilities

1. Local Government

   a. All incidents within the City of Shawnee will be under the operational control of City Department responders unless officially delegated under the incident command system.
b. Most emergencies and major disasters are handled by the responding departments utilizing traditional mutual aid agreements and do not require activation of the Emergency Operations Center. Mutual aid agreements are negotiated and maintained by the individual City departments.

c. When activated, the City of Shawnee Emergency Operations Center will coordinate emergency and major disaster activities.

d. Other local jurisdictions, non-governmental organizations and private sector representatives may be requested to provide support to City of Shawnee emergency or major disaster activities under existing mutual aid agreements or ad hoc agreements as required.

2. County Government

a. Johnson County Department of Emergency Management will be the primary point of contact for requesting emergency or major disaster support, except for existing departmental mutual aid agreements.

b. Coordination with the City of Shawnee for emergency or major disaster information or assistance will be with the City of Shawnee Emergency Operations Officer, a Designated Emergency Management Duty Officer or Emergency Operations Center (when activated).
3. **Regional**

Regional resources may be requested and utilized. These are normally accessed by existing mutual aid agreements maintained by city departments. A regional Incident Management Team may be requested through the protocols established.

4. **State Government**

   a. Requests for State assistance may be submitted directly to the Kansas Department of Emergency Management by The City of Shawnee Office of the City Manager, Emergency Operations Manager, a Duty Officer or Incident Commander, as appropriate based on activation level of the Emergency Operations Center. Normally, requests for State assistance will be submitted to the Johnson County Department of Emergency Management. Some typical state assets that may be requested are: State Patrol, National Guard, Department of Transportation, Department of Agriculture, Department of Ecology and Department of Health.

   b. Coordination with the City of Shawnee for emergency or major disaster information or assistance will be with the City of Shawnee Emergency Operations Manager, Incident Commander or Emergency Operations Center (when activated).

5. **Federal Government**
Requests for Federal assistance will be processed in accordance with the National Response Framework. Normally, the request will be processed through Johnson County Department of Emergency Management to the Kansas Division of Emergency Management and subsequently to the Federal Emergency Management Agency. Some typical federal assets that may be requested are: Federal Emergency Management Agency, US Coast Guard, US Department of Homeland Security, Federal Bureau of Investigation (USDOJ) and US Department of Defense.

6. Nongovernmental and Volunteer Organizations

   a. For emergencies and major disasters confined within the city limits of Shawnee, a liaison may be requested to report to the Emergency Operations Center. Some typical organizations are: American Red Cross, Salvation Army, faith-based organizations, fraternal organizations (Eagles).

   b. For emergencies and major disasters impacting more than the city limits of Shawnee and when the Johnson County Department of Emergency Management Emergency Operations Center is activated, liaisons will normally be assigned at the county level. The City of Shawnee Emergency Operations Center will then coordinate with Johnson County Department of Emergency Management for support.

7. Private Sector

   a. The City of Shawnee may develop emergency or major disaster contracts with private businesses to provide goods, services or equipment.
b. Businesses may donate goods, services or equipment following an emergency or major disaster which will be processed in accordance with the Donations Management Plan (see Annex H).

8. Citizen

a. Citizens may volunteer to provide support prior to an emergency or major disaster. Following volunteer training for the purpose of support, citizens may be registered as emergency workers in accordance with the Volunteer Management Plan (see Annex I). Some typical volunteer groups are: Community Emergency Response Team (CERT), Medical Reserve Corps (MRC), Police Volunteers, Amateur Radio Teams, and Civil Air Patrol Emergency Services (CAP).

b. Citizens may donate goods or equipment following an emergency or major disaster which will be processed in accordance with the Donations Management Plan (see Annex H).

c. Citizens may spontaneously volunteer to help following an emergency or major disaster. Spontaneous volunteers will be processed in accordance with the Volunteer Management Plan (see Annex I).
III. Response to Disasters

Phased Emergency Management Operational Approach and Phase Description
Location Designated Responders

Routine Operations (Level 1)

Incidents are managed by city departments (Incident Commanders). Emergency Operations Manager (and staff) monitor and provide assistance as needed.

Enhanced Operation (Level 2)

EM Office or Emergency Operations Center Active. Incident could grow beyond the capability of the Incident Commander to manage. Public Information Officer notified, EM Staff and select department liaisons or staff, public information officer.

Full Operation (Level 3)

Emergency Operations Center, possible department operations centers: An incident’s size and complexity requires agencies and organization to support expanded operations. The number of responding agencies and organizations will vary by incident.
EM Staff and notified department directors, liaisons’, administration and public
information.

Catastrophic Operations (Level 4)

Emergency Operations Center, probable department operations centers: A major
catastrophic event has occurred that exceeds the capability of city response. EM Staff,
elected officials, department directors and necessary support personnel to staff the
EOC for multiple days.

A. Emergency Management Goals and Objectives

1. The primary goals following an incident are response, restoration and recovery. These goals overlap following the initial response efforts. The primary objectives are to save lives, restore city services and recover the economy.

2. Emergency management requires broad concepts that integrate traditional phases of emergency management into a comprehensive framework aimed at minimizing the effects of an emergency or major disaster. This framework is included as an appendix to this document (see Appendix 5).

3. An emergency management goal crossing all phases and all potential emergencies or a major disaster is the integration of volunteers. This integration is further explained in Annex I.

B. Continuity of Government/Continuity of Operations
Continuity of government and continuity of operations are prime operational concepts for the City of Shawnee following an emergency or major disaster. Continuity actions and activities follow closely the response efforts to save lives. An evaluation of continuity of government will be accomplished as soon as possible followed by an assessment of city operations. Some city services may be a higher priority than other city services based on the severity of the emergency or major disaster.

C. Emergency Organization Structure and Assignment of Responsibilities

1. Emergency Organization Structure Option

The organizing option for the City of Shawnee emergency management activity is an agency and department hybrid approach. It includes aspects of the Incident Command System and integrates the National Incident Management System and National Response Framework. This system works well for city centric incidents. Incidents of regional scope require some modification when integrating into an area command or multi-agency coordination system. Appendix 1 describes our agency and department relationship crosswalk to the Emergency Support Function organizing option that may be implemented when integrating at a county, regional, state or federal level.

2. Emergency Organizational Construct

a. The City Manager, as the chief official, is responsible for emergency or major disaster activities within the City of Shawnee providing policy guidance and strategic direction to prepare for, respond to and recover from and incident. A
Emergency Management Working Group may be utilized by the City Manager at his/her discretion.

b. EOC Routine Operations Organization: During routine (normal) operations, departments who respond to emergencies normally do not require additional coordination afforded by an EOC activation. The normal City of Shawnee department structure is utilized for these operations. The Emergency Management Office may assist as required without EOC activation.

c. EOC Enhanced Operations: During enhanced operations the incident might escalate beyond the capabilities of city departments. Normally, mutual aid assets from other jurisdictions are sufficient to respond to and mitigate the incident. The EOC may activate on a limited basis to assist with coordination of incoming assets or to request county or state assistance. Specific departments may be requested to support EOC enhanced operations. EOC activation is normally of short duration (24 hours or less).

d. EOC Full Operation: During full operations the incident has escalated, or soon will escalate, beyond the capabilities of city departments and mutual aid is exhausted or not available. The EOC is activated normally to coordinate support for incident commanders’ (logistics, planning, administration and finance) and may request county, state or federal resources. Most departments will be requested to support EOC full operations. EOC activation is normally for an extended duration (up to 72 hours).

e. EOC Catastrophic Operations: During catastrophic operations the incident is a major disaster with limited transportation and infrastructure with widespread damage and has escalated beyond the capabilities of city...
The EOC is activated normally to coordinate support for incident commanders’ (logistics, planning, administration and finance) and coordinate requests for county, state or federal resources as well as managing restoration and recovery activities. Most departments will be requested to support EOC catastrophic operations. EOC activation is normally for a long duration.

3. **Assignment of Responsibilities:**

The following department emergency responsibility tables outline some responsibilities of various departments during an emergency or major disaster. The matrix is not intended to include all possible responsibilities during an emergency or major disaster but is illustrative of some of the major responsibilities that may be assigned. This section outlines and assigns the responsibilities necessary for the City of Shawnee to function during and after a disaster or major emergency.

**GENERAL RESPONSIBILITIES**

The following are basic responsibilities for emergency management operations provided by and through the City of Shawnee government. Detailed responsibilities may differ depending on the type and extent of an emergency. Department policies, Standard Operating Procedures, and functional annexes of this plan detail how individual departments shall perform their responsibilities as delineated in the Basic Plan and any Appendices.
EOC MEMBERS & SUPPORT STAFF

EOC members and support staff are responsible for immediately responding to all EOC activations as previously outlined in this plan, unless a replacement has been designated, or approval has been received from the City Manager. The City Manager, through EOC Command and elected officials, will make all major policy decisions and advise elected officials as necessary. Each EOC member, or their designee, will consult with EOC Command before implementing any major department action or releasing department personnel. Specific responsibilities for EOC members are outlined below.

A (P) indicates primary EOC members and an (S) indicates support personnel. All other personnel on the EOC organizational chart are secondary members. Secondary members will be called to the EOC on an “as needed” (AN) basis.

It is critical to the success of any disaster operation that EOC Command, members, and support staff maintain a line of succession at all times that ensures EOC representation.

Governing Body

The overall role of the City’s elected officials is to periodically review policies and appropriate the funds necessary for the City Manager and staff to plan and implement an Emergency Management Program. During an emergency, those elected officials as requested by EOC Command, may be called upon to authorize the imposition of required emergency powers, such as disaster declarations, evacuation orders, condemnations, etc. Elected officials may also determine how emergency expenditures will be financed. EOC Command shall authorize the notification and periodic update of the Mayor and Governing Body during an emergency.
City Council (AN)

A. Appropriate funds to meet emergency needs.

B. Maintain continuity of government.

C. Provide for the coordination of visiting officials from other jurisdictions and levels of government.

D. Appropriate funds to provide emergency preparedness programs and mitigation activities within the City.

E. The Mayor or Presiding Officer shall serve as the official spokesperson for the Governing Body. However, all activities pertaining to the release and dissemination of information shall be coordinated through the City’s Public Information Officer (PIO).

Mayor (AN)

1. Proclaim local emergency.

2. Provide visible leadership to the community, possibly providing announcements to the media.

3. The Mayor may proclaim disaster ordinance into effect.
4. Provide policy direction through the City Council to the City Manager.

**Employees**

Each City employee shall be familiar with the contents of this plan, including all relevant City and Department Rules & Regulations and/or policies, as appropriate to ensure its execution. During any disaster or major emergency all employees are expected to report for work at their assigned workplace unless otherwise directed by their Department Head.

*No employee shall be relieved or dismissed from duty without approval from Command, regardless of inclement weather, the closing of public buildings, etc.*

**Department Heads**

During any disaster or major emergency the Department Head is expected to direct and/or assign all personnel according to existing City and department plans and/or annexes. At a minimum each Department Head shall be responsible for:

1. Maintaining current personnel rosters and lines of succession that provide for continuous leadership and authority during emergency operations, including EOC operations.

2. Maintaining a department emergency operations plan (EOP) or annex that will interface with the City EOP.

3. Negotiating, coordinating, and preparing automatic and mutual aid agreements, as appropriate, with surrounding jurisdictions.
4. Identifying emergency sources of critical equipment and/or supplies.

5. Securing and maintaining primary and secondary communications systems.

6. Participating in periodic exercises designed to evaluate the effectiveness of the City Emergency Operations Center and City or Department Emergency Operations plans and/or annexes.

7. Providing for the protection of all department records, facilities, and equipment.

8. Providing emergency operations procedures as necessary to protect emergency response personnel.

9. Ensuring that all personnel are adequately trained to implement City and Department Emergency Operations plans and/or annexes in a disaster or major emergency.

10. Maintaining procedures detailing how the department intends to handle large volumes of calls for service, in a disaster or major emergency.

(See Appendix J through U for Departmental Functional Annexes)

EOC COMMAND
Line of Succession

City Manager
Deputy City Manager*
Fire Chief*
Police Chief*
Public Works Director*
Other Department Head

* These personnel are responsible for notifying the City Manager if unavailable to respond to any disaster or major emergency in the City of Shawnee.

City Manager (P)

1. The City Manager provides overall direction and control of emergency operations as the City’s Director of Emergency Operations and Chair of any Emergency Operations Team, Planning Committee, or similar meeting.

2. Ensure that all City resources are made available and effectively utilized during response and recovery phases so as to minimize casualties and property damage.

3. Ensure that elected officials are informed in a timely manner, of the incident status to include: progress in combating, containing, and
controlling the threat; urgent needs and concerns; sensitive issues; and developments requiring executive level decisions and/or actions.

4. Act as the City’s representative at meetings with senior officials from county, state, and federal government, on issues concerning the disaster or major emergency. The City Manager requests assistance, when necessary, from the Johnson County Office of Emergency Management, Kansas Department of Emergency Management, National Guard, Federal Emergency Management Agency, or local mutual aid assistance, through appropriate channels, in an emergency.

5. Ensure that the public and the media are periodically updated through the use of a Public Information Officer (PIO).

Support Staff (P)

1. Deputy City Manager

City Attorney (AN)

1. Provide legal advice and representation to EOC Command, EOC members, and elected officials.

2. Aid in the resolution of legal issues that may arise due to the implementation of any action resulting from the emergency or disaster.

3. Provide proprietary oversight in drafting and legislating ordinances, codes, and/or regulations; use available remedies and initiate appropriate legal action against parties responsible for the disaster, if appropriate.
4. If necessary, retain the services of outside counsel having expertise in various areas.

**Information Technology Director (P)**

1. Maintain the communication and computerization systems for the EOC.

2. Provide support personnel to the EOC to ensure sufficient computer resources and network connectivity, and deal with any emergent information technology needs.

3. Assist the City Clerk and Finance Department with technology needs in regards to data collection.

**Support Staff (S)**

1. Information Technology Staff

**Finance Director (P)**

1. Advise EOC Command concerning finance and budgetary issues.

2. Ensure appropriate accounting procedures are in place to quickly and accurately identify costs associated with the response to, and recovery from, disaster events.
3. Provide representation to the EOC as necessary to give advice concerning resource and financial issues generated by the emergency/disaster event.

4. Monitor the budgetary impact of the emergency/disaster event on the City.

5. Develop emergency procurement procedures required during an emergency/disaster event.

6. Assist in securing agreements not already in place with outside vendors, as designated by each department for critical emergency resources such as fuel, tires, food, etc.

Support Staff (S)

1. Accounting Manager

City Clerk (S)

1. Provide administrative assistance to EOC Command.

2. Maintain an accurate and complete record of all vital statistics resulting from the emergency.
3. Maintain and protect all City records and manage the overall operation of all donations and donated goods.

4. Maintain a current list of vendors for needed items (fuel, water, food, etc.)

Human Resources Manager (P)

1. Advise EOC Command concerning personnel issues.

2. Maintain a list of City personnel who have no pre-assigned responsibilities under this plan or department plans or annexes.

3. Support the administration and logistics functions of the EOC by identifying and obtaining personnel to support emergency/disaster operations.

4. Oversee, coordinate, and manage worker's compensation issues as necessary.

5. Serve as the liaison between employees and their families.

6. Assign call takers to receive and process “requests for service”.

7. Coordinate and organize responding volunteers during and after a disaster or major emergency.
Support Staff (AN)

1. Human Resources Coordinator

Fire Chief (P)

1. Provide EOC Command with current field status reports.

2. Function as EOC Command according to the Line of Succession, if necessary.

3. Provide coordination between Fire Department operations and the EOC.

4. Coordinate resource support for Fire Department operations.

Support Staff (AN)


Police Chief (P)

1. Provide EOC Command with current field status reports.
2. Function as EOC Command according to the Line of Succession, if necessary.

3. Provide coordination between Police Department operations and the EOC.

4. Coordinate resource support for Police Department operations.

Support Staff (AN)

1. Police Administrative Assistant, Deputy Chief of Police, Division Commanders, other unit commanders.

Public Works Director (P)

Chief Codes Administrator (P)

1. Provide EOC Command with current field status reports.

2. Provide coordination between Public Works operations and the EOC.

5. Coordinate resource support for Public Works operations.

3. Oversee vehicle and building operations and maintenance issues.
6. Advise EOC Command on building inspections or other related safety issues.

4. Provide EOC members with current information regarding accessibility issues resulting from road closings, bridge damage, etc.

5. Conduct damage assessment throughout city.

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Support Staff (S)

1. Assistant to Public Works Director

Support Staff (AN)

1. Transportation Manager

Planning Director (P)

1. Provide EOC Command with current department status reports.

2. Provide coordination between field operations and the EOC.
3. Coordinate resource support for Planning & Development operations.

4. Support emergency operations by providing “real time” tactical and strategic maps needed by EOC members and others involved in response and recovery operations.

5. Assist with damage assessment by providing information on issues such as appraised value, population, etc.

Support Staff (S)

1. Deputy Planning Director

Parks & Recreation Director (P)

1. Provide EOC Command with current department status reports.

2. Provide coordination between field operations and the EOC.

3. Coordinate resource support for Parks & Recreation operations.

4. Provide for the collection, inventory, and distribution of donated materials.

5. Set up and coordinate shelter operations in the community center or other location, as directed.
Support Staff (S)

1. Deputy Parks and Recreation Director

Development Services Director (P)

1. Provide EOC Command with current department status reports.

2. Provide coordination between field operations and the EOC.

3. Coordinate resource support for Development Services operations.

4. Assist the Codes Department with damage assessment, as necessary.

Support Staff (AN)

1. Development Review Manager

Direction, Control, and Coordination
A. General

1. The City Manager is responsible for overall administration of the City and strategic direction of emergency or major disaster operations within the City of Shawnee. The City Manager has specific emergency authority as granted by the Kansas Emergency Management Act, Charter Ordinance #40, and state law.

2. Tactical control of incidents within the City of Shawnee is maintained by the Incident Commander or unified command to manage the response assets necessary, including mutual aid or state mobilized assets.

3. The Emergency Operations Center, when activated, will coordinate emergency management activities within the City of Shawnee.

B. Principal Incident Management Organizational Elements

1. All emergencies and major disasters utilizing this plan will be managed according to the National Incident Management System (NIMS).

2. All emergency and major disaster field responses utilizing this plan will be organized using the Incident Command System (ICS)

3. Direction and control of emergency and major disaster resources within the City of Shawnee rest with the elected officials and are coordinated by the City of Shawnee Office of Emergency Management.
4. The City Manager, upon determining that an emergency or major disaster exists and has the potential to impact life, property, or the public peace and will overwhelm City and mutual aid resources, may, under the Shawnee Emergency Operations Act; proclaim a state of local emergency.

C. Multi-Agency Coordination Systems

Emergency Management

a. Coordination among emergency management agencies is critical to successful response and recovery following an emergency or major disaster.

b. Pre-disaster preparedness, training and exercises with local, regional, state and private sector emergency management partners allow the best chance for efficient and effective emergency and major disaster response and recovery efforts.


d. The City of Shawnee Office of Emergency Management coordinates and participates regularly with regional and state emergency management offices and private sector consortiums.
The City of Shawnee Office of Emergency Management coordinates and participates regularly with other government and private sector offices (Greater Kansas City Red Cross, First Student, Shawnee Mission School District, Johnson County Health Department, Johnson County Community College, Providence Hospital Shawnee, etc.).

D. Joint Information System

Managing public information during an emergency or major disaster requires a coordinated and consistent message from all city officials as well as other affected jurisdictions. Public information officers shall participate in a Joint Information System for the purpose of ensuring the public has clear and concise information and directions during all phases of emergency response, restoration of service and recovery activities.

E. Plan Integration

1. Vertical Integration

   a. City plans used to develop this plan include the Hazard Identification Matrix, and previous versions of this plan.

   b. County emergency management plans were used to develop this plan including the CEOP, DMP and HMP.

   c. State emergency management plans were used to develop this plan including the CEOP, DMP and HMP. The State LEOP Planning Guide was used in the development of this plan.
d. Federal emergency management plans were used to develop this plan including the National Response Framework, National Preparedness Goal and National Incident Management System Guide. The Comprehensive Preparedness Guide 101 (Interim) was used to develop this plan.

2. Horizontal Coordination

a. City of Shawnee department policies, standard operating procedures and field operating guides dealing with emergencies and major disasters will be maintained to supplement this plan, as needed. A review will be conducted to reduce conflicts with this plan.

b. Existing City of Shawnee department policies, standard operating procedures and field operating guides dealing with emergencies and major disasters published prior to the date of this plan will be reviewed and updated as needed within 90 days following publication of this plan.

V. Disaster Information Collection

A. Information Sharing
1. Local: Information is shared with local emergency management offices primarily through WebEOC, e-mail or graphical situational awareness displays.

2. County: Information is shared with Johnson County Department of Emergency Management through WebEOC, e-mail, telephonic or other means by situation briefings, situational reports (SITREPs) and/or graphical situational awareness displays.

3. State: Information is shared with the Kansas Division of Emergency Management, through WebEOC, e-mail, telephonic or other means by situation briefings, situational reports (SITREPs) and/or graphical situational awareness displays.

4. Private/Governmental Sector: Information is shared with City of Shawnee private sector and external governmental representatives normally through e-mail and telephonic means by situational briefings and/or situational reports (SITREPS).

B. Information Format

The information collection and sharing format will normally be by situational report (SITREP) which is the standard established by the Kansas Emergency Management Division and integrated into WebEOC. Other formats may be used when appropriate or requested.

VI. Communications

A. Response Network
The response communications network includes a radio system and dispatch system for the primary response agencies (fire and police). In addition, radio systems are operated by Public Works, and Parks and Recreation.

B. Alert and Warning

1. Internal

Internal City Department alert and warning will normally be through the use of the emergency communications capability administered by the Office of Emergency Management. The communication capability allows simultaneous methods utilizing e-mail, text message, pager and text-to voice options to multiple telephones. An alternate means may be required.

2. External

External alert and warning to both government and private sector emergency management contacts will normally be through the use of the emergency communications capability administered by the Office of Emergency Management. The communication capability allows simultaneous methods utilizing e-mail, text message, pager and text-to voice options to multiple telephones. An alternate means may be required (see tiered communications below).

3. Public
Public notification during emergencies and major disasters is critical to provide information to remain safe and secure. Multiple methods of public notification must be employed to provide maximum reach into city neighborhoods. The primary method will be the use of the public emergency communications capability administered by the Johnson County Office of Emergency Management. Additional notification may be by Emergency Alert System (EAS) message, commercial radio stations, response vehicle loud speaker systems and personal contact.

C. Tiered Communications Emergency Tiered Communications Matrix.

Emergency communications must not rely on a single communications method. The following matrix identifies most communications methods available with the City of Shawnee in use by most departments. It is not intended to be a priority list but the capability or tier used most often.

Tier Type Users

All Departments

1. E-mail

2. Land line telephone (including use of the Government Emergency Telecommunications System

3. Cellular telephone (including use of the Wireless Priority Service (WPS))
Most Departments


May be Requested From Volunteer Organizations

Amateur Radio: EOC and some fire stations

D. Government Emergency Telecommunications System (GETS)

The Government Emergency Telecommunications Service (GETS) is an emergency service designed for use when national security and emergency preparedness (NS/EP) personnel are unable to complete emergency calls through their regular telecommunications means. GETS uses a calling card to provide Federal, State, local government, and industry NS/EP users with a higher probability of call completion during periods of natural or man-made disasters or emergencies that cause congestion or network outages. GETS features are implemented as software enhancements to the telephone switches throughout the Public Switched Telephone Network (PSTN).

E. Wireless Priority Service (WPS)

The Wireless Priority Service (WPS) provides an end-to-end nationwide wireless priority communications capability to key national security and emergency preparedness (NS/EP) personnel during natural or man-made disasters or emergencies that cause congestion or outages.
in the Public Switched Telephone Network (PSTN). Eligible users are key Federal, State, local, and tribal government and critical industry personnel who have NS/EP missions. WPS is complementary to, and can be most effective when used in conjunction with, the Government Emergency Telecommunications Service (GETS) to ensure a high probability of call completions in both the wire line and wireless portions of the PSTN. WPS serves NS/EP communications needs while minimizing impact on consumer access to the public wireless infrastructure.

VII. Administration, Finance, and Logistics

A. Administration

1. All departments shall establish and maintain files of emergency or major disaster related activities, directives and forms. WebEOC will primarily be used for documenting all actions in an emergency or major disaster.

2. All departments are expected to have personnel available to augment emergency operations center activities.

3. Reports may be requested from departments to provide local, county, state and federal officials with information concerning the nature, magnitude and impact of the emergency or major disaster. These reports may be
necessary to evaluate response options and in allocating resources on a priority basis.

4. The City of Shawnee may utilize emergency workers (volunteers) in accordance with policy.

5. The City Manager may commandeer the service and equipment of citizens under the provisions and limitations of the City of Shawnee Emergency Operations Act.

B. Financial Management

1. Emergency expenditures are not normally budgeted through the city budgeting process. Emergencies and major disasters may occur which require substantial and necessary unanticipated obligations and expenditures.

2. Municipal governments are authorized to contract for construction or work on a cost basis for emergency services.

3. All expenses during an emergency or major disaster must be tracked and maintained in accordance with Federal Emergency Management Agency guidelines for potential reimbursement under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act) of 1988, 42 U.S.C. 5121, et seq., as amended.
C. Logistics

1. Coordination and utilization of the limited resources of the city is a primary responsibility of the City of Shawnee Emergency Operations Center during an emergency or major disaster.

2. The City of Shawnee Office of Emergency Management shall keep a current list of federally typed resources.

3. During an emergency or major disaster the City of Shawnee Emergency Operations Center will coordinate all requests for additional resources beyond the capability of the local incident commander(s).

VIII. Plan Development and Maintenance

A. Planning Process

The process used to develop this plan is to review county, state and federal plans and the guidance provided by the state and federal government. This plan complements existing plans at each level. The planning format follows agency/department focused format outlined in the FEMA Comprehensive Preparedness Guide 101, July 2008. Each city department participated in review, coordination and input to this plan. Additionally, the emergency management offices throughout the county reviewed and provided input.

B. Responsibility for Planning and Coordination
The City of Shawnee Emergency Operations Manager is responsible for this plan, its maintenance and coordination.

C. Plan Maintenance

This plan is maintained according to the schedule outlined in KSA 48-928 and 48-929 as modified by the state planning guide. It is on a five-year cycle of revision with an annual review of the basic document. Minor changes to the basic document may occur before resubmission to the state at the four-year cycle. Appendices and Annexes may be modified at any time and provided as changes. The plan will be tested at least once annually in an exercise.

D. Plan Approval

This plan will be submitted to the Johnson County Emergency Management Department for review and approval.

E. Plan Distribution

The plan distribution is outlined in the distribution table at the front of this plan.

F. Plan Availability

When final, this plan will be made available on the City of Shawnee Internet site for access by the public and other emergency management partners at www.cityofshawnee.org.
IX. **Authorities and References**

The City of Shawnee Comprehensive Emergency Management Plan has been developed and is maintained under the following authorities:

**A. Federal**

1. Federal Civil Defense Act of 1950, as amended


B. State

1. Constitution of the State of Kansas

2. Kansas Governors Code EO 05-03, adopting the National Incident Management System.
3. The Kansas Emergency Management Act, KSA 48-904 et seq.

4. KSA 12-16, 117, Municipal policies regarding provision of assistance during times of disaster; immunity from liability.


C. Local

1. City of Shawnee Charter Ordinance #40.


D. Reference Manuals


EOC Incident Command System Chart

All the boxes within this chart correspond with functions that may support the Emergency Operations Center.

EOC Incident Command System Chart

EOC Operations Section
- Law Enforcement Branch
  - Traffic Control
  - Evacuation & Relocation
  - Search & Rescue
- Utilities/Rehabitation Branch
- Fire Branch
  - Hazards Management Branch
  - Health & Medical Branch
- Demobilization Unit

EOC Planning Section
- Documentation Unit
- Situation & Analysis Unit
- Damage Assessment Unit
- Specific Populations Unit

EOC Logistics Section
- Support Branch
  - Facilities Unit
  - Supply Unit
  - Information Services Unit
  - Transportation Unit
- Service Branch
  - Mass Care Unit
  - Animal Care Unit
  - Volunteer Management Unit
  - Communications Unit

EOC Finance & Administration Section
- Recovery Unit
- Personnel Unit
- Restoration Unit
- Records Unit

Policy Group (Elected Officials & Dept Heads)
- Dispute Manager (EOC Coordinator)
- Legal Officer
- Safety Officer
- Liaison Officer
- Public Information Officer
Local Emergency Operations Plan

Annex A: Terrorism

April 2012
The Terrorism Plan, including appendices, will be reviewed and approved on an annual basis. All updates and revisions to the plan will be tracked and recorded in the following table. This process will ensure the most recent version of the plan is disseminated and implemented by emergency response personnel.

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Table of Contents
I. PURPOSE..........................................................................................................................................................3
II. SITUATION AND ASSUMPTIONS..........................................................................................................................3
  A. Situation.............................................................................................................................................................3
  B. Assumptions........................................................................................................................................................5
III. CONCEPT OF OPERATIONS ..............................................................................................................................6
  A. Primary Objectives in Response to a Terrorist Act: ..........................................................................................6
  B. Operational Time Frames....................................................................................................................................7
IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES ........................................................................8
  A. Organization........................................................................................................................................................8
  B. Assignment of Responsibilities ..........................................................................................................................8
  C. All departments, agencies, and individuals support the Direction and Control function as follows: ..............12
V. CONTINUITY OF GOVERNMENT ........................................................................................................................12
VI. ADMINISTRATION AND LOGISTICS ................................................................................................................12
  A. Administration ..................................................................................................................................................12
  B. Logistics.............................................................................................................................................................12
Appendix 1 to Annex A.............................................................................................................................................14
I. PURPOSE

The purpose of this annex is to establish a unified approach for emergency response agencies in the county to respond to and recover from a threat or act of terrorism. Also, establish a terrorism response system that prescribes responsibilities and actions required to respond to and recover from a terrorist event.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. The county has assets that could be targets for terrorist activities. These include, but are not limited to:

   a. Federal, state, county and municipal government facilities and structures
   b. Chemical Facilities
   c. Medical facilities
   d. Religious facilities
   e. Businesses and manufacturing centers
   f. Airports, railroads, highways and navigable rivers
   g. Pipelines; power plants; public utilities; landmarks; and large public gatherings
   h. Agriculture

2. Terrorism takes many forms: bombings, arson, infrastructure attacks (on water, electric, gas, or telecommunications systems), mass shootings, cyberspace failure or disruption, transportation attacks (hijacking, bombing, sabotage etc.), and common law torts.

   a. Weapons of Mass Destruction (WMD). Any weapon 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; or any weapon designed to release radiation or radioactivity at a level dangerous to human life (18 USC 2332a).
b. Chemical Agent - A chemical substance intended to kill, seriously injure, or incapacitate people through physiological effects. Hazardous chemicals, including industrial chemicals and agents, can be introduced via aerosol devices (including munitions, sprayers, or aerosol generators), breaking containers, or covert dissemination. A chemical agent attack might release a chemical warfare agent (such as a nerve or blister agent) or an industrial chemical that may have serious consequences. Whether an infectious agent or a hazardous chemical causes an outbreak may not be obvious early in an investigation; however, most chemical attacks are localized, and their effects become evident within a few minutes. Different chemical agents can be persistent or non-persistent. Persistent agents remain in the affected area for hours, days, or weeks. Non-persistent agents may have high evaporation rates, be lighter than air, or disperse rapidly; therefore the ability to cause casualties is significantly reduced over a relatively short period of time (although they may persist longer in small unventilated areas).

c. Biological Agents - Living organisms or materials derived from them that cause disease; harm humans, animals, or plants; or deteriorate materials. Recognition of a biological hazard can occur by: identifying it as a credible threat; discovering bio-terrorism evidence (devices, agents, clandestine labs); diagnosing a disease caused by an agent identified as a possible bio-terrorism agent; or gathering and interpreting public health surveillance data. People exposed to a pathogen such as anthrax or smallpox may not know they have been exposed, and those infected or subsequently infected may not feel sick for some time. Infectious diseases typically progress with a delay between exposure and onset of illness—the incubation period. The incubation period may range from several hours to a few weeks, depending on the exposure and pathogen. Unlike acute incidents involving explosives or some hazardous chemicals, direct patient care providers and the public health community are likely to first detect a biological attack on civilians. Terrorists also could use biological agents to affect agricultural commodities (agro-terrorism). These agents include wheat rust or viruses that could devastate the local or even national economy.

d. Radiological/Nuclear - High-energy particles or gamma rays emitted by an atom undergoing radioactive decay. Emitted particles can be charged alpha or beta particles, or neutral neutrons, or gamma rays. The difficulty of responding to a nuclear or radiological incident is compounded by the nature of radiation itself. Also, involvement of radioactive materials in an explosion may or may not be obvious; depending on what explosive device was used. The presence of a radiation hazard is difficult to ascertain unless the responders have the proper detection equipment and the training to use it. Most of the many detection devices available are designed to detect specific types and levels of radiation— they are not appropriate for measuring or ruling out the presence of all possible radiological hazards. Terrorists may use the following delivery methods:
1) An improvised nuclear device (IED) is any explosive device designed to cause a nuclear yield. Either uranium or plutonium isotopes can fuel these devices, depending on the trigger. While “weapons-grade” material increases the efficiency a device, materials of less than weapons grade can still be used.

2) A radiological dispersal device (RDD) is any explosive device that spreads radioactive material when detonated. A RDD includes an improvised explosive device that could be used by placing it in close proximity to radioactive material. A RDD also includes devices identified as “dirty bombs”.

3) A simple RDD spreads radiological material non-explosively (for example, medical isotopes or waste).

e. Explosives. Conventional explosive devices or improvised bombs used to cause massive local destruction or to disperse chemical, biological, or radiological agents. Improvised explosive devices are categorized as explosive or incendiary -using high or low filler explosive materials to explode and/or cause fires. Bombs and firebombs are inexpensive and easily constructed. They are not technologically sophisticated. Of all weapons, these are the easiest to obtain and use. The components are readily available, as are detailed instructions for constructing these devices. They are the likeliest terrorist weapons.

f. Cyber Terrorism. “Malicious conduct in cyberspace to commit or threaten to commit acts dangerous to human life, or against a nation’s critical infrastructures in order to intimidate or coerce a government or civilian population in furtherance of political or social objectives."

3. There exist resources regionally that are capable of response to incidents resulting from terrorist activity. These resources include, but are not limited to, hazardous materials response teams with enhanced capabilities for response to incidents involving nuclear or radiological materials, and biological and chemical agents.

a. Such resources are mobilized and deployed by the Kansas Division of Emergency Management through Mutual Aid at the request of the affected local jurisdiction in support of response and recovery operations.

b. Requests for Mutual Aid assistance should be directed either directly, if requesting assistance from another Johnson County agency, through the City EOC, or to Johnson County Emergency Management, if requesting mutual aid from state or out of state resources. This type of request will also be processed through the City EOC.

B. Assumptions
1. The City of Shawnee recognizes the responsibility for public health and safety, and the need of a plan to set forth guidelines to deal with terrorism, and the need to exercise the procedures, policies, and guidelines set forth in this Annex.

2. Proper implementation of this Annex can reduce the effects a Terrorist attack and limit related exposure to the public. No single agency at the Local, State, or Federal level possesses the authority and/or the expertise to act unilaterally on the many difficult issues that may arise in response to a threat or act of terrorism, particularly if WMD is involved. Should a terrorist incident be identified, the county could be acting alone pending mobilization and deployment of other local, State and Federal assets.

3. An act of terrorism involving WMD in the county could immediately overwhelm the local response capabilities.

4. Counter terrorism efforts including intelligence gathering and appropriate response training may reduce some incident potential, but incidents can occur with little or no warning.

5. If appropriate personal protective equipment (PPE) is not readily available, entry into the contaminated area (hot zone) may be delayed until the arrival of trained and equipped emergency response personnel. Responders must also be aware of secondary devices targeting first responders.

III. CONCEPT OF OPERATIONS

A. Primary Objectives in Response to a Terrorist Act:

1. Protect the lives and safety of the citizens and first responders.

2. Isolate, contain, and/or limit the spread of any cyber-attack, nuclear, biological, chemical, incendiary, or explosive device.

3. Identify the type of agent or devices used.

4. Identify and establish control zones for suspected agent used.

5. Identify appropriate decontamination procedure and/or treatment.

6. Ensure that responders have appropriate equipment and personal protective equipment (PPE).

7. Notify emergency personnel, including medical facilities of the danger and anticipated casualties.

8. Notify appropriate state and Federal agencies.


10. Preserve as much evidence as possible to aid investigations.
11. Protect critical infrastructure.

B. Operational Time Frames

1. Mitigation
   a. Develop a method for processing information.
   b. Analyze potential threats, targets, and potential hazards for the jurisdiction. Disseminate on a need to know basis when appropriate.
   c. Identify facilities, agencies, personnel, and resources necessary to support a terrorist incident response.
   d. Whenever possible, training exercises conducted by local jurisdictions should include terrorism (WMD) and the utilization of mutual aid resources.
   e. Review and become familiar with the EOP.

2. Preparedness: The City of Shawnee will take the appropriate security measures. See Appendix 1 of this Annex for the National Terrorism Advisory System threat guidelines.
   a. Develop and review Plans and response to a terrorist incident. Open and prepare the EOC for possible full activation.
   b. Advise key personnel of the potential risk.
   c. Make recommendation as to a possible course of action.
   d. Maintain increased readiness status until the situation escalates or the decision to discontinue operations is given. Train personnel and maintain inventory of equipment and supplies.

3. Response
   a. Any individual who receives notification of a terrorist incident or who is responsible for making notifications must assure that every effort is made to contact primary and support personnel as identified in the Basic Plan.
   b. Once a terrorism incident is suspected, local law enforcement will report and request assistance from the state using existing operating guidelines and/or procedures.
   c. Each City department shall send a representative to the EOC and may be required to provide a representative to the on-scene Unified Command.
d. Local government departments will provide assistance to the EOC as dictated by the current situation.

e. Designated local jurisdiction Public Information Officer (PIO) will coordinate all public information releases.

4. Recovery

a. Determine the extent of damages, prepare a damage assessment report and request assistance.

b. Test, check, and exercise equipment to identify its serviceability.

c. Restore essential public services to critical facilities.

d. Inventory and replace supplies as necessary.

e. Restore all public service to the general population.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. A response organization for a terrorism incident will be under the Direction and Control of the City Manager. The coordinated response will be conducted from the EOC. The primary responders for terrorism are normally local law enforcement, fire, and medical personnel. All other departments are considered to be support. In addition, an up-to-date list of emergency response personnel will be maintained and available.

The following provides a breakdown by functional areas:

B. Assignment of Responsibilities

1. EOC Function: (See Basic Plan and appropriate Annex’s for additional Information.)

   a. The Federal Government is responsible to determine the Nations threat level. See Appendix 1 to this Annex for the National Terrorism Advisory System alert levels. However, it is up to the local jurisdiction to determine their appropriate threat level based upon their current situation.

   b. If notification of a terrorist incident is received, the Emergency Operations Manager will immediately contact the chief elected official and primary and support agencies as identified in the Primary & Support Responsibility Charts.
c. If notification of an incident is received by other than the Emergency Management Office, the individual receiving the notification will contact the Emergency Management Office and/or the chief elected official immediately.

d. The Emergency Management Office is responsible to contact the EMCC Duty Officer and inform them of their current situation and threat. Other local departments will follow their respective guidelines for notifications.

e. Activate the EOC at either the primary or alternate location. The EOC serves as the clearinghouse to collect, discuss, and disseminate information in regard to a particular event occurring within their jurisdiction. The EOC is responsible to maintain contact with appropriate state and federal agencies throughout the incident period.

f. Review the EOP and determine if pre-designated staging areas, mobilization and reception centers are far enough away from the actual scene so that safety is guaranteed.

g. If necessary, a Joint Operations Center (JOC) will be established by the Lead Federal Agency and will be under the operational control of the Federal on Scene Commander. The JOC is the focal point and is responsible for coordinating requests from the State. The On Scene Commander may request that a representative from the impacted jurisdiction be assigned to the JOC.

2. Emergency Management:

a. Direction and Control will originate from the EOC.

b. Ensure the alternate EOC is ready in the event that the primary EOC is not available.

c. The EOC will be staffed in accordance with the Basic Plan.

d. Coordinate with ECC and other Federal, State or Local Agency’s EOCs as necessary.

e. Prepare and distribute Situational Reports (SITREPS).

f. Coordinate response and recovery operations.

g. Identify and coordinate resource requirements.

3. Local Law Enforcement:

a. Manage the incident scene. Set-up WebEOC and establish an Incident Action Plan (IAP) to manage/coordinate with other departments and agencies using the Unified Command System.
b. Respond to requests for support/assistance from other departments; local, state, and federal.

c. Provide security, maintain order, prevent unauthorized entry, control and re-route traffic and maintain open access/egress for authorized vehicles into the terrorist incident scene.

d. Assist in evacuation/in place protection notification of the affected area as requested by the EOC or the on scene incident commander.

e. Develop and maintain policies and procedures of duties, roles and responsibilities for any terrorism incidents involving Chemical, Biological, Radiological, Nuclear, and Explosives (CBRNE).

f. Ensure Scene Security and evidence preservation pending arrival of the FBI, and assist the FBI and other investigative authorities in determining responsibility.

g. Establish access control into and out of crime scene.

h. Provide security for Command Post and EOC.

i. Manage crowd control when necessary.

4. Fire Department

a. Respond to all reports of terrorist incidents to determine the nature and scope of the incident.

b. Provide a representative to the EOC and coordinate with county law enforcement and other agencies for support and resource requirements.

c. Establish site security areas and hazard exclusion zones in accordance with established procedures and guidelines.

d. Determine the nature of the incident.

e. Provide information on hazardous material/evaluation and environmental damage assessment.

f. Develop and maintain internal guidelines to identify specific roles and responsibilities of fire service personnel in each of the major terrorism incidents involving CBRNE.

g. Keep the EOC informed.

5. County Public Health

a. Provide personnel safety information to the EOC.
b. Provide an environmental analysis, with help from the Kansas Department of Health and the Centers for Disease Control and Prevention. Coordinate with the County Health Director on all health issues. The County Health Director is responsible to determine the health risk, and recommend epidemiological and toxicological solutions to deal with public health issues involved in a terrorist incident.

c. Monitor response personnel and general public exposure to chemical, biological, and radiological agents.

d. Monitor and track potential victims.

e. Provide information regarding exposure and treatment to potential victims and workers.

f. The County Health and Medical Director or a designated representative will assist the PIO on Health and Medical issues and in broadcasts concerning public and individual health issues.

g. Keep the EOC informed.

6. Public Works

a. Respond to emergency requests from the EOC by providing resources, i.e. trucks, earth moving equipment and other needed assets/materials along with operators to reduce hazards, minimizing secondary damage.

b. Provide barricades to assist in evacuation and/or scene security.

c. Assist in providing temporary storage of equipment and materials until appropriate locations can be located.

d. Coordinate with the EOC and the on scene commander to insure the area is safe to enter. Do not enter any area if it has not cleared and declared safe for reentry.

7. Emergency Medical Services

a. The Med-Act Battalion Chief on scene is primarily responsible for directing the medical response and on scene operation within the impacted area. The EMS is responsible for identifying and anticipating resource requirements and allocates resources accordingly. EMS coordinates mutual aid in conjunction with the County Health Officer.

8. Public Information Officer (PIO)

a. For information on this topic, see Annex C of this plan
C. All departments, agencies, and individuals support the Direction and Control function as follows:

1. Initial response operations are the responsibility of the local jurisdiction. The FBI is the Lead Federal Agency for all terrorist attacks and will establish a JOC for Direction and Control is one if needed. The KDEM has primary responsibility for coordinating the state level response.

2. Local public information operations will be coordinated from the EOC. Note: FEMA/FBI may establish a Joint Information Center (JIC).

3. Response and Recovery operations are the responsibility of the local jurisdiction. When making a formal request to KDEM for assistance, the local jurisdiction must have exhausted its capabilities and resources.

V. CONTINUITY OF GOVERNMENT

Line of Succession for Terrorism

A. The line of succession for the City Manager is through the Assistant City Manager and senior department heads, in order of their seniority.

B. All local departments listed above are required to maintain a line of succession of at least three persons. See COOP, Basic Plan or appropriate annex for names and/or positions.

VI. ADMINISTRATION AND LOGISTICS

A. Administration

1. To implement Annex A, an incident must be designated a suspected or actual terrorist threat or incident by the Chief elected official.

2. Procedure for dealing with expenses incurred and liability for actions and injuries are outlined in local ordinances, mutual aid agreements and this plan.

3. A post-incident report and critique shall be the responsibility of the lead agencies with input from all involved agencies. This will be used for plan modifications and training exercises.

B. Logistics

1. On Hand stockpiles of Critical Essential materials and supplies should be inventoried and updated annually to ensure its operational readiness or serviceability.

2. Emergency purchasing authority may be authorized by the chief elected official if a terrorist incident has occurred.

3. The cleanup, removal and disposal of contaminated materials will be handled
with the same care that was used during the incident. The JOCO Emergency Management Department and the US Environmental Protection Agency may provide assistance in removal, disposal oversight, technical considerations and funding.
Appendix 1 to Annex A
NATIONAL TERRORISM ADVISORY SYSTEM

The National Terrorism Advisory System, or NTAS, replaces the color-coded Homeland Security Advisory System (HSAS). This new system will more effectively communicate information about terrorist threats by providing timely, detailed information to the public, government agencies, first responders, airports and other transportation hubs, and the private sector.

It recognizes that Americans all share responsibility for the nation’s security, and should always be aware of the heightened risk of terrorist attack in the United States and what they should do.

NTAS Alerts

After reviewing the available information, the Secretary of Homeland Security will decide, in coordination with other Federal entities, whether an NTAS Alert should be issued.

Imminent Threat Alert

 Warns of a credible, specific, and impending terrorist threat against the United States.

Elevated Threat Alert

 Warns of a credible terrorist threat against the United States.

NTAS Alerts will only be issued when credible information is available.

These alerts will include a clear statement that there is an **imminent threat** or **elevated threat**. Using available information, the alerts will provide a concise summary of the potential threat, information about actions being taken to ensure public safety, and recommended steps that individuals, communities, businesses and governments can take to help prevent, mitigate or respond to the threat.

The NTAS Alerts will be based on the nature of the threat: in some cases, alerts will be sent directly to law enforcement or affected areas of the private sector, while in others, alerts will be issued more broadly to the American people through both official and media channels.

Sunset Provision

An individual threat alert is issued for a specific time period and then automatically expires. It may be extended if new information becomes available or the threat evolves.

NTAS Alerts contain a **sunset** provision indicating a specific date when the alert expires - there will not be a constant NTAS Alert or blanket warning that there is an overarching threat. If threat information changes for an alert, the Secretary of Homeland Security may announce an updated NTAS Alert. All changes, including the announcement that cancels an NTAS Alert, will be distributed the same way as the original alert.
Local Emergency Operations Plan

Annex B: Severe Weather

April 2012
The Severe Weather Plan, including appendices, will be reviewed and approved on an annual basis. All updates and revisions to the plan will be tracked and recorded in the following table. This process will ensure the most recent version of the plan is disseminated and implemented by emergency response personnel.

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# Table of Contents

I. PURPOSE .......................................................................................................................... 4

II. SEVERE WEATHER DEFINED FOR THE CITY OF SHAWNEE............................................. 4

III. WHEN SEVERE WEATHER OCCURS: ............................................................................... 4

IV. WHAT HAPPENS IN SHAWNEE DURING A SEVERE WEATHER EVENT: ......................... 4
   A. Local Warning System Activation Criteria ................................................................. 4
   B. Flood Warning ............................................................................................................ 5
   C. Severe Weather Warning .......................................................................................... 7
   D. Skywarn Weather Spotter Activation Criteria ......................................................... 7
   E. EOC Activation .......................................................................................................... 7
   F. Procedures for Reporting storm damage to the NWS .............................................. 7
   G. Installation of Outdoor warning sirens ...................................................................... 8
   H. Training of City Personnel ....................................................................................... 8

V. PREPAREDNESS ............................................................................................................. 9

VI. RESPONSE .................................................................................................................... 9

VII. RECOVERY .................................................................................................................. 10

VIII. ANNEX DEVELOPMENT AND MAINTENANCE .............................................................. 10

IX. AUTHORITIES AND REFERENCES ................................................................................. 10
   A. Federal ...................................................................................................................... 10
   B. State ......................................................................................................................... 10
   C. Johnson County ...................................................................................................... 11
   D. City of Shawnee ....................................................................................................... 11

Appendix 1 ............................................................................................................................. 12

Acronyms and Abbreviations .............................................................................................. 12

Appendix 2 ............................................................................................................................. 13
I. PURPOSE

The purpose of this Severe Weather Plan is to give those agencies involved in Emergency Operations during a major weather event, step-by-step guidance on procedures. This plan is meant to be user friendly. Our goal is to provide information that’s well organized, easy to understand and guides the end user through the critical tasks to be performed in a severe weather event. This Severe Weather Annex supplements the City of Shawnee Comprehensive Emergency Management Plan (CEMP) already in effect as well as existing departmental disaster plans and procedures.

II. SEVERE WEATHER DEFINED FOR THE CITY OF SHAWNEE

A. In its broadest sense, the term "severe weather" is defined as any aspect of the weather which can "pose a threat to life and property."

B. Severe weather for planning purposes includes, but is not limited to:

   1. Thunderstorms
   2. Wind storms
   3. Hail storms
   4. Snow storms
   5. Ice Storms
   6. Tornados

III. WHEN SEVERE WEATHER OCCURS:

A. This plan will go in effect when a severe weather incident has occurred or weather warning has been issued.

B. City departments will have already taken the necessary steps to prepare for weather events.

C. Local, county and state Emergency Operations Centers (EOCs) may be activated.

D. The Incident Command structure and procedures will be in place to ensure an effective and safe response to the incident. If the incident is spread over a wide area Unified Command will be used.

E. Severe weather events may overwhelm the capabilities of government at any level.

IV. WHAT HAPPENS IN SHAWNEE DURING A SEVERE WEATHER EVENT:

A. Local Warning System Activation Criteria
1. The Johnson County Kansas, Office of Emergency Management emergency public notification system may be activated for any of the following conditions:
   
a. The National Weather Service (NWS) has issued a severe weather watch or warning for Shawnee and Vicinity or any portion of Johnson County.

b. A trained weather observer has observed a severe weather event in or around Shawnee.

c. An on-scene Incident Commander (in Shawnee) has requested activation of the system to alert the public of a severe weather, hazardous materials or other life threatening incident. The Incident Commander should have an evacuation plan, or other instructions such as “sheltering in place,” for the public prepared and transmitted to the EOC, dispatch center or JOCO Emergency Management Duty Officer, prior to the requested system activation.

2. If Shawnee activates the system for a weather incident, Johnson County Department of Emergency Management will be notified and may notify other cities and/or counties in the area.

3. If Shawnee activates the system, they will coordinate through the JOCO ECC dispatch center of the activation. JOCO ECC will notify the other dispatch centers, advise them of the system activation and give the reason for activation.

4. If Shawnee activates the system, broadcast media (radio and television), and amateur radio (HAM) may be considered as an additional means of notification depending on the circumstances and action to be taken.

5. If Shawnee activates the system, a subsequent Emergency Alert System (EAS) message will be considered and must follow the Kansas State Emergency Communications Committee, Emergency Alert System (EAS) guidelines.

6. In the event that the warning system is inoperable, the Incident Commander or EOC may dispatch law enforcement and fire units to use their PA systems or other means to warn citizens.

B. Flood Warning

1. Potential floods in Shawnee fall into these general categories:
a. River flooding – Mid-February through mid-July

b. Urban flooding – All Year

2. Advance warning for flood events is critical in allowing Shawnee to prepare for and respond to flooding situations. Most floods in the area occur concurrently with heavy rain fall.

3. Urban flooding can occur all year long and can be reduced through mitigation. Urban flooding is defined by NOAA as flooding of streets, underpasses, low lying areas, or storm drains. This type of flooding is mainly an inconvenience and is generally not life threatening.

4. Flood watches and warnings originate from the Pleasant Hill office of the National Weather Service (NWS). The NWS provides real time and advanced flood prediction information through regular news releases.

5. The City of Shawnee Office of Emergency Management will disseminate urban flood information to all law enforcement and fire units, public works, director of public information, and other city departments when there is a threat of flooding.

6. Notification will normally be by Johnson County Emergency Management. If an Emergency Alert System (EAS) activation is appropriate, notify:
   a. Your Supervisor
   b. Police Dispatch
   c. JOCO ECC
   d. Johnson County Emergency Management Duty Officer
   e. Emergency Operations Manager or Shawnee Emergency Management Duty Officer

7. Detailed flood prediction information through flood outlooks, watches, warnings, advisories and real time river gauge data for the Shawnee area is available through the NWS Advanced Hydrologic Prediction Service.
C. Severe Weather Warning

1. The NWS Office in Pleasant Hill, MO, will, if possible, provide advanced weather warnings to the public through the media, e-mail subscription service and to local emergency response agencies through the EAS.

2. The City of Shawnee Office of Emergency Management will, if possible, disseminate severe weather watch and warning information to all city departments through the citywide email system.

D. Skywarn Weather Spotter Activation Criteria

1. Skywarn is a group of individuals made up of volunteers, trained to observe weather for the NWS.

2. Before or during severe weather, when weather spotters are needed, the NWS will make contact through their normal communication methods. If they are unable to make contact, and upon notification by the NWS or JOCO EMCC to The City of Shawnee Police Dispatch Center or the Designated Emergency Management Duty Officer, Dispatch or the duty officer will notify the on duty police that weather spotters are needed.

E. EOC Activation

1. The Emergency Operations Center (EOC) will be activated for all incidents requiring a significant dedication of resources and/or extraordinary interagency coordination. The City of Shawnee Emergency Operations Manager or other on duty staff will make the decision regarding EOC activation. Not all disasters require full activation. Partial activation may be appropriate with only relevant agencies and functional coordinators activated (See Basic LEOP for activation levels).

2. City of Shawnee Designated Emergency Management Duty Officer will initiate a call out of selected department personnel to respond to the weather emergency as outlined in The City of Shawnee Local Emergency Management Plan (LEOP).

F. Procedures for Reporting storm damage to the NWS

1. In an effort to improve the ability of the NWS to understand the characteristics of severe weather activity as it happens, it is important to provide basic storm situation reports from observers on the ground in near real-time.

2. All personnel and emergency responders in Shawnee will provide the City of Shawnee Emergency Operations Center (EOC), when activated, with weather observation situation reports.

3. The information will be passed on to the NWS Office in Pleasant Hill, or
the JOCO Emergency Management Office in Olathe, KS, via established channels.

G. Installation of Outdoor warning sirens

1. The City of Shawnee currently has 19 outdoor warning sirens. All sirens are activated through Johnson County Emergency Management.

H. Training of City Personnel

1. City of Shawnee personnel will be invited to attend a local weather spotter training session once every two years. The training will be based on the current local Skywarn weather spotter training curriculum designed by NWS. After taking the initial session, all personnel will be invited to attend a refresher session once every year to keep their credentials, and the weather spotter roster current.

2. The NWS training will cover the following, which may include some severe weather information that does not commonly reach disaster status in Kansas State:

   a. Introduction to NWS Skywarn weather spotter.
   b. Severe weather defined.
   c. How to spot and report: tornados, tsunamis, volcano eruptions, floods and severe weather (snow storms, ice storms, hail storms, wind storms and unusually heavy rain storms).
   d. NWS and the City of Shawnee Reporting methods
   e. City of Shawnee weather spotter activation guidelines
   f. Weather spotter tools (supplied by NWS)
V. PREPAREDNESS

A. All hazards preparedness is defined as the existence of plans, procedures, policies, training and equipment necessary to maximize the ability to prevent, respond to, and recover from major incidents.

B. Severe weather preparedness includes the range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to respond to, and recover from weather incidents.

C. The National Preparedness Guidelines and system of national preparedness are designed to include measurable readiness targets, priorities, standards for preparedness assessments and strategies.

D. Personal preparedness for severe weather events is the same as any other hazard. Make a plan, build a kit and get involved.

E. A NOAA Weather Radio or access to local TV weather coverage is a necessary tool to stay informed about severe weather and what actions to take. Shawnee public buildings including: City Hall, Police Department, Public Works, Shawnee Civic Center, and Fire Department Administration should monitor weather broadcasts if there is a threat of severe weather for the Shawnee area.

VI. RESPONSE

A. Response efforts during severe weather are nearly the same as any other emergency. Additional response efforts may include:

1. Dewatering areas including residences and businesses due to flooding.

2. Tree removal due windstorms.

3. Snow removal due to snow and ice (Shawnee Public Works Snow Removal Plan).

4. Debris removal caused by wind, tornado, snow, ice, thunderstorm, etc.

5. Storm drain clearing due to flood, snow and ice.

6. Road closures.
B. Preparing response departments prior to a severe weather event providing as much predictive information as possible can mitigate damages.

VII. RECOVERY

A. Recovery efforts may be simultaneous with response efforts. Response efforts will continue until the situation is under control and the safety of people and facilities is determined. Recovery efforts will focus on restoring property, as much as possible, to its condition prior to the event. The following actions are examples that may be necessary during recovery.

1. Continue to monitor the area for any residual after-effects as necessary.
2. Continue to coordinate and track resources and document costs.
3. Continue to keep the public informed of the recovery efforts.
4. Develop and implement long-term mitigation strategies.

B. In some severe weather events, people and pets may need to be relocated. Government response is limited to sheltering people and animals. Businesses will be responsible for their own relocation.

VIII. ANNEX DEVELOPMENT AND MAINTENANCE

A. The Emergency Operations Manager is responsible for the development and maintenance of this annex.

B. Each department will develop and adopt Standard Operating Procedures to address assigned tasks, as necessary.

IX. AUTHORITIES AND REFERENCES

A. Federal

1. Homeland Security Presidential Directives
   a. HSPD-5, Management of Domestic Incidents, Feb 28, 2003
   b. HSPD-8, National Preparedness, Dec 17, 2003
3. National Incident Management System, Mar 1, 2004

B. State

1. Revised Code of Kansas,
C. Johnson County


2. Johnson County Hazard Identification and Vulnerability Analysis, 2013

D. City of Shawnee


2. City of Shawnee Hazard Identification and Vulnerability Assessment, April 2012
Appendix 1  
Acronyms and Abbreviations

**FEMA (Federal Emergency Management Agency).** An agency of the federal government having responsibilities in hazard mitigation; FEMA also administers the National Flood Insurance Program.

**NOAA** National Oceanic and Atmospheric Administration

**NWS** National Weather Service. An agency of the Federal Government within the Department of Commerce, National Oceanic and Atmospheric Administration, which is responsible for providing observations, forecasts and warnings of meteorological and hydrological events in the interest of national safety and economy.

**SAME (Specific Area Message Encoding)** - A tone alert system which allows NOAA Weather Radio receivers equipped with the SAME feature to sound an alert for only certain weather conditions or within a limited geographic area such as a county.
Appendix 2
Terms and Definitions

100-year Flood: A statistic that indicates the magnitude of flood which can be expected to occur on average with a frequency of once every 100 years at a given point or reach on a river. The 100-year flood is usually developed from a statistical distribution that is based on historical floods. This is also called a base flood.

Action Stage: The stage which, when reached by a rising stream, represents the level where the NWS or a partner/user needs to take some type of mitigation action in preparation for possible significant hydrologic activity. The appropriate action is usually defined in weather forecast office (WFO) hydrologic services manual. Action stage can be the same as forecast issuance stage (see / forecast issuance stage/).

Advisory (Abbrev. ADVY): Highlights special weather conditions that are less serious than a warning. They are for events that may cause significant inconvenience, and if caution is not exercised, it could lead to situations that may threaten life and/or property.

Air Stagnation: A meteorological situation in which there is a major buildup of air pollution in the atmosphere. This usually occurs when the same air mass is parked over the same area for several days. During this time, the light winds cannot "cleanse" the buildup of smoke, dust, gases, and other industrial air pollution.

Air Stagnation Advisory: This National Weather Service product is issued when major buildups of air pollution, smoke, dust, or industrial gases are expected near the ground for a period of time. This usually results from a stagnant high pressure system with weak winds being unable to bring in fresh air.

ALERT: Automated Local Event Reporting in Real Time. Network of automatic rain gauges that transmit via VHF radio link when precipitation occurs. Some sites are also equipped with other sensors such as temperature, wind, pressure, river stage or tide level.

Alert Stage: The stage which, when reached by a rising stream, represents the level where appropriate officials (e.g., county sheriff, civil defense officials, or bypass gate operators) are notified of the threat of possible flooding. (Used if different from action stage, and at the discretion of the WFO or river forecast center [RFC].) The term "alert stage" is to be used instead of warning stage. Monitor stage or caution stage may be used instead of alert stage in some parts of the country.

Bankfull: The water level, or stage, at which a stream, river or lake is at the top of its banks and any further rise would result in water moving into the flood plain.

Bankfull Stage: An established gage height at a given location along a river or stream, above which a rise in water surface will cause the river or stream to overflow the lowest natural stream bank somewhere in the corresponding reach. The term "lowest bank" is however, not intended to apply to an unusually low place or a break in the natural bank through which the water inundates a small area. Bankfull stage is not necessarily the same as flood stage.
Blizzard (abbrev. BLZD): A blizzard means that the following conditions are expected to prevail for a period of 3 hours or longer: • Sustained wind or frequent gusts to 35 miles an hour or greater; and • Considerable falling and/or blowing snow (i.e., reducing visibility frequently to less than ¼ mile)

Blizzard Warning: Issued for winter storms with sustained or frequent winds of 35 mph or higher with considerable falling and/or blowing snow that frequently reduces visibility to 1/4 of a mile or less. These conditions are expected to prevail for a minimum of 3 hours.

Blowing Snow: Blowing snow is wind-driven snow that reduces surface visibility. Blowing snow can be falling snow or snow that has already accumulated but is picked up and blown by strong winds. Blowing snow is usually accompanied by drifting snow.

Blowing Snow Advisory: Issued when wind driven snow reduces surface visibility, possibly, hampering traveling. Blowing snow may be falling snow, or snow that has already accumulated but is picked up and blown by strong winds.

Catchment Area: In hydrologic terms, an area having a common outlet for its surface runoff (also see Drainage Area or Basin, Watershed).

Climate: The composite or generally prevailing weather conditions of a region, throughout the year, averaged over a series of years.

Climate Change: A non-random change in climate that is measured over several decades or longer. The change may be due to natural or human-induced causes.

Climate Outlook: A climate outlook issued by the CPC gives probabilities that conditions, averaged over a specified period, will be below-normal, normal, or above-normal.

Convergence: A contraction of a vector field; the opposite of divergence. Convergence in a horizontal wind field indicates that more air is entering a given area than is leaving at that level. To compensate for the resulting "excess," vertical motion may result: upward forcing if convergence is at low levels, or downward forcing (subsidence) if convergence is at high levels. Upward forcing from low-level convergence increases the potential for thunderstorm development (when other factors, such as instability, are favorable). Compare with confluence.

County Warning and Forecast Area: The group of counties for which a National Weather Service Forecast Office is responsible for issuing warnings and weather forecasts.

County Warning Area: The group of counties for which a National Weather Service Forecast Office is responsible for issuing warnings.

Crest: Highest point in a wave. In hydrologic terms, (1) The highest stage or level of a flood wave as it passes a point. (2) The top of a dam, dike, spillway, or weir, to which water must rise before passing over the structure.
**Dam:** In hydrologic terms, any artificial barrier which impounds or diverts water. The dam is generally hydrologically significant if it is: 1. 25 feet or more in height from the natural bed of the stream and has storage of at least 15 acre-feet. 2. Or has an impounding capacity of 50 acre-feet or more and is at least six feet above the natural bed of the stream.

**Dam Failure:** In hydrologic terms, catastrophic event characterized by the sudden, rapid, and uncontrolled release of impounded water.

**Dense Fog Advisory:** Issued when fog reduces visibility to 1/8 mile or less over a widespread area.

**Developing Gale/Storm:** In the high seas and offshore forecasts, a headline used in the warnings section to indicate that gale/storm force winds are not now occurring but are expected before the end of the forecast period.

**Direct Flood Damage:** In hydrologic terms, the damage done to property, structures, goods, etc., by a flood as measured by the cost of replacement and repairs.

**Doppler Radar:** Radar that can measure radial velocity, the instantaneous component of motion parallel to the radar beam (i.e., toward or away from the radar antenna).

**Downstream:** In the same direction as a stream or other flow, or toward the direction in which the flow is moving.

**Drainage Area:** In hydrologic terms, an area having a common outlet for its surface runoff (also see Watershed and Catchment Area). January 26, 2010 City of Shawnee CEMP Annex B – Severe Weather 2 – 3

**Drainage Basin:** In hydrologic terms, a part of the surface of the earth that is occupied by a drainage system, which consists of a surface stream or a body of impounded surface water together with all tributary surface streams and bodies of impounded surface water.

**Dredging:** In hydrologic terms, the scooping, or suction of underwater material from a harbor, or waterway. Dredging is one form of channel modification. It is often too expensive to be practical because the dredged material must be disposed of somewhere and the stream will usually fill back up with sediment in a few years. Dredging is usually undertaken only on large rivers to maintain a navigation channel.

**Drought:** is a deficiency of moisture that results in adverse impacts on people, animals, or vegetation over a sizeable area. NOAA together with its partners provides short- and long-term Drought Assessments.

**Drought Assessments:** At the end of each month, CPC issues a long-term seasonal drought assessment. On Thursdays of each week, the CPC together with NOAA National Climatic Data Center, the United States Department of Agriculture, and the National Drought Mitigation Center in Lincoln, Nebraska, issues a weekly drought assessment called the United States Drought Monitor. These assessments review national drought conditions and indicate potential impacts for various economic sectors, such as agriculture and forestry.
El Niño: A warming of the ocean current along the coasts of Peru and Ecuador that is generally associated with dramatic changes in the weather patterns of the region; a major El Niño event generally occurs every 3 to 7 years and is associated with changes in the weather patterns worldwide.

Emergency Action Plan: In hydrologic terms, a predetermined plan of action to be taken to reduce the potential for property damage and loss of life in an area affected by a dam break or excessive spillway.

Emergency Services: In hydrologic terms, services provided in order to minimize the impact of a flood that is already happening. These measures are the responsibility of city, or county emergency management staff and the owners or operators of major or critical facilities. Some examples of emergency services are flood warning and evacuation, flood response, and post flood activities.

Excessive Heat: Excessive heat occurs from a combination of high temperatures (significantly above normal) and high humidity. At certain levels, the human body cannot maintain proper internal temperatures and may experience heat stroke. The "Heat Index" is a measure of the effect of the combined elements on the body.

Excessive Heat Outlook: This CPC product, a combination of temperature and humidity over a certain number of days, is designed to provide an indication of areas of the country where people and animals may need to take precautions against the heat during May to November.

Excessive Heat Warning: Issued within 12 hours of the onset of the following criteria: heat index of at least 105°F for more than 3 hours per day for 2 consecutive days, or heat index more than 115°F for any period of time.

Excessive Heat Watch: Issued by the National Weather Service when heat indices in excess of 105°F (41ºC) during the day combined with nighttime low temperatures of 80°F (27ºC) or higher are forecast to occur for two consecutive days.

Extreme Wind Warning: Extreme Wind Warning (EWW) inform the public of the need to take immediate shelter in an interior portion of a well-built structure due to the onset of extreme tropical cyclone winds. An EWW for extreme tropical cyclone winds should be issued when both of the following criteria are met: a. Tropical cyclone is a category 3 or greater on the Saffir Simpson hurricane scale as designated by NHC, CPHC or JTWC. b. Sustained tropical cyclone surface winds of 100 knots (115 mph) or greater are occurring or are expected to occur in a WFO's county warning area within one hour.

Flash Flood: A rapid and extreme flow of high water into a normally dry area, or a rapid water level rise in a stream or creek above a predetermined flood level, beginning within six hours of the causative event (e.g., intense rainfall, dam failure, ice jam). However, the actual time threshold may vary in different parts of the country. Ongoing flooding can intensify to flash flooding in cases where intense rainfall results in a rapid surge of rising flood waters. January 26, 2010 City of Shawnee CEMP Annex B – Severe Weather 2 – 4
**Flash Flood Guidance** (FFG): Forecast guidance produced by the River Forecast Centers, often model output, specific to the potential for flash flooding (e.g., how much rainfall over a given area will be required to produce flash flooding).

**Flash Flood Statement** (FFS): In hydrologic terms, a statement by the NWS which provides follow-up information on flash flood watches and warnings.

**Flash Flood Warning**: Issued to inform the public, emergency management and other cooperating agencies that flash flooding is in progress, imminent, or highly likely.

**Flash Flood Watch**: Issued to indicate current or developing hydrologic conditions that are favorable for flash flooding in and close to the watch area, but the occurrence is neither certain or imminent.

**Flood**: Any high flow, overflow, or inundation by water which causes or threatens damage.

**Flood Categories**: Terms defined for each forecast point which describe or categorize the severity of flood impacts in the corresponding river/stream reach. Each flood category is bounded by an upper and lower stage (see Example 1). The severity of flooding at a given stage is not necessarily the same at all locations along a river reach due to varying channel/bank characteristics or presence of levees on portions of the reach. Therefore, the upper and lower stages for a given flood category are usually associated with water levels corresponding to the most significant flood impacts somewhere in the reach. The flood categories used in the NWS are:

1. **Minor Flooding**: Minimal or no property damage, but possibly some public threat.
2. **Moderate Flooding**: Some inundation of structures and roads near stream. Some evacuations of people and/or transfer of property to higher elevations
3. **Major Flooding**: Extensive inundation of structures and roads. Significant evacuations of people and/or transfer of property to higher elevations.
4. **Record Flooding**: Flooding which equals or exceeds the highest stage or discharge at a given site during the period of record keeping. Note: all three of the lower flood categories (minor, moderate, major) do not necessarily exist for a given forecast point. For example, at the level where a river reaches flood stage, it may be considered moderate flooding. However, at least one of these three flood categories must start at flood stage.

**Flood Control Storage**: In hydrologic terms, storage of water in reservoirs to abate flood damage
**Flood Crest:** Maximum height of a flood wave as it passes a certain location.

**Flood of Record:** In hydrologic terms, the highest observed river stage or discharge at a given location during the period of record keeping. (Not necessarily the highest known stage.)

**Flood Plain:** In hydrologic terms, the portion of a river valley that has been inundated by the river during historic floods.

**Flood Potential Outlook (ESF on AFOS) (FPO for Acronym):** In hydrologic terms, An NWS outlook that is issued to alert the public of potentially heavy rainfall that could send area rivers and streams into flood or aggravate an existing flood.

**Flood Prevention:** In hydrologic terms, measures that are taken in order to keep flood problems from getting worse. Planning, land acquisition, river channel maintenance, wetlands protection, and other regulations all help modify development on floodplains and watersheds to reduce their susceptibility to flood damage. Preventive measures are usually administered by the building, zoning, planning and/ or code enforcement offices of the local government.

**Flood Problems:** In hydrologic terms, problems and damages that occur during a flood as a result of human development and actions. Flood problems are a result from:

1. Inappropriate development in the floodplain (e.g., building too low, too close to the channel, or blocking flood flows);

2. Development in the watershed that increases flood flows and creates a larger floodplain, or;

3. A combination of the previous two.

**Flood Profile:** In hydrologic terms, a graph of elevation of the water surface of a river in flood, plotted as ordinate, against distance, measured in the downstream direction, plotted as abscissa. A flood profile may be drawn to show elevation at a given time, crests during a particular flood, or to show stages of concordant flows.

**Flood Stage:** An established gage height for a given location above which a rise in water surface level begins to create a hazard to lives, property, or commerce. The issuance of flood (or in some cases flash flood) warnings is linked to flood stage. Not necessarily the same as bankfull stage.

**Flood Statement (FLS):** In hydrologic terms, a statement issued by the NWS to inform the public of flooding along major streams in which there is not a serious threat to life or property. It may also follow a flood warning to give later information.

**Flood Warning (FLW):** In hydrologic terms, a release by the NWS to inform the public of flooding along larger streams in which there is a serious threat to life or property. A flood warning will usually contain river stage (level) forecasts.
Flood Watch: Issued to inform the public and cooperating agencies that current and developing hydro meteorological conditions are such that there is a threat of flooding, but the occurrence is neither certain nor imminent.

Freeze: A freeze is when the surface air temperature is expected to be 32°F or below over a widespread area for a climatologically significant period of time. Use of the term is usually restricted to adventive situations or to occasions when wind or other conditions prevent frost. "Killing" may be used during the growing season when the temperature is expected to be low enough for a sufficient duration to kill all but the hardiest herbaceous crops.

Freeze Warning: Issued during the growing season when surface temperatures are expected to drop below freezing over a large area for an extended period of time, regardless whether or not frost develops.

Freezing Rain: Rain that falls as a liquid but freezes into glaze upon contact with the ground.

Freezing Rain Advisory: Issued when freezing rain or freezing drizzle is forecast but a significant accumulation is not expected. However, even small amounts of freezing rain or freezing drizzle may cause significant travel problems.

Frost (Abbrev. FRST): Frost describes the formation of thin ice crystals on the ground or other surfaces in the form of scales, needles, feathers, or fans. Frost develops under conditions similar to dew, except the temperatures of the Earth's surface and earthbound objects falls below 32°F. As with the term "freeze," this condition is primarily significant during the growing season. If a frost period is sufficiently severe to end the growing season or delay its beginning, it is commonly referred to as a "killing frost." Because frost is primarily an event that occurs as the result of radiation cooling, it frequently occurs with a thermometer level temperature in the mid-30s.

Frost Advisory: Issued during the growing season when widespread frost formation is expected over an extensive area. Surface temperatures are usually in the mid-30s Fahrenheit.

Gale: An extra tropical low or an area of sustained surface winds of 34 (39 mph) to 47 knots (54 mph).

Gale Warning: A warning of sustained surface winds, or frequent gusts, in the range of 34 knots (39 mph) to 47 knots (54 mph) inclusive, either predicted or occurring, and not directly associated with a tropical cyclone.

Global Temperature Change: The net result of four primary factors including the greenhouse effect, changes in incoming solar radiation, altered patterns of ocean circulations, and changes in continental position, topography and/or vegetation. Three feedback mechanisms which affect global temperature change include cloud height and amount, snow and ice distribution, and atmospheric water vapor levels.
Global Warming: An overall increase in world temperatures which may be caused by additional heat being trapped by greenhouse gases.

Hail: Showery precipitation in the form of irregular pellets or balls of ice more than 5 mm in diameter, falling from a cumulonimbus cloud. January 26, 2010 City of Shawnee CEMP Annex B – Severe Weather 2 – 6

Hail Size: Typically refers to the diameter of the hailstones. Warnings and reports may report hail size through comparisons with real-world objects that correspond to certain diameters:

Description Diameter (inches) Pea 0.25 Marble or Mothball 0.50 Penny or Dime 0.75 Nickel 0.88 Quarter 1.00 Half Dollar 1.25 Walnut or Ping Pong Ball 1.50 Golf ball 1.75 Hen's Egg 2.00 Tennis Ball 2.50 Baseball 2.75 Tea Cup 3.00 Grapefruit 4.00 Softball 4.50

Hazardous Weather Outlook: A narrative statement produced by the National Weather Service, frequently issued on a routine basis, to provide information regarding the potential of significant weather expected during the next 1 to 5 days.

Hazards Assessment: CPC's Hazards Assessment provides emergency managers, planners, forecasters and the public advance notice of potential hazards related to climate, weather and hydrological events.

Heat Advisory: Issued within 12 hours of the onset of the following conditions: heat index of at least 105°F but less than 115°F for less than 3 hours per day, or nighttime lows above 80°F for 2 consecutive days.

Heat Wave: A period of abnormally and uncomfortably hot and unusually humid weather. Typically a heat wave lasts two or more days.

Heavy Snow: This generally means snowfall accumulating to 4" or more in depth in 12 hours or less; or snowfall accumulating to 6" or more in depth in 24 hours or less. In forecasts, snowfall amounts are expressed as a range of values, e.g., "8 to 12 inches." However, in heavy snow situations where there is considerable uncertainty concerning the range of values, more appropriate phrases are used, such as "up to 12 inches..." or alternatively "...8 inches or more..."

Heavy Snow Warning: Issued by the National Weather Service when snowfall of 6 inches (15 cm) or more in 12 hours or 8 inches (20 cm) or more in 24 hours is imminent or occurring. These criteria are specific for the Midwest and may vary regionally.

Heavy Surf Advisory: An advisory issued by the National Weather Service for fast moving deep water waves which can result in big breaking waves in shallow water (the surf zone).

High Surf: Large waves breaking on or near the shore resulting from swells spawned by a distant storm.
High Surf Advisory: A High Surf Advisory is issued when breaking wave action poses a threat to life and property within the surf zone. High surf criteria vary by region. High Surf Advisories are issued using the Coastal and Lakeshore Hazard Message (CFW) product.

High Surf Warning: A High Surf Warning is issued when breaking wave action results in an especially heightened threat to life and property within the surf zone. High surf criteria vary by region. High Surf Warnings are issued using the Coastal and Lakeshore Hazard Message (CFW) product.

High Wind: Sustained wind speeds of 40 mph or greater lasting for 1 hour or longer, or winds of 58 mph or greater for any duration.

High Wind Advisory: This product is issued by the National Weather Service when high wind speeds may pose a hazard. The criteria for this advisory vary from state to state. In Michigan, the criteria is sustained non-convective (not related to thunderstorms) winds greater than or equal to 30 mph lasting for one hour or longer, or winds greater than or equal to 45 mph for any duration.

High Wind Warning: This product is issued by the National Weather Service when high wind speeds may pose a hazard or is life threatening. The criteria for this warning vary from state to state. In Michigan, the criteria is sustained non-convective (not related to thunderstorms) winds greater than or equal to 40 mph lasting for one hour or longer, or winds greater than or equal to 58 mph for any duration.

High Wind Watch: This product is issued by the National Weather Service when there is the potential of high wind speeds developing that may pose a hazard or is life threatening. The criteria for this watch vary from state to state. In Michigan, the criteria is the potential for sustained non-convective (not related to thunderstorms) winds greater than or equal to 40 mph and/or gusts greater than or equal to 58 mph.

Ice Pellets: (abbrev. IP) Same as Sleet; defined as pellets of ice composed of frozen or mostly frozen raindrops or refrozen partially melted snowflakes. These pellets of ice usually bounce after hitting the ground or other hard surfaces. Heavy sleet is a relatively rare event defined as an accumulation of ice pellets covering the ground to a depth of ½” or more.

Ice Storm: An ice storm is used to describe occasions when damaging accumulations of ice are expected during freezing rain situations. Significant accumulations of ice pull down trees and utility lines resulting in loss of power and communication. These accumulations of ice make walking and driving extremely dangerous. Significant ice accumulations are usually accumulations of ¼” or greater.

Ice Storm Warning: This product is issued by the National Weather Service when freezing rain produces a significant and possibly damaging accumulation of ice. The criteria for this warning varies from state to state, but typically will be issued any time more than 1/4” of ice is expected to accumulate in an area.
**Inversion** (abbrev. INVRN): Generally, a departure from the usual increase or decrease in an atmospheric property with altitude. Specifically it almost always refers to a temperature inversion, i.e., an increase in temperature with height, or to the layer within which such an increase occurs. An inversion is present in the lower part of a cap.

**Jet Stream** (abbrev. JSTR): Relatively strong winds concentrated in a narrow stream in the atmosphere, normally referring to horizontal, high-altitude winds. The position and orientation of jet streams vary from day to day. General weather patterns (hot/cold, wet/dry) are related closely to the position, strength and orientation of the jet stream (or jet streams). A jet stream at low levels is known as a low-level jet.

**Knot** (abbrev. Kt): Unit of speed used in navigation, equal to 1 nautical mile (the length of 1 minute latitude) per hour or about 1.15 statute miles per hour, or 0.5 meters/sec).

**La Niña**: La Niña, a phase of ENSO, is a periodic cooling of surface ocean waters in the eastern tropical Pacific along with a shift in convection in the western Pacific further west than the climatologically average. These conditions affect weather patterns around the world. The preliminary CPC definition of La Niña is a phenomenon in the equatorial Pacific Ocean characterized by a negative sea surface temperature departure from normal. **Levee** (Dike): In hydrologic terms, a long, narrow embankment usually built to protect land from flooding. If built of concrete or masonry the structure is usually referred to as a flood wall. Levees and floodwalls confine stream flow within a specified area to prevent flooding. The term "dike" is used to describe an embankment that blocks an area on a reservoir or lake rim that is lower than the top of the dam.

**Major Flooding**: A general term including extensive inundation and property damage. (Usually characterized by the evacuation of people and livestock and the closure of both primary and secondary roads.)

**Marine Inversion**: Temperature inversion produced when cold marine air underlies warmer air.

**Marine Push**: A replacement of the current air mass with air from off the ocean. Temperatures are much cooler and relative humidity much higher. The air mass is generally much more stable in this situation.

**Marine Small Craft Wind Warning**: A marine warning issued by Environment Canada Atmospheric Environment Branch for winds which are forecasted to be in the 20-33 knot range inclusive.

**Marine Weather Statement**: A National Weather Service product to provide mariners with details on significant or potentially hazardous conditions not otherwise covered in existing marine warnings and forecasts. Marine weather statements are also used to supplement special marine warnings.

**Minor Flooding**: A general term indicating minimal or no property damage but possibly some public inconvenience.

**Moderate Flooding**: The inundation of secondary roads; transfer to higher elevation
necessary to save property -- some evacuation may be required.

**Monitor Stage:** The stage which, when reached by a rising stream, represents the level where appropriate officials (e.g., county sheriff, civil defense officials, or bypass gate operators) are notified of the threat of possible flooding. (Used if different from action stage, and at the discretion of the WFO or river forecast center [RFC].) The term "alert stage" is to be used instead of warning stage. Monitor stage or caution stage may be used instead of alert stage in some parts of the country. see/ alert stage/.

**Mud Slide:** Fast moving soil, rocks and water that flow downhill during a heavy downpour of rain.

**NOAA Weather Radio:** "The voice of the National Weather Service" - NOAA Weather Radio broadcasts National Weather Service warnings, watches, forecasts and other hazard information 24 hours a day. It is provided as a public service by NOAA. The NOAA Weather Radio network has more than 480 stations in the 50 states and near adjacent coastal waters, Puerto Rico, the U.S. Virgin Islands and U.S. Pacific Territories.

**Ponding:** In hydrologic terms, in flat areas, runoff collects, or ponds in depression and cannot drain out. Flood waters must infiltrate slowly into the soil, evaporate, or be pumped out.

**Public Information Statement:** A narrative statement issued by a National Weather Service Forecast Office that can be used for:

1. A current or expected nonhazardous event of general interest to the public that can usually be covered with a single message (e.g., unusual atmospheric phenomena such as sun dogs, halos, rainbows, aurora borealis, lenticular clouds, and stories about a long-term dry/cold/wet/warm spell).

2. Public educational information and activities, such as storm safety rules, awareness activities, storm drills, etc.

3. Information regarding service changes, service limitations, interruptions due to reduced or lost power or equipment outages, or special information clarifying interpretation of NWS data. For example, this product may be used to inform users of radar equipment outages or special information clarifying interpretation of radar data originating from an unusual source which may be mistaken for precipitation (such as chaff drops, smoke plumes, etc., that produces echoes on the radar display.)
Public Severe Weather Outlook: These are issued when the Storm Prediction Center (SPC) in Norman, Oklahoma anticipates an especially significant and/or widespread outbreak of severe weather. This outlook will stress the seriousness of the situation, defines the threat area, and provides information on the timing of the outbreak. The lead time on this outlook is normally less than 36 hours prior to the severe weather event.

Rain Shadow: An area of reduced precipitation on the lee side of a mountain barrier caused by warming of air and dissipation of cloudiness as air descends the barrier.

Red Flag: This is a fire weather program which highlights the onset of critical weather conditions conducive to extensive wildfire occurrences.

Red Flag Warning: A term used by fire-weather forecasters to call attention to limited weather conditions of particular importance that may result in extreme burning conditions. It is issued when it is an on-going event or the fire weather forecaster has a high degree of confidence that Red Flag criteria will occur within 24 hours of issuance. Red Flag criteria occurs whenever a geographical area has been in a dry spell for a week or two, or for a shorter period, if before spring green-up or after fall color, and the National Fire Danger Rating System (NFDRS) is high to extreme and the following forecast weather parameters are forecasted to be met:

1. A sustained wind average 15 mph or greater and
2. Relative humidity less than or equal to 25 percent and
3. A temperature of greater than 75 degrees F. In some states, dry lightning and unstable air are criteria. A Fire Weather Watch may be issued prior to the Red Flag Warning.

River Basin: In hydrologic terms, drainage area of a river and its tributaries.

River Flood Statement: This product is used by the local National Weather Service Forecast Office (NWFO) to update and expand the information in the River Flood Warning. This statement may be used in lieu of a warning if flooding is forecasted, imminent, or existing and it presents no threat to life or property. The statement will also be used to terminate a River Flood Warning.
**River Flood Warning:** This product is issued by the local National Weather Service Forecast Office (NWFO) when forecast points (those that have formal gaging sites and established flood stages) at specific communities or areas along rivers where flooding has been forecasted, is imminent, or is in progress. Flooding is defined as the inundation of normally dry areas as a result of increased water levels in an established water course. The flood warning is based on the RVF product from the River Forecast Center (RFC) in Minneapolis, Minnesota. The flood warning normally specifies crest information. It usually occurs 6 hours or later after the causative event and it is usually associated with widespread heavy rain and/or snow melt or ice jams. It will contain the forecast point covered by the warning, the current stage (if it is available), and the established flood stage. It will also contain the forecasted crest from the River Forecast Center (RFC) in Minneapolis, Minnesota. From this forecasted crest, the NWFO will be able to determine which areas will be affected by the river flooding. This information will be included in the warning. Finally, the statement will include a site/event specific call to action.

**River Flooding:** The rise of a river to an elevation such that the river overflows its natural banks causing or threatening damage.

**River Forecast:** An internal product issued by RFCs to other NWS offices. An RVF contains stage and/or flow forecasts for specific locations based on existing, and forecasted hydrometeorology conditions. The contents of these products are used by the HSA office to prepare Flood Warnings (FLW), Flood Statements (FLS), River Statements (RVS), as well as other products available to the public.

**River Gage:** A device for measuring the river stage.

**River Statement:** A NWS product issued to communicate notable hydrologic conditions which do not involve flooding, i.e., within river bank rises, minor ice jams, etc.

**River System:** In hydrologic terms, all of the streams and channels draining a river basin.

**Seiche:** A standing wave oscillation of water in large lakes usually created by strong winds and/or a large barometric pressure gradient.

**Severe Local Storm:** A convective storm that usually covers a relatively small geographic area, or moves in a narrow path, and is sufficiently intense to threaten life and/or property. Examples include severe thunderstorms with large hail, damaging wind, or tornadoes. Although cloud-to-ground lightning is not a criterion for severe local storms, it is acknowledged to be highly dangerous and a leading cause of deaths, injuries, and damage from thunderstorms. A thunderstorm need not be severe to generate frequent cloud-to-ground lightning. Additionally, excessive localized convective rains are not classified as severe storms but often are the product of severe local storms. Such rainfall may result in related phenomena (flash floods) that threaten life and property.

**Severe Local Storm Watch:** An alert issued by the National Weather Service for the contiguous U.S. and its adjacent waters of the potential for severe thunderstorms or tornadoes.
Severe Thunderstorm: A thunderstorm that produces a tornado, winds of at least 58 mph (50 knots), and/or hail at least ¾" in diameter. Structural wind damage may imply the occurrence of a severe thunderstorm. A thunderstorm wind equal to or greater than 40 mph (35 knots) and/or hail of at least ½" is defined as approaching severe.

Severe Thunderstorm Warning: This is issued when either a severe thunderstorm is indicated by weather radar or a spotter reports a thunderstorm producing hail 3/4 inch or larger in diameter and/or winds equal or exceed 58 miles an hour; therefore, people in the affected area should seek safe shelter immediately. Severe thunderstorms can produce tornadoes with little or no advance warning. Lightning frequency is not a criterion for issuing a severe thunderstorm warning. They are usually issued for the duration of one hour. They can be issued without a Severe Thunderstorm Watch being already in effect. Like a Tornado Warning, the Severe Thunderstorm Warning is issued by your National Weather Service Forecast Office (NWFO). Severe Thunderstorm Warnings will include where the storm was located, what towns will be affected by the severe thunderstorm, and the primary threat associated with the severe thunderstorm warning. If the severe thunderstorm is also causing torrential rains, this warning may also be combined with a Flash Flood Warning. If there is an ampersand (&) symbol at the bottom of the warning, it indicates that the warning was issued as a result of a severe weather report. After it has been issued, the affected NWFO will follow it up periodically with Severe Weather Statements. These statements will contain updated information on the severe thunderstorm and they will also let the public know when the warning is no longer in effect.

Severe Thunderstorm Watch: This is issued by the National Weather Service when conditions are favorable for the development of severe thunderstorms in and close to the watch area. A severe thunderstorm by definition is a thunderstorm that produces 3/4 inch hail or larger in diameter and/or winds equal or exceed 58 miles an hour. The size of the watch can vary depending on the weather situation. They are usually issued for the duration of 4 to 8 hours. They are normally issued well in advance of the actual occurrence of severe weather. During the watch, people should review severe thunderstorm safety rules and be prepared to move to a place of safety if threatening weather approaches. A Severe Thunderstorm Watch is issued by the Storm Prediction Center in Norman, Oklahoma. Prior to the issuance of a Severe Thunderstorm Watch, SPC will usually contact the affected local National Weather Service Forecast Office (NWFO) and they will discuss what their current thinking is on the weather situation. Afterwards, SPC will issue a preliminary Severe Thunderstorm Watch and then the affected NWFO will then adjust the watch (adding or eliminating counties/parishes) and then issue it to the public by way of a Watch Redefining Statement. During the watch, the NWFO will keep the public informed on what is happening in the watch area and also let the public know when the watch has expired or been cancelled.

Severe Weather Potential Statement: This statement is designed to alert the public and state/local agencies to the potential for severe weather up to 24 hours in advance. It is issued by the local National Weather Service office.

Severe Weather Probability: Radar products algorithm displays numerical values proportional to the probability that a storm will produce severe weather within 30 minutes. Values determined using a statistical regression equation which analyzes output from the VIL algorithm. It is used to quickly identify the most significant thunderstorms.
Severe Weather Statement: A National Weather Service product which provides follow up information on severe weather conditions (severe thunderstorm or tornadoes) which have occurred or are currently occurring.

Significant Weather Outlook: A narrative statement produced by the National Weather Service, frequently issued on a routine basis, to provide information regarding the potential of significant weather expected during the next 1 to 5 days.

SKYWARN: A nationwide network of volunteer weather spotters who report to and are trained by the National Weather Service. These spotters report many forms of significant or severe weather such as Severe Thunderstorms, Tornadoes, Hail, Heavy Snow, or Flooding. Contact your local National Weather Service Forecast Office to learn about SKYWARN activities in your area.

Sleet (PL): Sleet is defined as pellets of ice composed of frozen or mostly frozen raindrops or refrozen partially melted snowflakes. These pellets of ice usually bounce after hitting the ground or other hard surfaces. Heavy sleet is a relatively rare event defined as an accumulation of ice pellets covering the ground to a depth of ½" or more.

Sleet Warning: Issued when accumulation of sleet in excess of 1/2" is expected; this is a relatively rare scenario. Usually issued as a winter storm warning for heavy sleet.

Small Craft Advisory (SCA): An advisory issued by coastal and Great Lakes Weather Forecast Offices (WFO) for areas included in the Coastal Waters Forecast or Nearshore Marine Forecast (NSH) products. Thresholds governing the issuance of small craft advisories are specific to geographic areas. A Small Craft Advisory may also be issued when sea or lake ice exists that could be hazardous to small boats. There is no precise definition of a small craft. Any vessel that may be adversely affected by Small Craft Advisory criteria should be considered a small craft. Other considerations include the experience of the vessel operator, and the type, overall size, and sea worthiness of the vessel. • Sustained winds of 21 to 33 knots, potentially in combination with wave heights exceeding 10 feet (or wave steepness values exceeding local thresholds). "Frequent gusts" are typically long duration conditions (greater than 2 hours).

Small Stream Flooding: In hydrologic terms, flooding of small creeks, streams, or runs.

Snow Advisory: This product is issued by the National Weather Service when a low pressure system produces snow that may cause significant inconveniences but do not meet warning criteria and if caution is not exercised could lead to life threatening situations. The advisory criteria vary from area to area. If the forecaster feels that it is warranted, he or she can issued it for amounts less than the minimum criteria. For example, it may be issued for the first snow of the season or when snow has not fallen in long while.

Snow Stake: A 1-3/4 inch square, semi-permanent stake, marked in inch increments to measure snow depth.

Snow Stick: A portable rod used to measure snow depth.
Snowboard: A flat, solid, white material, such as painted plywood, approximately two feet square, which is laid on the ground, or snow surface by weather observers to obtain more accurate measurements of snowfall and water content.

Special Fire Weather: Meteorological services uniquely required by user agencies which cannot be provided at an NWS office during normal working hours. Examples are on-site support, weather observer training, and participation in user agency training activities.

Special Marine Warning (SMW): A warning product issued for potentially hazardous weather conditions usually of short duration (up to 2 hours) producing sustained marine thunderstorm winds or associated gusts of 34 knots or greater; and/or hail 3/4 inch or more in diameter; and/or waterspouts affecting areas included in a Coastal Waters Forecast, a Nearshore Marine Forecast, or a Great Lakes Open Lakes Forecast that is not adequately covered by existing marine warnings. Also used for short duration mesoscale events such as a strong cold front, gravity wave, squall line, etc., lasting less than 2 hours and producing winds or gusts of 34 knots or greater.

Stage: The level of the water surface of a river or stream above an established datum at a given location. Storm: Any disturbed state of the atmosphere, especially affecting the Earth’s surface, and strongly implying destructive and otherwise unpleasant weather. Storms range in scale from tornadoes and thunderstorms to tropical cyclones to synoptic-scale extra tropical cyclones.

Storm Surge: An abnormal rise in sea level accompanying a hurricane or other intense storm, whose height is the difference between the observed level of the sea surface and the level that would have occurred in the absence of the cyclone. Storm surge is usually estimated by subtracting the normal or astronomic tide from the observed storm tide.

Storm Warning: A warning of sustained surface winds, or frequent gusts, in the range of 48 knots (55 mph) to 63 knots (73 mph) inclusive, either predicted or occurring, and not directly associated with a tropical cyclone.

Surge: In solar-terrestrial terms, a jet of material from active regions that reaches coronal heights and then either fades or returns into the chromosphere along the trajectory of ascent.

Temperature Inversion (surface-based or elevated): a layer of the atmosphere in which air temperature increases with height. When the layer's base is at the surface, the layer is called a surface-based temperature inversion; when the base of the layer is above the surface, the layer is called an elevated temperature inversion.

Thunder: The sound caused by rapidly expanding gases in a lightning discharge.

Thunderstorm: A local storm produced by a cumulonimbus cloud and accompanied by lightning and thunder.
**Tornado:** A violently rotating column of air, usually pendant to a cumulonimbus, with circulation reaching the ground. It nearly always starts as a funnel cloud and may be accompanied by a loud roaring noise. On a local scale, it is the most destructive of all atmospheric phenomena.

**Tornado Warning:** This is issued when a tornado is indicated by radar or sighted by spotters; therefore, people in the affected area should seek safe shelter immediately. They can be issued without a Tornado Watch being already in effect. They are usually issued for the duration of around 30 minutes. A Tornado Warning is issued by your local National Weather Service office (NWFO). It will include where the tornado was located and what towns will be in its path. If the thunderstorm which is causing the tornado is also producing torrential rains, this warning may also be combined with a Flash Flood Warning. If there is an ampersand (&) symbol at the bottom of the warning, it indicates that the warning was issued as a result of a severe weather report. After it has been issued, the affected NWFO will follow it up periodically with Severe Weather Statements. These statements will contain updated information on the tornado and they will also let the public know when warning is no longer in effect.

**Tornado Watch:** This is issued by the National Weather Service when conditions are favorable for the development of tornadoes in and close to the watch area. Their size can vary depending on the weather situation. They are usually issued for the duration of 4 to 8 hours. They normally are issued well in advance of the actual occurrence of severe weather. During the watch, people should review tornado safety rules and be prepared to move to a place of safety if threatening weather approaches. A Tornado Watch is issued by the Storm Prediction Center (SPC) in Norman, Oklahoma. Prior to the issuance of a Tornado Watch, SPC will usually contact the affected local National Weather Forecast Office (NWFO) and they will discuss what their current thinking is on the weather situation. Afterwards, SPC will issue a preliminary Tornado Watch and then the affected NWFO will then adjust the watch (adding or eliminating counties/parishes) and then issue it to the public. After adjusting the watch, the NWFO will let the public know which counties are included by way of a Watch Redefining Statement. During the watch, the NWFO will keep the public informed on what is happening in the watch area and also let the public know when the watch has expired or been cancelled.
Tsunami: A series of long-period waves (on the order of tens of minutes) that are usually generated by an impulsive disturbance that displaces massive amounts of water, such as an earthquake occurring on or near the sea floor. Underwater volcanic eruptions and landslides can also cause tsunami. The resultant waves much the same as waves propagating in a calm pond after a rock is tossed. While traveling in the deep oceans, tsunami have extremely long wavelengths, often exceeding 50 nm, with small amplitudes (a few tens of centimeters) and negligible wave steepness, which in the open ocean would cause nothing more than a gentle rise and fall for most vessels, and possibly go unnoticed. Tsunami travel at very high speeds, sometimes in excess of 400 knots. Across the open oceans, these high-speed waves lose very little energy. As tsunamis reach the shallow waters near the coast, they begin to slow down while gradually growing steeper, due to the decreasing water depth. The building walls of destruction can become extremely large in height, reaching tens of meters 30 feet or more as they reach the shoreline. The effects can be further amplified where a bay, harbor, or lagoon funnels the waves as they move inland. Large tsunamis have been known to rise to over 100 feet! The amount of water and energy contained in tsunami can have devastating effects on coastal areas.

Tsunami Advisory: For products of the Pacific Tsunami Warning Center (PTWC - Pacific (except Alaska, British Columbia and Western States) Hawaii, Caribbean (except Puerto Rico, Virgin Is.), Indian Ocean): The third highest level of tsunami alert. Advisories are issued to coastal populations within areas not currently in either warning or watch status when a tsunami warning has been issued for another region of the same ocean. An Advisory indicates that an area is either outside the current warning and watch regions or that the tsunami poses no danger to that area. The Center will continue to monitor the event, issuing updates at least hourly. As conditions warrant, the Advisory will either be continued, upgraded to a watch or warning, or ended. For products of the West Coast/Alaska Tsunami Warning Center (WC/ATWC - Alaska, British Columbia and Western States, Canada, Eastern and Gulf States, Puerto Rico, U.S Virgin Islands): A tsunami advisory is issued due to the threat of a potential tsunami which may produce strong currents or waves dangerous to those in or near the water. Coastal regions historically prone to damage due to strong currents induced by tsunamis are at the greatest risk. The threat may continue for several hours after the arrival of the initial wave, but significant widespread inundation is not expected for areas under an advisory. Appropriate actions to be taken by local officials may include closing beaches, evacuating harbors and marinas, and the repositioning of ships to deep waters when there is time to safely do so. Advisories are normally updated to continue the advisory, expand/contract affected areas, upgrade to a warning, or cancel the advisory.

Tsunami Information Statement: A tsunami information statement is issued to inform emergency management officials and the public that an earthquake has occurred, or that a tsunami warning, watch or advisory has been issued for another section of the ocean. In most cases, information statements are issued to indicate there is no threat of a destructive tsunami and to prevent unnecessary evacuations as the earthquake may have been felt in coastal areas. An information statement may, in appropriate situations, caution about the possibility of destructive local tsunamis. Information statements may be re-issued with additional information, though normally these messages are not updated. However, a watch, advisory or warning may be issued for the area, if necessary, after analysis and/or updated information becomes available.
**Tsunami Warning:** For products of the Pacific Tsunami Warning Center (PTWC - Pacific (except Alaska, British Columbia and Western States) Hawaii, Caribbean (except Puerto Rico, Virgin Is.), Indian Ocean): The highest level of tsunami alert. Warnings are issued due to the imminent threat of a tsunami from a large undersea earthquake or following confirmation that a potentially destructive tsunami is underway. They may initially be based only on seismic information as a means of providing the earliest possible alert. Warnings advise that appropriate actions be taken in response to the tsunami threat. Such actions could include the evacuation of low-lying coastal areas and the movement of boats and ships out of harbors to deep water. Warnings are updated at least hourly or as conditions warrant to continue, expand, restrict, or end the warning. For products of the West Coast/Alaska Tsunami Warning Center (WC/ATWC - Alaska, British Columbia and Western States, Canada, Eastern and Gulf States, Puerto Rico, U.S Virgin Islands): A tsunami warning is issued when a potential tsunami with significant widespread inundation is imminent or expected. Warnings alert the public that widespread, dangerous coastal flooding accompanied by powerful currents is possible and may continue for several hours after arrival of the initial wave. Warnings also alert emergency management officials to take action for the entire tsunami hazard zone. Appropriate actions to be taken by local officials may include the evacuation of low-lying coastal areas, and the repositioning of ships to deep waters when there is time to safely do so. Warnings may be updated, adjusted geographically, downgraded, or canceled. To provide the earliest possible alert, initial warnings are normally based only on seismic information.

**Tsunami Watch:** For products of the Pacific Tsunami Warning Center (PTWC - Pacific (except Alaska, British Columbia and Western States) Hawaii, Caribbean (except Puerto Rico, Virgin Is.), Indian Ocean): The second highest level of tsunami alert. Watches are issued based on seismic information without confirmation that a destructive tsunami is underway. It is issued as a means of providing an advance alert to areas that could be impacted by destructive tsunami waves. Watches are updated at least hourly to continue them, expand their coverage, upgrade them to a Warning, or end the alert. A Watch for a particular area may be included in the text of the message that disseminates a Warning for another area. For products of the West Coast/Alaska Tsunami Warning Center (WC/ATWC - Alaska, British Columbia and Western States, Canada, Eastern and Gulf States, Puerto Rico, U.S Virgin Islands): A tsunami watch is issued to alert emergency management officials and the public of an event which may later impact the watch area. The watch area may be upgraded to a warning or advisory - or canceled - based on updated information and analysis. Therefore, emergency management officials and the public should prepare to take action. Watches are normally issued based on seismic information without confirmation that a destructive tsunami is underway.

**U.S. Geological Survey:** (Abbrev. USGS) - The Federal Agency chartered in 1879 by congress to classify public lands, and to examine the geologic structure, mineral resources, and products of the national domain. As part of its mission, the USGS provides information and data on the Nation’s rivers and streams that are useful for mitigation of hazards associated with floods and droughts.

**Upstream:** Towards the source of flow, or located in the area from which the flow is coming.
**Urban and Small Stream Flood Advisory:** This advisory alerts the public to flooding which is generally only an inconvenience (not life-threatening) to those living in the affected area. These are issued when heavy rain will cause flooding of streets and low-lying places in urban areas. Also used if small rural or urban streams are expected to reach or exceed bankfull. Some damage to homes or roads could occur.

**Urban and Small Stream Flooding:** Flooding of small streams, streets, and low-lying areas, such as railroad underpasses and urban storm drains. This type of flooding is mainly an inconvenience and is generally not life threatening nor is it significantly damaging to property.

**Urban Flash Flood Guidance:** A specific type of flash flood guidance which estimates the average amount of rain needed over an urban area during a specified period of time to initiate flooding on small, ungaged streams in the urban area.

**Urban Flooding:** Flooding of streets, underpasses, low lying areas, or storm drains. This type of flooding is mainly an inconvenience and is generally not life threatening.

**Warning:** A warning is issued when a hazardous weather or hydrologic event is occurring, is imminent, or has a very high probability of occurring. A warning is used for conditions posing a threat to life or property.

**Watch:** A watch is used when the risk of a hazardous weather or hydrologic event has increased significantly, but its occurrence, location, and/or timing is still uncertain. It is intended to provide enough lead time so that those who need to set their plans in motion can do so.

**Watch Cancellation:** This product will be issued to let the public know when either a Tornado Watch or Severe Thunderstorm Watch has been canceled early. It is issued by the Storm Prediction Center (SPC) in Norman, Oklahoma. In the text of the statement it will specify the severe weather watch number and the area which the watch covered.

**Weather:** The state of the atmosphere with respect to wind, temperature, cloudiness, moisture, pressure, etc. **Weather** refers to these conditions at a given point in time (e.g., today's high temperature), whereas **Climate** refers to the "average" weather conditions for an area over a long period of time (e.g., the average high temperature for today's date).

**Wind Advisory:** A sustained wind 25 to 39 mph and/or gusts to 57 mph. Issuance are normally site specific. However, winds of this magnitude occurring over an area that frequently experiences such winds

**Wind Chill:** Reference to the **Wind Chill Factor:** increased wind speeds accelerate heat loss from exposed skin, and the wind chill is a measure of this effect. No specific rules exist for determining when wind chill becomes dangerous. As a general rule, the threshold for potentially dangerous wind chill conditions is about -20°F.

**Wind Chill Advisory:** The National Weather Service issues this product when the wind chill could be life threatening if action is not taken. The criteria for this warning vary from state to state.
Wind Chill Factor: Increased wind speeds accelerate heat loss from exposed skin. No specific rules exist for determining when wind chill becomes dangerous. As a general rule, the threshold for potentially dangerous wind chill conditions is about -20°F.

Wind Chill Warning: The National Weather Service issues this product when the wind chill is life threatening. The criteria for this warning vary from state to state.

Winter Storm Warning: This product is issued by the National Weather Service when a winter storm is producing or is forecast to produce heavy snow or significant ice accumulations. The criteria for this warning can vary from place to place.

Winter Storm Watch: This product is issued by the National Weather Service when there is a potential for heavy snow or significant ice accumulations, usually at least 24 to 36 hours in advance. The criteria for this watch can vary from place to place.

Winter Weather Advisory: This product is issued by the National Weather Service when a low pressure system produces a combination of winter weather (snow, freezing rain, sleet, etc.) that present a hazard, but does not meet warning criteria.
Appendix 3
Weather Observation Situation Report

Eastern Kansas Reporting Criteria

CALL THE POLICE DEPARTMENT DISPATCH CENTER IF YOU OBSERVE ANY OF THE FOLLOWING:

I. TORNADO, FUNNEL CLOUD, WALL CLOUD – Location, time, and direction of movement. Is it still visible? Watch for rotation in the cloud(s). Any damage?

II. HAIL – Pea-sized or larger. Any damage?

III. LIGHTNING – Frequent (4 or more per minute) cloud-to-ground lightning in forested areas.

IV. DAMAGING WINDS – Trees/power lines knocked down, damage to homes, etc. If you have an anemometer, report any sustained winds over 35 MPH or gusts over 50 mph. Can also use the Beaufort scale for an estimate. Note: sustained winds are a one minute average

V. HEAVY RAIN – One-half (0.50) inch in one hour. Two inches or more in 24 hours or less.

VI. FLOODING – OF ANY KIND! Are waters rising or falling? Any damage, mud or rock slides, and/or roads blocked?

VII. SNOW – The NWS is especially interested in reports when snow is falling and radar echoes are not always able to detect the amount of snowfall and conditions on the ground. Please pass on the following information to your weather service office. Measurements in excess of 2". Wind can cause reduced visibility and drifting. Report measurements to nearest 1/10"

VIII. FREEZING PRECIPITATION – Any accumulation of sleet or freezing rain/drizzle.

IX. POOR VISIBILITY – Reduced visibility adversely impacting transportation. Less than one-half miles for: BLOWING DUST. Less than 300 feet for: DENSE FOG and BLOWING SNOW.
X. WEATHER SPOTTER REPORTING ADDITIONAL CONSIDERATIONS

Information you might include or be asked when providing spotter reports.

A. Basic questions

1. Where are you (city/town and/or direction and distance from city/town)?
2. What is your spotter number?

B. Tornados, waterspouts, funnel clouds, wall cloud. (Criteria, whenever you see one of these.)

1. Where are you?
2. Where is the tornado? Funnel cloud? Wall cloud?
3. Can you see it right now?
4. What direction is it moving?
5. Is it on the ground right now (for tornados)?
6. How long has it been on the ground (tornados)?
7. Can you see any damage?
8. If it is over already, what time did it happen?
9. Is it a well-defined wall cloud, or is it mainly some rotation of some cloud fragments?

C. Hail (Criteria, 1/4 inch or larger.)

1. How big is the hail (diameter in inches)?
2. How much is on the ground?
3. Is it still hailing?
4. If it is not hailing at the moment, when did it stop?
5. Which direction is the cell that produced the hail moving?
6. Have you heard any thunder?
7. Have you had any heavy rain?
8. Have you had any strong winds?
9. Do you see any rotation in the clouds?
D. Lightning (Criteria, Frequent (4 or more per minute) cloud-to-ground lightning strikes.)

1. How frequent has the lightning been?
2. Is it still going on right now, or did it end a little bit ago?
3. Where is the thunderstorm from where you are?
4. Which direction is the thunderstorm moving?
5. Have you had any hail? Heavy rain? Strong winds?
6. Do you see any rotation in the clouds?

E. High Winds. (Criteria, sustained winds over 35 MPH, gusts over 50MPH, trees/power lines knocked down, damage to homes, etc.)

1. If you have a weather station.
   a. What is the average wind speed right now (averaged over a minute)?
   b. How high has it been gusting to in the past 10 minutes?
   c. What is the highest gust you’ve had so far?
   d. When did that highest gust take place?
   e. What is the average wind direction (N, S, E, W, SW, NW, NE, SE)?
   f. Have you had any wind damage?
   g. Trees, branches, blown down (and rough diameter of the tree of Branch)
   h. Any damage to the house? Out-building?
   i. Have you heard of any damage or power outages elsewhere in your neighborhood?

2. If you don’t have a weather station.
a. What is the Beaufort scale wind speed and corresponding number of the strongest wind you’ve observe?

b. When did that strongest wind take place?

c. What is the average wind direction (N, S, E, W, SW, NW, NE, SE)?

d. Have you had any wind damage?

e. Trees, branches, blown down (and rough diameter of the tree of branch)

f. Any damage to the house? Out-building?

g. Have you heard of any damage or power outages elsewhere in your neighborhood?

h. Heavy Rain (Criteria, ½ inch (0.50) in one hour. Two inches or more in 24 hours or less.)

1) How much rain has accumulated?

2) Over what time period have you measured it (from when to when)?

3) Is it still raining?

4) How hard is it raining (light, moderate, heavy)?

5) Have you had, or are you aware of any flooding?

6) Have you heard of any damage from flooding? Any roads flooded?

7) Have you heard of any mudslides or landslides?
F. Flooding (Criteria, flooding of any kind!)

1. Where is the flooding?

2. Are waters rising or falling?

3. How deep is the water (don’t measure, be safe and just estimate it)?

4. Are there any roads flooded?

5. Are there any mudslides or rock slides?

6. Is there any damage from the flooding that you are aware of?

G. Snowfall. (Criteria, 1 inch or more per hour, 4 inches or more in 12 hours or less.)

1. For New snow events.
   a. How much snow on the ground (for new events)? (snow depth in inches)
   b. Is it still snowing?
   c. How hard is it snowing?
   d. What is the current temperature?
   e. What is the current dew point temperature (if you have a weather station)?

2. For on-going snow events where you already had old snow on the ground.
   a. How much NEW snow have you had?
   b. What is your total snow depth?
   c. Is it still snowing?
   d. How hard is it snowing?
   e. What is the current temperature?
f. What is the current dew point temperature (if you have a weather station)?

H. Freezing rain or sleet (Criteria, Any accumulation of freezing rain, freezing drizzle, or sleet.)

1. Do you have freezing rain or sleet right now?
2. How much has accumulated on the ground?
3. *Freezing rain* – Just a slippery covering, or something measurable?
4. If measurable, how much?
5. *Sleet* – How much sleet is on the ground (measure to ¼ of an inch)?
6. Is the ground wet with liquid water, or is it icy?
7. How long has the freezing rain or sleet been going on?
8. How heavy is the precipitation right now (very light, light, moderate)?
9. Do you have any damage?
10. Have you heard of any damage nearby (i.e. tree limbs snapping, power outages, lines down)?

I. Poor visibility (Criteria, Reduced visibility affecting vehicles. (Criteria less than 300 feet (1 football field) for dense fog or blowing snow. Less than ½miles for blowing dust.)

1. What is the visibility?
   a. *Note: all questions below reference fog, but apply to blowing snow and dust as well.*
2. Is the fog patchy or does it cover a big area?
3. Do you know how extensive the fog is?
4. How long has the visibility been at 300 feet or less?
5. Have you heard of any vehicle accidents that might be attributed to the fog?
Appendix 4
Weather Spotter (SkyWarn) Description

What is a Skywarn (TM) Weather Spotter? Skywarn (TM) Weather Spotters are a National Weather Service (NWS) team of volunteers, trained to observe and report significant weather. Weather spotters support their local community and emergency managers by providing the NWS with timely and accurate severe weather reports. These reports are an integral part of the NWS mission to help save lives and property through flood and weather watches, warnings, and advisories.

Accurate and reliable weather information from the general public is often difficult to obtain. The NWS has found that trained weather spotters greatly improve information quality. The NWS works with other volunteer organizations in the Skywarn (TM) Weather Spotter program, such as Amateur Radio, the American Red Cross, and local emergency managers.

The NWS conducts Skywarn (TM) Weather Spotter training. Spotter training programs are usually established by the NWS through local emergency managers or other volunteer organizations.

The training consists of ways to recognize and report significant weather. Skywarn (TM) Weather Spotter reports provide "ground truth" for NWS technologies, such as Doppler weather radar and satellite imagery. These reports, when integrated with all available weather information sources, help forecasters detect hazardous weather. Spotter reports also reinforce NWS warning messages. The NWS, media, and emergency managers use these reports, encouraging people to take proper action and get themselves, their family, their pets and livestock, and/or their employees and clients, out of harm's way.
Appendix 5
NOAA Weather Radio

NOAA Weather Radio . . . the voice of the National Weather Service

NOAA Weather Radio (NWR) broadcasts National Weather Service warnings, watches, forecasts and other hazard information 24 hours a day. Known as the "voice of the National Weather Service," NWR is provided as a public service by the Department of Commerce's National Oceanic and Atmospheric Administration.

SECONDS SAVE LIVES!

This site offers detailed information on Warning Alarm Policies, including alarm tests. Weather radios equipped with a special alarm tone feature can sound an alert and give you immediate information about a life-threatening situation. During an emergency, NWS forecasters will send out a special tone to activate weather radios in the listening area. The hearing- and visually impaired can get these warnings by connecting weather radios with alarm tones or other such as strobe lights, pagers, bed-shakers, personal computers and text printers.

What's the Weather?

Thanks to NWR, you'll always have the answer as well as access to potentially life-saving emergency information whenever you need it. When you purchase a NWR receiver, you are purchasing part of the National Weather Service network. The network is constantly upgrading its technology to provide the best weather reporting service possible for the nation. For less than the cost of a new pair of shoes, you can own a weather radio that provides instant access to the same weather reports and emergency information that meteorologists and emergency personnel use information that can save your life!

"All Hazards" Capabilities

NWR now broadcasts warning and post-event information for all types of hazards both natural, such as earthquakes and volcanic activity, and technological, such as chemical releases or oil spills. Working with other Federal agencies and the Federal Communications Commission's Emergency Alert System, NWR is an "all hazards" radio network, making it your single source for the most comprehensive weather and emergency information available to the public.

Who Needs NWR?

Public safety experts agree: the receivers should be standard equipment in every home. They are especially valuable in places that are entrusted with public safety, such as hospitals, schools, places of worship, nursing homes, restaurants, grocery stores, recreation centers, office buildings, sports facilities, theaters, retail stores, bus and train stations, airports, marinas and other public gathering places.
Where Can I Purchase NWR?

Check with stores that sell electronics or call the National Weather Service office closest to you.

NOAA Weather Radio...Improving For the Future

New NWR transmitters will continue to expand the nationwide network coverage to more rural areas. With new digital technology, called Specific Area Message Encoding (SAME), life-saving messages broadcast on NWR are now be targeted to a specific area, such as a county or portion of a state, to bring more hazard specific information to the listening area. New digital technology provides automated broadcast capability for more timely service. Digital technology also allows messages to be automatically received by all the communications industries of the information superhighway (broadcast, cable, satellites and other media) through the Federal Communications Commission's Emergency Alert System.

 Receivers to Fit Different Needs

Weather radios come in many sizes and with a variety of functions and costs. Many of the radios sound a tone alarm and/or turn on the audio when severe weather announcements or emergency information is broadcast. To make use of the new digital coding technology, more sophisticated weather radio receivers will be required. Most NWR receivers are either battery-operated portables or AC-powered desktop models with battery backup. Some CB radios, scanners, short wave and AM/FM radios are capable of receiving NWR transmissions. Many communities throughout the United States also make Weather Radio available on cable TV and broadcast television’s secondary audio programming channels.

Expansion through Partnership

The goal of the National Weather Service and other emergency preparedness agencies is to expand the reach of NWR to 95 percent of the U.S. population. Innovative partnerships between the Weather Service, private sector organizations and state and local governments are fueling this expansion.

Up-to-the-Minute Weather Reports and Much More

NWR is not just for emergencies. It is a round-the-clock source of weather reports and information to help you prepare for the day ahead. Each National Weather Service office tailors its broadcast to suit local needs. Routine programming is repeated every few minutes and consists of the local forecast, regional conditions and marine forecasts (where appropriate). Additional information, including river stages and climatic data, is also provided. During emergencies, routine broadcasts are interrupted for warnings, watches and other critical information. NWR is the perfect complement to local radio and TV weather news, as well as Emergency Managers Weather Information Network, the Internet and other sources of weather information.

1. **At Home:** Be warned of approaching storms so you can seek shelter before the storm arrives!
2. **At Work:** You can listen to the broadcast no matter where your workplace may be.

3. **While Traveling:** Available to travelers on highways and at rest areas across the nation.

4. **At Play:** Include a Weather Radio along with sports equipment when inclement weather is possible.

5. **While Boating or Camping:** Available in many coastal and wilderness areas and in campgrounds and state parks.
Appendix 6
Weather Related EAS Codes

Naming Convention for EAS Event Codes

The FCC Report and Order which became effective May 16, 2002, established naming conventions for EAS event codes. In most cases, and for all future codes to be approved, the third letter of all hazardous state and local event codes is limited to one of four letters:

3. “W” for WARNINGS
4. “A” for WATCHES
5. “E” for EMERGENCIES
6. “S” for STATEMENTS

Note

A WARNING is an event that alone poses a significant threat to public safety and/or property, probability of occurrence and location is high, and the onset time is relatively short. The existing event codes for Tornado Warning (TOR), Severe Thunderstorm Warning (SVR) and Evacuation Immediate (EVI) will not be changed to conform to this naming convention.

1. A WATCH meets the classification of a warning, but either the onset time, probability of occurrence or location is uncertain.

2. An EMERGENCY is an event that, by itself, would not kill or injure or do property damage, but indirectly may cause other things to happen that result in a hazard. For example, a major power or telephone loss in a large city alone is not a direct hazard, but disruption to other critical services could create a variety of conditions that could directly threaten public safety.

3. A STATEMENT is a message containing follow up information to a warning, watch, or emergency.
Emergency Alert System (EAS) Weather Related Event Codes
Weather-Related Events NWR-SAME Code

Blizzard Warning BZW
Coastal Flood Watch CFA
Coastal Flood Warning CFW
Dust Storm Warning DSW
Flash Flood Watch FFA
Flash Flood Warning FFW
Flash Flood Statement FFS
Flood Watch FLA
Flood Warning FLW
Flood Statement FLS
High Wind Watch HWA
High Wind Warning HWW
Hurricane Watch HUA
Hurricane Warning HUW
Hurricane Statement HLS
Severe Thunderstorm Watch SVA
Severe Thunderstorm Warning SVR
Severe Weather Statement SVS
Special Marine Warning SMW
Special Weather Statement SPS
Tornado Watch TOA
Tornado Warning TOR
Tropical Storm Watch TRA
Tropical Storm Warning TRW
Tsunami Watch TSA
Tsunami Warning TSW
Winter Storm Watch WSA
Winter Storm Warning WSW
Appendix 7
Non-Weather Related EAS Codes

Naming Convention for EAS Event Codes

The FCC Report and Order which became effective May 16, 2002, established naming conventions for EAS event codes. In most cases, and for all future codes to be approved, the third letter of all hazardous state and local event codes is limited to one of four letters:

7. "W" for WARNINGS
8. "A" for WATCHES
9. "E" for EMERGENCIES
10. "S" for STATEMENTS

Note

A WARNING is an event that alone poses a significant threat to public safety and/or property, probability of occurrence and location is high, and the onset time is relatively short.

The existing event codes for Tornado Warning (TOR), Severe Thunderstorm Warning (SVR) and Evacuation Immediate (EVI) will not be changed to conform to this naming convention.

A WATCH meets the classification of a warning, but either the onset time, probability of occurrence or location is uncertain.

An EMERGENCY is an event that, by itself, would not kill or injure or do property damage, but indirectly may cause other things to happen that result in a hazard. For example, a major power or telephone loss in a large city alone is not a direct hazard, but disruption to other critical services could create a variety of conditions that could directly threaten public safety.

A STATEMENT is a message containing follow up information to a warning, watch, or emergency.
Emergency Alert System (EAS) Non-Weather Related Event Code

Non-Weather-Related Events NWR-SAME Code

National Codes
National Information Center NIC

State and Local Codes
Child Abduction Emergency CAE
Civil Danger Warning CDW
Civil Emergency Message CEM
Earthquake Warning EQW
Evacuation Immediate EVI
Fire Warning FRW
Hazardous Materials Warning HMW
Law Enforcement Warning LEW
Local Area Emergency LAE
911 Telephone Outage Emergency TOE
Nuclear Power Plant Warning NUW
Radiological Hazard Warning RHW
Shelter in Place Warning SPW
Volcano Warning VOW

Administrative Events NWR-SAME Code
Administrative Message ADR
Practice/Demo Warning DMO
Required Monthly Test RMT
Required Weekly Test RWT

This section provides the recommended definitions of non-weather related events. Most of these event codes are self-explanatory, yet are explained to ensure consistency of use by all EAS message originators.

Non-Weather Related Emergency Messages
A non-emergency message that provides updated information about an event in progress, an event that has expired or concluded early, pre-event preparation on mitigation activities, post-event recovery operations, or other administrative matters pertaining to the Emergency Alert System. A good example for use of this event code is cancellation of an Amber Alert.

Administrative Message (ADR)
A message issued by authorized officials when conditions are forecast to become favorable for natural or human-triggered avalanches that could affect roadways, structures, or backcountry activities.

Child Abduction Emergency (CAE)
An emergency message, based on statewide established criteria, about a missing child believed to be abducted. A local or state law enforcement agency investigating the abduction will describe the missing child; provide a description of the suspect or vehicle, and ask the public to notify the requesting agency if they have any information on the whereabouts of the child or suspect. The Civil Danger Warning (CDW), which usually warns of a specific hazard and gives specific protective action, has a higher priority than the Local
Area Emergency (LAE). Examples include contaminated water supply and imminent or in-progress military or terrorist attack. Public protective actions could include evacuation, shelter in place, or other actions (such as boiling contaminated water or seeking medical treatment). If cancellation of a CDW is needed, use the ADR event code.

**Civil Danger Warning (CDW), Civil Emergency Message (CEM)**
An emergency message regarding an in-progress or imminent significant threat(s) to public safety and/or property. The CEM is a higher priority message than the Local Area Emergency (LAE), but the hazard is less specific then the Civil Danger Warning (CDW). For example, the CEM could be used to describe a change in the Homeland Security alert System level in response to a terrorist threat. If cancellation of a CEM is needed, use the ADR event code.

**Earthquake Warning (EQW)**
A warning of current or imminent earthquake activity. Authorized officials may recommend or order protective actions following an earthquake according to state law or local ordinance.

**Evacuation Immediate (EVI)**
A warning where immediate evacuation is recommended or ordered according to state law or local ordinance. As an example, authorized officials may recommend the evacuation of affected areas and where to move due to an approaching tsunami. In the event a flammable or explosive gas release, authorized officials may recommend evacuation of designated areas where casualties or property damage from a vapor cloud explosion or fire may occur.

**Fire Warning (FRW)**
A warning of a spreading wildfire or structural fire that threatens a populated area. Evacuation of areas in the fire’s path may be recommended by authorized officials according to state law or local ordinance. A warning of the release of a non-radioactive hazardous material (such as a flammable gas, toxic chemical or biological agent) that may recommend evacuation (for an explosion, fire or oil spill hazard) or shelter in place (for a toxic fume hazard). If cancellation of a HMW is needed, use the ADR event code.

**Hazardous Materials Warning (HMW)**
A warning of a bomb explosion, riot, or other criminal event (e.g. a jailbreak). An authorized law enforcement agency may blockade roads, waterways, or facilities, evacuate or deny access to affected areas, and arrest violators or suspicious persons. If cancellation of a LEW is needed, use the ADR event code.

**Law Enforcement Warning (LEW), Local Area Emergency (LAE)**
An emergency message that defines an event that by itself does not pose a significant threat to public safety and/or property. However, the event could escalate, contribute to other more serious events, or disrupt critical public safety services. Instructions, other than public protective actions, may be provided by authorized officials. Examples include: a disruption in water, electric or natural gas service, road closures due to excessive snowfall, or a potential terrorist threat where the public is asked to remain alert. If cancellation of a LAE is needed, use the ADR event code.
911 Telephone Outage Emergencies (TOE)
An emergency message that defines a local or state 911 telephone network outage by geographic area or telephone exchange. Authorized officials may provide alternative phone numbers in which to reach 911 or dispatch personnel.

Nuclear Power Plant Warning (NUW)
A warning of an event at a nuclear power plant classified such as a Site Area Emergency or General Emergency as classified by the Nuclear Regulatory Commission (NRC). A Site Area Emergency is confined to the plant site; no offsite impact is expected. Typically, a General Emergency is confined to an area less than a 10-mile radius around the plant. Authorized officials may recommend evacuation or medical treatment of exposed persons in nearby areas. If cancellation of a NUW is needed, use the ADR event code.

Radiological Hazard Warning (RHW)
A warning of the loss, discovery, or release of a radiological hazard. Examples include: the theft of a radioactive isotope used for medical, seismic, or other purposes; the discovery of radioactive materials; a transportation (aircraft, truck or rail, etc.) accident which may involve nuclear weapons, nuclear fuel, or radioactive wastes. Authorized officials may recommend protective actions to be taken if a radioactive hazard is discovered. If cancellation of a RHW is needed, use the ADR event code.

Shelter in Place Warning (SPW)
A warning of an event where the public is recommended to shelter in place (go inside, close doors and windows, turn off air conditioning or heating systems, apply plastic and duct tape to doors, windows and vent openings) and turn on a radio, NOAA Weather Radio or TV for more information). An example is the release of hazardous materials where toxic fumes or radioactivity may affect designated areas. If cancellation of a SPW is needed, use the ADR event code. Authorized officials may recommend or order protective actions according to state law or local ordinance.
The Shelter Plan, including appendices, will be reviewed and approved on an annual basis. All updates and revisions to the plan will be tracked and recorded in the following table. This process will ensure the most recent version of the plan is disseminated and implemented by emergency response personnel.

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</tbody>
</table>
## Table of Contents

I. PURPOSE .................................................................................................................. 3

II. SCOPE .................................................................................................................... 3

III. SITUATION AND ASSUMPTIONS ....................................................................... 3
    A. Situation .............................................................................................................. 3
    B. Assumptions ...................................................................................................... 4

IV. GENERAL .............................................................................................................. 5

V. CONCEPT OF OPERATIONS .................................................................................. 6
    A. Direction and Control ......................................................................................... 6
    B. Communications ................................................................................................ 7
    C. EOC Activation ................................................................................................... 8

VI. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITY ................................ 8

VII. PREPAREDNESS ................................................................................................... 9

VIII. RESPONSE ....................................................................................................... 9

IX. RESTORATION AND RECOVERY ....................................................................... 10

X. ADMINISTRATION ............................................................................................... 10

XI. TRAINING AND EXERCISES ............................................................................. 10

XII. ANNEX DEVELOPMENT AND MAINTENANCE ............................................... 11

XIII. AUTHORITIES AND REFERENCES .................................................................. 11
    A. Federal ................................................................................................................ 11
    B. State .................................................................................................................... 11
    C. Johnson County ................................................................................................. 12
    D. City of Shawnee ................................................................................................. 12
    E. Other .................................................................................................................. 12

Appendix 1 ................................................................................................................... 13

Acronyms and Abbreviations ..................................................................................... 13

Appendix 2 ................................................................................................................... 14

Terms and Definitions ............................................................................................... 14
I. PURPOSE

A. To develop a comprehensive, coordinated, and integrated emergency management capability involving all levels of government.

B. The purpose of this plan is to explain and prescribe the responsibilities of local government and private relief agencies in providing emergency shelter and/or temporary housing for people and pets displaced from their residence by an emergency or disaster.

II. SCOPE

A. This annex integrates crisis and consequence management consistent with the National Homeland Security Strategy, Homeland Security Presidential Directive – 8, the National Response Framework and the National Incident Management System. These documents integrate the concepts by establishing a set of incident management priorities concerning emergency and major disaster incident's outlined below:

1. Save lives and protect the health and safety of the public, responders, and recovery workers.

2. Protect property and mitigate damages and impacts to individuals, communities, and the environment.

3. Facilitate recovery of individuals, families, businesses, governments, and the environment.

B. This Shelter Annex supplements the City of Shawnee Comprehensive Emergency Management Plan (CEMP) already in effect as well as existing departmental plans and procedures.

III. SITUATION AND ASSUMPTIONS

A. Situation

1. The term "emergency shelter" is defined as places for people to live temporarily when they can't live in their normal residence. This also includes sheltering of pets and service animals, when necessary.
2. Shelter for planning purposes includes, but is not limited to:
   a. Evacuation or relocation of people
   b. Evacuation or relocation of service animals and pets

3. Types of shelter include, but are not limited to:
   a. Mobile sheltering (tents or other mobile shelter)
   b. Temporary sheltering (hard structure with temporary living conditions)
   c. Temporary housing (which includes unoccupied, available public or Federally owned housing, rental properties, mobile homes or other readily fabricated dwellings).

B. Assumptions

1. City departments will take necessary steps to prepare for emergency shelter responsibilities.

2. City, county and state Emergency Operations Centers (EOCs) will be activated, and the Incident Command System (ICS) implemented should an event occur requiring emergency sheltering, additional coordination and response.

3. The Unified Command structure and procedures will normally be used to ensure a coordinated, effective and safe response. Unified Command will determine overall objectives for the incident and selection of a strategy to achieve the objectives.

4. An emergency or major disaster requiring sheltering may overwhelm the capabilities of government and support agencies.

5. City, county, state, and federal officials may define overlapping areas of responsibility requiring inter-agency coordination for the duration of the event.

6. Proper planning, training and exercises will reduce the threat of public panic and instill confidence in the city leadership. Planning has the potential to reduce personal injury and enhance effective evacuation or relocation to emergency shelters.

7. When possible citizens of Shawnee will remain in their residences following an emergency or major disaster and be self-sufficient for at least 72-hours.

8. The American Red Cross will be the first option for providing emergency shelter for the general population (does not include pets or medically fragile populations).
9. Medically fragile, assisted living, specific needs and other dependent groups will be cared for by their providers whether in their facilities or in a temporary shelter arrangement.

10. The Federal Emergency Management Agency will be the first option for providing temporary housing for individuals unable to return to their homes.

11. The Federal Emergency Management Agency Disaster Medical Assistance Teams, will be requested, as needed, to assist with the medically fragile when relocation and resident care is not available.

IV. GENERAL

A. Shelters protect people in the event of a disaster.

B. Shelters serve two basic functions:

1. One is the pre-designated shelter that protects people from an immediate or ongoing danger such as a windstorm.

2. The other function is the care of disaster victims made homeless as a result of a major disaster or emergency. This is accomplished by use of pre-selected shelters and is the subject of this annex.

C. There are two basic types of shelters.

1. One is the Emergency Shelter, often referred to as Congregate Care or Congregate Lodging. These are facilities, such as churches, lodges, schools, or National Guard armories, adequate to provide temporary shelter for disaster victims. This may include temporary mobile sheltering in tents or other temporary facilities.

2. The other is Temporary Housing. This is longer duration shelter for disaster victims that may include unoccupied, available public or federally owned housing, rental properties, mobile homes or other readily fabricated dwellings.

D. Shelters for care of disaster victims should ideally meet the following requirements (A building may still be considered adequate even if several of the mentioned requirements are missing).
1. Be a safe and healthful facility reasonably near the victim's homes.

2. Use of an appropriate size of building (for example: a church for up to 100 people; or a school for over 100 people).

3. Have suitable space for sleeping quarters (40-60 sq. ft./bed).

4. Have secured storage areas, separate rooms for elderly and families with children, disabled (as needed), nursing, and office space.

5. Have adequate supply of drinking water (5 Gal/person/day for all uses); toilet and bathing facilities (one toilet/40 people).

6. Include provisions for cooking, serving, and storing food (each person will need 2500 calories).

7. Have fire and police protection.

8. Have adequate parking.

V. CONCEPT OF OPERATIONS

A. Direction and Control

1. This plan will go in effect when an emergency or major disaster has occurred requiring evacuation or relocation of displaced people service animals and/or pets.

2. When the decision to evacuate people to emergency shelter is made by the Incident Commander, City Manager or other City official, it will be communicated immediately to the Emergency Operations Center. The American Red Cross and City of Shawnee representatives will be notified so sheltering and medical care preparations can be made.

3. The American Red Cross will be requested, through the Johnson County EOC if it is activated, to activate their shelter procedures and otherwise assist in the emergency operation.

4. Different shelter facilities may be selected for each type of disaster. Hard sided facilities that have the basic requirements or that can be augmented with the basic requirements (generators, heaters, etc.) will be utilized first with soft sided or tent shelters used only when no other suitable facility is available. Locations of emergency shelters will be provided to the public during the emergency in accordance with the communications section below.

5. Disaster victims not requiring medical care should be sheltered
accordance with the procedures outlined in this annex. Victims requiring medical treatment and/or hospitalization should be directed or transported to the nearest available medical facility or other specific needs shelter.

6. Evacuation or relocation movement assistance will be coordinated with Johnson County Emergency Management, Johnson County Transit, and First Student Bus.

7. Shelters normally remain open no longer than absolutely required.

8. If the magnitude of the disaster is such that the services of other volunteer groups are needed to mitigate suffering and aid in sheltering, the EOC staff (i.e., American Red Cross, County Human Services, City Human Needs, etc.) representatives will assist in coordinating other volunteer organizations for assistance.

B. Communications

1. Shelter Operations Notification

   a. The American Red Cross will be notified by the Emergency Operations Center staff when shelter, care, and/or feeding of displaced disaster individuals are required. When a disaster exceeds the resources of the City of Shawnee, the American Red Cross will be contacted through the liaison at Johnson County EOC when it is activated or directly from Red Cross.

   b. Shawnee Parks and Recreation Department will be notified by the Emergency Operations Center staff when temporary shelter, care and/or feeding of displaced disaster individuals is required and American Red Cross support is insufficient or not available.

   c. Disaster Assistance Volunteers will be notified by the Emergency Operations Center staff when shelter assistance is required.

2. Public Notification

   a. The City of Shawnee Public Information Officer will prepare public notification messages, in coordination with the Emergency Operations Center Coordinator, to inform the public of shelter locations and services.

   b. Public Notification Methods

   c. Media outlets (AM radio, FM radio, television, newspaper).

   d. Public address systems (police, fire, public works, etc.).

   e. Disaster Assistance Volunteer doorbell personal notification.
3. Emergency Communications for Shelter Operations

a. Emergency land-line telecommunications may be required for temporary shelter operations either mobile support facility or hard sided shelter. Multiple communications lines may be required for family reunification. Shelter managers may be provided Government Emergency Telecommunications Service (GETS) access for critical communications.

b. If cellular phones are operational, multiple cellular phones may substitute for land-lines. Shelter managers may be provided Government Emergency Telecommunications Service (GETS) and Wireless Priority Service (WPS) access for critical communications.

c. At satellite phone may be provided for shelter operations.

d. Information technology support may be required to support shelter operations (mobile or hard-sided) including, but not limited to, Internet access (normally Wi-Fi), Wi-Fi enabled laptop computers, desk top computers and printers.

C. EOC Activation

1. The Emergency Operations Center (EOC) will be activated for all incidents requiring a significant dedication of resources and/or extraordinary interagency coordination. The City of Shawnee Director of the Office of Emergency Management will normally make the decision regarding EOC activation. Not all disasters require full activation. Partial activation may be appropriate with only relevant agencies and functional coordinators activated.

2. The City of Shawnee Emergency Operations Manager, or designated representative, will initiate a call-out of selected department personnel to respond to the emergency as outlined in The City of Shawnee Emergency Operations Plan (EOP).

VI. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITY

A. It is the responsibility of local government to coordinate and facilitate emergency shelter and temporary housing for disaster victims within its own capabilities, and to request the implementation of shelter assistance provided by private relief agencies and other state and federal programs. When local resources are fully committed, and upon request, County and/or State government may assist in providing emergency shelter and/or temporary housing for disaster victims.

B. The City of Shawnee Parks and Recreation Department is the lead agency for shelter operations within the city, including the deployment and set up of any Mobile Support Facilities.

C. The City of Shawnee Community Service Officers will be the lead unit for animal
shelter operations within the city, including any deployment and set up of a Mobile Animal Shelter.

VII. PREPAREDNESS

A. All hazards preparedness is defined as the existence of plans, procedures, policies, training and equipment necessary to maximize the ability to prevent, respond to, and recover from major incidents.

B. A mobile support facility will be maintained by the Shawnee Office of Emergency Management and may be used for temporary emergency sheltering.

C. A list of mobile animal shelter resources will be maintained by the Shawnee Community Service Officers with the assistance of the Shawnee Office of Emergency Management for sheltering of pets and service animals.

VIII. RESPONSE

A. Response efforts during an emergency or major disaster requiring emergency shelter are nearly the same as any other emergency.

- Additional response efforts may include:
  1. Setting up and operating the mobile support facility to support sheltering.
  2. Setting up and operating the mobile animal shelter.
  3. Supporting movement of people and animals to shelters.
  4. Assisting in the operation of a hard-sided shelter location, normally an American Red Cross shelter.
  5. Public notification through various public messaging systems.
  6. Providing security for shelter operations.

B. Preparing response departments prior to an emergency or major disaster requiring sheltering through training and exercises.
IX. RESTORATION AND RECOVERY

A. Restoration and recovery efforts may be simultaneous with response efforts. Response efforts will continue until the situation is under control and the safety of people and facilities is determined. Restoration and recovery efforts will focus on restoring property, as much as possible, to its condition prior to the event. The following actions are examples that may be necessary during restoration and recovery.

1. Continue to monitor the area for any residual after-effects as necessary.
2. Continue to coordinate and track resources and document costs.
3. Continue to keep the public informed of the restoration and recovery efforts.
4. Determine need for and secure long-term temporary housing as required.
5. Develop and implement long-term mitigation strategies.

B. Returning people and animals to a permanent residence will be one of the highest priorities.

X. ADMINISTRATION

A. It is essential that all departments, as well as all private and volunteer welfare agencies in support of city response, restoration and recovery, maintain accurate financial records.

XI. TRAINING AND EXERCISES

A. Training of City Personnel and Disaster Assistance Volunteers

1. City of Shawnee Parks and Recreation Department personnel will be trained in mobile shelter set up and shelter operations.
2. Other City of Shawnee personnel may be trained in shelter operations as required.
3. Volunteers may be recruited and trained to assist with shelter operations.

B. Exercises

1. Mobile support facility drills should be conducted by the City of Shawnee of Shawnee Parks and Recreation Department.
2. Mobile animal shelter drills should be conducted by the City of Shawnee Community Service Officers.
3. Shawnee Office of Emergency Management will support the annual
exercises, as required.

XII. ANNEX DEVELOPMENT AND MAINTENANCE

A. The Emergency Operations Manager is responsible for the development and maintenance of this annex.

B. Each department will develop and adopt Standard Operating Procedures to address assigned tasks, as necessary.

XIII. AUTHORITIES AND REFERENCES

A. Federal


10. National Incident Management System

11. Congressional Charter (Statute 33-5990, 5 January 1905)

B. State

1. Constitution of the State of Kansas

2. Revised Code of Kansas

3. Kansas State Comprehensive Emergency Management Plan,
4. *Kansas State Hazard Identification and Vulnerability Assessment*

C. **Johnson County**
   1. *Johnson County Comprehensive Emergency Management Plan*
   2. *Johnson County Hazard Identification and Vulnerability Analysis*

D. **City of Shawnee**
   1. City of Shawnee Charter.
   3. City of Shawnee Ordinance
   4. *City of Shawnee Comprehensive Emergency Management Plan*
   5. *City of Shawnee Hazard Mitigation Plan*

E. **Other**
   1. American Red Cross 3000 series documents
Appendix 1
Acronyms and Abbreviations

ARC American Red Cross
CEMP Comprehensive Emergency Management Plan
FEMA Federal Emergency Management Agency
HIVA Hazard Identification and Vulnerability Assessment
HMP Hazard Mitigation Plan
NIMS National Incident Management System
NPG National Preparedness Guideline
NRF National Response Framework
Appendix 2
Terms and Definitions

Emergency Management: As subset of incident management, the coordination and integration of all activities necessary to build, sustain, and improve the capability to prepare for, protect against, respond to, recover from, or mitigate against threatened or actual natural disasters, acts of terrorism, or other manmade disasters. (Source: National Response Framework)

Emergency Manager: The person who has the day-to-day responsibility for emergency management programs and activities. The role is one of coordinating all aspects of a jurisdiction's mitigation, preparedness, response, and recovery capabilities. (Source: National Response Framework)

Emergency Operations Center (EOC): The physical location at which the coordination of information and resources to support incident management (on-scene operations) activities normally takes place, an EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., Federal, State, regional, tribal, city, county), or some combination thereof. (Source: National Response Framework).

EOC Coordinator: The individual responsible for the activation, staffing and administration of the City Emergency Operations Center. The position typically will be the Emergency Operations Manager.

Mobile Animal Shelter is a series of structures and the required supplies to provide temporary pet sheltering for at least three days.

Mobile Support Facility is equipment that can support both sheltering and temporary emergency structure needs. It is maintained by the Shawnee Office of Emergency Management and operated normally by the Shawnee Parks and Recreation Department. It includes enough tents, cots, blankets, food and water to maintain a temporary facility, including a shelter if required, for fifty people.

Post-disaster emergency shelter is often provided by organizations like the Red Cross or governmental emergency management departments, in response to natural disasters, such as a flood or earthquake. They tend to use tents or other temporary structures, or buildings normally used for another purpose, such as a church or school. These settlements may be inhabited for the entire duration of the reconstruction process and should be thought of more as settlements than shelter, and need to be planned with respect to water, sanitation, livelihoods, security, health, and education. Temporary tent cities with shelters may also include mass decontamination facilities to cleanse large numbers of evacuees prior to assigning them to shelters, or to hold people in isolation or quarantine.
**Service Animal:** Any guide dog, signal dog, or other animal individually trained to assist an individual with a disability. Service animals' jobs include, but are not limited to:

A. Guiding individuals with impaired vision;
B. Alerting individuals with impaired hearing (to intruders or sounds such as a baby's cry, the doorbell, and fire alarms);
C. Pulling a wheelchair;
D. Retrieving dropped items;
E. Alerting people to impending seizures; and
F. Assisting people with mobility disabilities with balance or stability.

(Source: FEMA Comprehensive Preparedness Guide (CPG) 101)

**Shelter-in-Place:** Shelter-in-place means to take immediate shelter where you are—at home, work, school or in between—usually for just a few hours. Local authorities may instruct you to "shelter-in-place" if chemical or radiological contaminants are released into the environment.

**Evacuation:** Organized, phased, and supervised dispersal of people from dangerous or potentially dangerous areas. (Source: FEMA Comprehensive Preparedness Guide (CPG) 101)

A. *Spontaneous Evacuation.* Residents or citizens in the threatened areas observe an emergency event or receive unofficial word of an actual or perceived threat and, without receiving instructions to do so, elect to evacuate the area. Their movement, means, and direction of travel are unorganized and unsupervised.

B. *Voluntary Evacuation.* This is a warning to persons within a designated area that a threat to life and property exists or is likely to exist in the immediate future. Individuals issued this type of warning or orders are not required to evacuate; however, it would be to their advantage to do so.

C. *Mandatory or Directed Evacuation.* This is a warning to persons within the designated area that an imminent threat to life and property exists and individuals should immediately evacuate in accordance with the instructions of local officials.

**Relocation:** The movement of people after a disaster occurs. The relocation may be spontaneous, voluntary, or mandatory. See evacuation definition.

**Specific-Needs Population:** A population whose members may have additional needs before, during, or after an incident in one or more of the following functional areas: maintaining independence, communication, transportation, supervision, and medical care. Individuals in need of additional response assistance may include those who have disabilities; live in institutionalized settings; are elderly; are children; are from diverse cultures, have limited proficiency in English or are non-English speaking; or are transportation disadvantaged. (Source: FEMA Comprehensive Preparedness Guide (CPG) 101)
Stafford Act: The Robert T. Stafford Disaster Relief and Emergency Assistance Act, P.L. 93-288, as amended. This Act describes the programs and processes by which the Federal Government provides disaster and emergency assistance to State and local governments, tribal nations, eligible private nonprofit organizations, and individuals affected by a declared major disaster or emergency. The Stafford Act covers all hazards, including natural disasters and terrorist events. (Source: National Response Framework).
The Evacuation Plan, including appendices, will be reviewed and approved on an annual basis. All updates and revisions to the plan will be tracked and recorded in the following table. This process will ensure the most recent version of the plan is disseminated and implemented by emergency response personnel.

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</tbody>
</table>
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>APPROVAL AND IMPLEMENTATION</td>
<td>2</td>
</tr>
<tr>
<td>RECORD OF CHANGES</td>
<td>2</td>
</tr>
<tr>
<td>TABLE OF CONTENTS</td>
<td>3</td>
</tr>
<tr>
<td>I. INTRODUCTION</td>
<td>3</td>
</tr>
<tr>
<td>A. Authority</td>
<td>3</td>
</tr>
<tr>
<td>B. Purpose</td>
<td>4</td>
</tr>
<tr>
<td>C. Acronyms and Abbreviations</td>
<td>4</td>
</tr>
<tr>
<td>D. Definitions</td>
<td>4</td>
</tr>
<tr>
<td>II. CONCEPT OF OPERATIONS</td>
<td>5</td>
</tr>
<tr>
<td>A. General</td>
<td>5</td>
</tr>
<tr>
<td>B. Evacuation Decisions</td>
<td>6</td>
</tr>
<tr>
<td>C. All-Hazard Evacuation Planning</td>
<td>7</td>
</tr>
<tr>
<td>D. Shelter Requirements</td>
<td>7</td>
</tr>
<tr>
<td>E. Transportation</td>
<td>8</td>
</tr>
<tr>
<td>F. Traffic Control</td>
<td>8</td>
</tr>
<tr>
<td>G. Warning &amp; Public Information</td>
<td>9</td>
</tr>
<tr>
<td>H. Specific Facilities and Specific Needs Populations</td>
<td>11</td>
</tr>
<tr>
<td>I. Non-Resident</td>
<td>12</td>
</tr>
<tr>
<td>J. Animal Evacuations</td>
<td>13</td>
</tr>
<tr>
<td>K. Access Control &amp; Security</td>
<td>13</td>
</tr>
<tr>
<td>L. Demobilization and Reentry</td>
<td>14</td>
</tr>
<tr>
<td>III. ROLES AND RESPONSIBILITIES</td>
<td>15</td>
</tr>
<tr>
<td>A. Organization</td>
<td>15</td>
</tr>
<tr>
<td>IV. DIRECTION AND CONTROL</td>
<td>16</td>
</tr>
<tr>
<td>A. General</td>
<td>16</td>
</tr>
<tr>
<td>B. Evacuation Area Definition</td>
<td>16</td>
</tr>
<tr>
<td>V. INCREASED READINESS LEVELS</td>
<td>17</td>
</tr>
<tr>
<td>A. Level 4 - Normal Conditions</td>
<td>17</td>
</tr>
<tr>
<td>B. Level 3 - Increased Readiness</td>
<td>17</td>
</tr>
<tr>
<td>C. Level 2 - High Readiness</td>
<td>17</td>
</tr>
<tr>
<td>D. Level 1 - Maximum Readiness</td>
<td>18</td>
</tr>
<tr>
<td>VI. ADMINISTRATION AND SUPPORT</td>
<td>18</td>
</tr>
<tr>
<td>A. Reporting</td>
<td>18</td>
</tr>
<tr>
<td>B. Records</td>
<td>18</td>
</tr>
<tr>
<td>C. Resources</td>
<td>19</td>
</tr>
<tr>
<td>D. Post Incident Review</td>
<td>19</td>
</tr>
<tr>
<td>E. Exercises</td>
<td>19</td>
</tr>
<tr>
<td>F. Plan Development and Maintenance</td>
<td>19</td>
</tr>
<tr>
<td>VII. REFERENCES</td>
<td>20</td>
</tr>
<tr>
<td>A. Regulations, Polices and Agreements</td>
<td>20</td>
</tr>
<tr>
<td>B. Supporting Plans and Procedures</td>
<td>20</td>
</tr>
</tbody>
</table>
Appendices

Appendix 1 – General Evacuation Checklist
Appendix 2 – Evacuation Order Report
Appendix 3 – Evacuation Routes
Appendix 4 – Potential Evacuation Areas
Appendix 5 – Shelter Information
Appendix 6 – Specific Facility Inventory
Appendix 7 – Traffic & Perimeter Control Procedures
Appendix 8 – Pre-Evacuation Contact Database
I. INTRODUCTION

A. Authority

Evacuation authority is based upon the decision of the Incident Commander or the City Manager. For large-scale emergencies the decision will come from the Local Emergency Operations Center (EOC). For large scale evacuation the City may choose to follow the MARC Kansas City Regional Evacuation Plan (2012). Mandatory evacuation authorities do not exist on a state or federal level.

B. Purpose

The purpose of this plan is to provide for the orderly and coordinated evacuation of all or any part of the population of Shawnee if it is determined that such action is the most effective means available for protecting the population from the effects of an emergency situation.

C. Acronyms and Abbreviations

This section should be used to list acronyms and abbreviations used later in the plan. Add any additional acronyms you have used in the plan that are not listed.

- EOP: Emergency Operations Manager
- EOC: Emergency Operations Center
- ICP: Incident Command Post
- ICS: Incident Command System
- NRP: National Response Plan
- NIMS: National Incident Management System
- PIO: Public Information Office or Officer
- SIP: Shelter-in-Place
- SOP: Standard Operating Procedure
- UC: Unified Command
- IC: Incident Commander

D. Definitions

This section should be used to define terms used later in the plan. Add any additional definitions you have used in the plan that are not listed.

**Evacuation** The National Incident Management System (NIMS) defines evacuation as an organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.
**Shelter-in-Place** Remaining in a location, usually indoors, where hazardous materials are in the environment, while taking precautions to minimize exposure to those materials.

**Specific Facilities** Certain facilities which house or serve populations that cannot care for themselves during emergency situations and/or require unique support services. Such facilities include:

- Schools and day care centers, where students require supervision to ensure their safety.
- Hospitals and nursing homes, where patients need specialized health care personnel and equipment to maintain their health.
- Correctional facilities, where offenders require security to keep them in custody.

**Specific Needs Populations** Individuals in the community with physical, mental or medical care needs who may require assistance before, during, and/or after a disaster or emergency after exhausting their usual resources and support network. Specific needs populations may also include economically or culturally isolated populations within the community.

**Visitor Population** Individuals visiting or staying in a place outside their usual place of residence. Visitor population includes business and leisure travelers present in the jurisdiction, whether for single day or overnight stays.

### II. CONCEPT OF OPERATIONS

#### A. General

1. Evacuation is one means of protecting the public from the effects of a hazard; protection is achieved by moving people away from the hazard. In planning for evacuation, the characteristics of the hazard and its magnitude, intensity, speed of onset, and anticipated duration are all significant factors. These will determine the number of people to be evacuated, the distance people must be moved to ensure their safety, the need for reception facilities, and the extent of traffic control and security required.

2. The community must be prepared to conduct both small-scale (e.g. single facility or limited local) and large-scale (e.g. extensive local,
regional, statewide) evacuations at all times of the day both from known hazard areas and from unexpected incident locations. A General Evacuation Checklist, provided in Appendix 2, has been developed to guide the execution of evacuation operations.

B. Evacuation Decisions

1. The Incident Commander shall assess the need for evacuation, plan evacuations, and coordinate support for the evacuation effort. The sections within the template where the information can be located for the specific topics are listed below. Evacuation planning should resolve the following questions:

   a. What areas or facilities are at risk and should be evacuated?

   b. How will the public be advised of what to do?

   c. What do evacuees need to take with them?

   d. What travel routes should be used by evacuees?

   e. What transportation support is needed?

   f. What assistance will the Specific needs populations require?

   g. Does the anticipated duration of the evacuation make it necessary to activate shelter and mass care facilities?

   h. How will evacuated areas be secured?

   i. What resources will be needed to conduct the evacuation?

   j. What sources will be contacted to obtain the necessary resources?

2. Evacuations that must be conducted because of incidents that occur without warning may have to be planned quickly and carried
out with only those resources that can be mobilized rapidly. Pre-incident planning is critical to identifying probable evacuation areas, routes, resources, and tactical operations. This information must be kept up to date and available to emergency services personnel.

3. The decision to recommend an evacuation of the populace in and around the area of an incident site rests with the Incident Commander managing the incident.

4. The situation and availability of resources may affect evacuation planning and operations during disasters or emergencies. The Incident Commander should plan appropriately.

C. **All-Hazard Evacuation Planning**

1. All-hazard evacuation planning information will be developed for all known hazards and included as appendices to this or other plans. These appendices will describe the potential impact areas for known hazards, the number of people in the threatened area, and any specific needs populations and facilities affected. Such appendices should also identify potential evacuation routes and, where appropriate, transportation pickup points or assembly areas. The all hazard evacuation plan is part of the comprehensive planning process; this plan is one of the four plans that your community should have to be fully prepared for the next disaster. Each of the plans within the suite of comprehensive emergency plans builds on one another. Below shows the emergency comprehensive planning process in order.


2. Likely major evacuation routes are described and depicted in Appendix 3 of this plan.

D. **Shelter Requirements**

Pre-incident planning should consider temporary shelters, short term housing, and long term housing. Resource and logistical considerations include fixed facility requirements, staffing, food and water, medical supplies, security, triage and medical care, mental health care, and relocation assistance. Appendix 5 of this plan includes information regarding shelters to be used during evacuations.
E. Transportation

1. Individuals. It is anticipated that the primary means of evacuation for most individuals will be personal automobiles. People who do not own or have access to vehicles and others will need assistance in evacuating. Provisions must be made to furnish public transportation during an emergency evacuation.

2. Specific Needs Individuals/Populations. It is anticipated that a majority of Specific needs individuals will need evacuation assistance and transportation. Many Specific needs care facilities will not have the resources to evacuate and will need assistance from the county.

3. Specific Facilities. Public schools normally maintain transportation resources; private schools and day care centers may also have limited transportation assets. Most other Specific facilities rely on commercial or contract transportation companies for their Specific transportation needs. Unfortunately, many of these providers cannot provide sufficient equipment to evacuate a sizeable facility on short notice. Hence, local government may be requested to assist in providing transport.

4. Emergency transportation may be provided by school buses, JOCO Transit Buses, ambulances, and other vehicles. See the JOCO Emergency Operations Plan, Emergency Support Function #1 (Transportation), or MARC Regional Evacuation Plan for transportation guidance. In the case of large-scale evacuations with advance warning, pickup points may be designated or a telephone bank established to receive and process requests for transportation.

5. Public information messages emphasizing the need for citizens to help their neighbors who lack transportation or need assistance can significantly reduce requirements for public transportation during an evacuation.

F. Traffic Control

1. Actual evacuation movement will be controlled by local law enforcement agencies. Evacuation routes are outlined in Appendix 4 of this plan and were developed based on regional evacuation planning.

2. When possible, two-way traffic will be maintained on all evacuation routes to allow continued access for emergency vehicles.
3. For large-scale evacuations when time permits, traffic control devices, such as signs and barricades, will be provided by the Public Works Department upon request.

4. Law enforcement will request tow services when needed to clear disabled vehicles from evacuation routes.

G. Warning & Public Information

1. The Incident Commander will normally decide if an evacuation warning should be issued in and around an incident site. The State EOC or County EOC will normally disseminate warnings for large-scale evacuations beyond the incident site or where evacuation is conducted because of an imminent threat.

2. Advance Notice of Possible Evacuation
   a. For slow developing emergency situations, advance warning should be given to affected residents as soon as it is clear evacuation may be required. Such advance notice is normally disseminated through the media. Advance warning should address suitable preparedness actions, such as securing property, assembling disaster supplies, fueling vehicles, and identifying evacuation routes.
   
   b. Advance warning should be made to Specific facilities in a threatened evacuation area as early as possible. Such facilities should be requested to review and be prepared to implement their evacuation plans. Facility staff should also report their periodic status and any requirements for assistance to the EOC.
   
   c. The Specific needs population should also be given advance notice. Notifying and preparing this segment of the population for evacuation will likely require additional time and resources. Any Specific circumstances or requests for assistance should be reported to on-scene authorities or EOC.

3. Evacuation Warning
   a. Evacuation warning should be disseminated through all available warning systems.
b. In the case of immediate evacuation in and around an incident site, route alerting using siren and speaker-equipped vehicles moving through the affected area is usually effective. When possible, two vehicles should be employed—the first to get the attention of the people and a second will deliver the evacuation message. Door-to-door notification should be considered for large buildings and in rural areas of the city where residences may be some distance from the road.

c. Specific facilities may be notified directly by direction of the Incident Commander or by the EOC staff. However, if both the incident command staff and the EOC will be making notifications, a specific division of responsibilities for notification should be made so that no facilities are inadvertently overlooked.

d. Law enforcement and Fire personnel should sweep the evacuation area to insure all those at risk have been advised of the need to evacuate and have responded. Persons who refuse to evacuate will be left until all others have been warned and then, time permitting, further efforts may be made to persuade these individuals to leave.

4. Emergency Public Information and Dissemination

a. Warning messages disseminated through warning systems alert the public to a threat and provide basic instructions. They are necessarily short and to the point. The public will often require amplifying information on what to do during an evacuation. The Public Information Officer (PIO) will insure that such information is provided to the media on a timely basis for further dissemination to the public. Provisions must be made to disseminate information to individuals with Specific needs, including the blind, hearing impaired and non-English speakers.

1) Specific Needs

2) Daily Commuters

3) JOCO Mental Health Campus

4) English as a Second Language/Non-English Speakers
b. Amplifying instructions for an evacuation may include information on the location of any shelter and mass care facilities, specific evacuation routes, guidance on securing their homes, and the need for evacuees to take certain items with them during an evacuation. When school children are evacuated, parents need timely information on where to pick them up.

c. When the incident that generated the need for evacuation is resolved, evacuees must be advised when it is safe to return to their homes and businesses.

H. Specific Facilities and Specific Needs Populations

1. Specific facilities are responsible for the welfare and safety of their students, clients, patients, and inmates. Virtually all of these facilities are required to maintain an emergency plan that includes provisions for an emergency evacuation; however, in order to effectively implement those plans, they must be warned of emergency situations.

   a. Skilled Nursing Facilities (SNFs)

      1) Persons with Disabilities (both physical and mental disabilities)

      2) Elderly

   b. Schools

      1) If evacuation of public schools is required, students will normally be transported on school buses to other schools outside of the risk area, where they can be picked up by their parents. It is essential that the public be provided timely information on these arrangements. In the case of a large-scale emergency situation with advance warning, schools will generally be closed and students returned to their homes so they can evacuate with their families.

      2) Private schools typically maintain limited transportation resources and may require government assistance in evacuating.

   c. Hospitals, Health Clinics
1) If evacuation of these facilities is required, patients and inmates should be transported, with appropriate medical or security support, to a comparable facility. The facility operator is responsible for making arrangements for suitable transportation and coordinating use of appropriate host facilities. In the case of short-notice or no-notice emergency situations, facilities may be unable to make the required arrangements for transportation and may need assistance from local government with transportation and in identifying suitable reception facilities.

2. The following Specific needs citizens will require specific evacuation assistance, transportation, shelter facilities, and medical care during major evacuations: Annex E includes identification by type and estimated number of Specific needs populations and addresses their needs before, during, and immediately after a major disaster or catastrophic incident.

a. Medication Required
b. Home-Bound Elderly
c. Economically Isolated
d. Public Transportation Dependent
e. English as a Second Language, Non-English Speakers, Culturally Isolated

I. Non-Resident

1. The city must also consider the non-resident population when planning, conducting, and recovering from disasters or emergencies requiring evacuation.

   a. The planning effort must incorporate the expected increase in population due to workers who commute daily into the city, to anticipate the increase in transportation, shelter, medical resource needs.
J. Animal Evacuations

1. House Pet Evacuation

a. Evacuees who go to the homes of relatives, friends or commercial accommodations with their pets normally do not pose difficulties during evacuation. However, evacuees with pets seeking public shelter can create potential problems. For health reasons, pets are not allowed in emergency shelters operated by the American Red Cross and most other organized volunteer groups. However, a number of studies indicate that some people, particularly the elderly, will not leave their homes if they cannot take their pets with them. Loose pets remaining in an evacuated area may also create a public safety concern. Hence, it is desirable to make reasonable arrangements for evacuees who come to public shelters with pets. The Police Department’s Community Service Officers in cooperation with Red Cross should coordinate these arrangements.

b. Depending on the situation and availability of facilities, one or more of the following approaches will be used to handle evacuees arriving with pets:

1) Provide pet owners information on nearby kennels, animal shelters, and veterinary clinics that have agreed to temporarily shelter pets.

2) Direct pet owners to a public shelter with covered exterior corridors or adjacent support buildings where pets on leashes and in carriers may be temporary housed.

3) Set up temporary pet shelters at parks, and other similar facilities.

K. Access Control & Security

1. Security in evacuated areas is extremely important. Those who have evacuated may not do so in the future if their property has been damaged or stolen during their absence. Law enforcement should establish access control points to limit entry into evacuated areas and, where possible, conduct periodic patrols within such
areas to deter theft by those on foot. To the extent possible, fire
departments will take measures to insure continued fire protection.

2. If an evacuated area has sustained damage and cannot be
reoccupied for an extended period of time, it may be desirable to
implement a permit system to limit access to emergency workers,
homemakers, business owners, utility workers, and contractors
restoring damaged structures and removing debris.

L. Demobilization and Reentry

1. Evacuees returning to their homes or businesses in evacuated
areas require the same consideration, coordination, and control as
the original evacuation. For limited incidents, the Incident
Commander will normally make the decision to return evacuees
and disseminate it as appropriate. For large-scale evacuations, the
decision will normally be made by the EOC and disseminated
through the media.

2. The following conditions should prevail in the evacuated area
before evacuees are authorized to return:

   a. The threat prompting the evacuation has been resolved or
      subsided.

   b. Sufficient debris has been removed to permit travel and
      roads and bridges are safe to use.

   c. Downed power lines have been removed; ruptured gas,
      water, and sewer lines have been repaired; and other
      significant safety hazards have been eliminated. However,
      utility services may not be fully restored.

   d. Structures have been inspected and deemed safe for
      occupancy.

   e. Adequate water is available for firefighting.

3. For return and re-entry, it may be necessary to provide
transportation for those who lack vehicles. Traffic control
along return routes may also be required.

4. Public information intended for returnees should address such
issues as:

   a) Documenting damage for insurance purposes.
b) Caution in reactivating utilities and damaged appliances.

c) Cleanup instructions.

d) Removal and disposal of debris.

III. ROLES AND RESPONSIBILITIES

A. Organization

1. Our normal emergency organization, as described in the City of Shawnee EOP, will plan and carry out evacuations and the return of people to their homes or businesses.

   a. Lead Agencies – City EOC, Police Department, Fire Department.

   b. Support Agencies/Entities – Public Works, JOCO Sheriff’s Department, other Mutual Aid organizations.

2. Incident Command System (ICS) – EOC/UC Interface

   a. As noted previously, the Incident Commander will normally determine the need for, organize, and conduct limited evacuations in the immediate vicinity of the incident site. If large-scale evacuation is required, the City Manager or EOC Staff should make the recommendation for such evacuation to the public.

   b. A division of responsibility for evacuation tasks should be agreed upon between the Incident Commander and the EOC. The Incident Commander will normally manage evacuation operations at the scene, while the EOC coordinates operations beyond the incident site, such as coordinating traffic control along evacuation routes, arranging for the activation of shelter and mass care facilities, and advising other jurisdictions of the evacuation.

   c. During a large-scale evacuation, a division of responsibility for evacuation tasks should be agreed upon between the City EOC, County EOC, and any Regional Unified Command. The EOCs will normally manage evacuation operations within their respective jurisdiction area while the Regional UC coordinates evacuation operations affecting multiple jurisdictional areas. The Regional UC will normally
coordinate traffic control along evacuation routes, arrange for the activation of shelter and mass care facilities, and advise other jurisdictions.

IV. DIRECTION AND CONTROL

A. General

1. The City Manager or their designated line of succession has the general responsibility for ordering an evacuation, when deemed the most suitable means of protecting the public from a hazard.

2. In situations where rapid evacuation is critical to the continued health and safety of the population, the on-scene Incident Commander may recommend evacuation of people at risk in and around an incident scene and direct and control the required evacuation.

3. Large-scale evacuations and evacuations conducted on the basis of imminent threat where there is no current incident scene will normally be coordinated and directed by the EOC and any Unified Command.

B. Evacuation Area Definition

1. Areas to be evacuated will be determined by those officials with the authority to direct a mandatory evacuation based on the counsel of those individuals and agencies with the necessary expertise, the use of Specific planning materials or decision aids, the recommendations of state and federal agencies, and, where appropriate, advice from other subject matter experts. Evacuation recommendations to the public should clearly describe the area to be evacuated with reference to known geographic features, such as roads and rivers.

2. The hazard situation which gave rise to the need for evacuation should be continually monitored in case changing circumstances, such as an increase in rainfall or wind shift, change the potential impact area and, thus, the area that must be evacuated.
V. INCREASED READINESS FOR EVACUATION

A. Level 1 - Normal Conditions.

See City Local emergency Operations Plan for any prevention and preparedness activities for the City of Shawnee and Johnson County, KS.

B. Level 2 - Increased Readiness.

Increased Readiness may be appropriate if there is a greater than normal threat of a hazard which could necessitate evacuation. Level 3 readiness actions may include:

1. Review information on potential evacuation areas, facilities at risk, and evacuation routes.

2. Monitor the situation.

3. Inform first responders and local officials of the situation.

4. Check the status of potential evacuation routes and shelter/mass care facilities.

C. Level 3 - High Readiness.

High Readiness may be appropriate if there is an increased risk of a hazard which necessitates evacuation. Level 2 readiness actions may include:

1. Monitor the situation.

2. Alert response personnel for possible evacuation operations duty.

3. Coordinate with specific facilities to determine their readiness to evacuate.

4. Check the status of resources and enhance short-term readiness if possible. Monitor the availability of transportation assets and drivers.

5. Advise the public and specific needs facilities to monitor the situation.
D. **Level 4 - Maximum Readiness.**

Maximum readiness is appropriate when there is a significant possibility that evacuation operation may have to be conducted. Level 1 readiness actions may include:

1. Activate the EOC to monitor the situation and track resource status.
2. Place first responders and transportation providers in an alert status; place off-duty personnel on standby.
3. Update the status of resources.
4. Check the status of evacuation routes and pre-position traffic control devices.
5. Update plans to move government equipment to safe havens.
6. Select shelter/mass care facilities for use.
7. Provide information to the public on planned evacuation routes, securing their homes, and what items they need to take with them. Prepare to issue a public warning if it becomes necessary.

VI. **ADMINISTRATION AND SUPPORT**

A. **Reporting**

Large-scale evacuations should be reported to state agencies and other jurisdictions that may be affected in the periodic Situation Reports prepared and disseminated during major emergency operations.

B. **Records**

1. **Activity Logs.** The Incident Commander and, if activated, the EOC shall maintain accurate logs recording evacuation decisions, significant evacuation activities, and the commitment of resources to support evacuation operations.

2. **Documentation of Costs.** Expenses incurred in carrying out evacuations for certain hazards, such as radiological accidents or hazardous materials incidents, may be recoverable from the responsible party. Hence, all departments and agencies will maintain records of personnel and equipment used and supplies consumed during large-scale evacuations.
C. **Resources**

General emergency response resources that may be required to conduct an evacuation are listed in the City of Shawnee EOP, Departmental Functional Annexes.

1. Resource Identification
2. Coordination with Other Jurisdictions
3. Resource Management
4. Private Coordination
   a. Hospitals and Health Care
   b. Schools and Daycares
   c. Industry
5. Donation Tracking and Volunteer Management
6. Relocation Assistance

E. **Post Incident Review**

For large-scale evacuations, the Johnson County ECC shall normally organize and conduct a review of emergency operations by those tasked in this plan in accordance with the guidance provided in the Johnson County KS Emergency Operations Plan. The purpose of this review is to identify needed improvements in this plan, procedures, facilities, and equipment.

F. **Exercises**

Local drills, tabletop exercises, functional exercises, and full-scale exercises shall periodically include an evacuation scenario based on the hazards faced by this jurisdiction.

G. **Plan Development and Maintenance**

1. The City Emergency Operations Manager is responsible for developing and maintaining this plan. Recommended changes to this plan should be forwarded as needs become apparent.
2. This plan will be revised annually and updated in accordance with the schedule outlined in the City of Shawnee EOP.

VII. REFERENCES

A. Regulations, Polices and Agreements

1. Federal


OSHA Standard 29 CFR 1910.38

Pets Evacuation and Transportation Standards Act of 2005 (H.R. 3858)

B. Supporting Plans and Procedures


2. Regional. Mid America Regional Council Mass Evacuation Plan 2012

3. County. Johnson County Emergency Operations Plan Support Function #1 (Transportation)

4. Kansas Division of Emergency Management, Kansas Response Plan 2011, ESF#1 (Transportation)
# APPENDIX 1 – GENERAL EVACUATION CHECKLIST

<table>
<thead>
<tr>
<th>Action Item</th>
<th>Assigned</th>
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<tbody>
<tr>
<td><strong>PLANNING:</strong></td>
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<tr>
<td>1. Determine area(s) at risk:</td>
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<tr>
<td>- Determine population of risk area(s)</td>
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<tr>
<td>- Identify any Specific needs facilities and populations in risk area(s)</td>
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<tr>
<td>2. Determine evacuation routes for risk area(s) &amp; check the status of these routes.</td>
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<td>3. Determine traffic control requirements for evacuation routes.</td>
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<td>4. Estimate public transportation requirements &amp; determine pickup points.</td>
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<td>5. Determine temporary shelter requirements &amp; select preferred shelter locations.</td>
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<td><strong>ADVANCE WARNING:</strong></td>
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<td>6. Provide advance warning to Specific needs facilities &amp; advise them to activate evacuation, transportation &amp; reception arrangements. Determine if requirements exist for additional support from local government.</td>
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<tr>
<td>7. Provide advance warning of possible need for evacuation to the public, clearly identifying areas at risk. See Annex I, Emergency Public Information.</td>
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<td>8. Develop traffic control plans &amp; stage traffic control devices at required locations.</td>
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<tr>
<td>9. Coordinate with Specific needs facilities regarding precautionary evacuation. Identify and alert Specific needs populations.</td>
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<td>10. Ready temporary shelters selected for use.</td>
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<td>11. Coordinate with transportation providers to ensure vehicles &amp; drivers will be available when and where needed.</td>
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<tr>
<td>12. Coordinate with school districts regarding closure of schools.</td>
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<tr>
<td>13. Advise neighboring jurisdictions that may be affected of evacuation plans.</td>
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<tr>
<td><strong>EVACUATION:</strong></td>
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<td>14. Advise neighboring jurisdictions that evacuation recommendation or order will be issued.</td>
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<td>15. Disseminate evacuation recommendation or order to Specific needs facilities and populations. Provide assistance in evacuating, if needed.</td>
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<tr>
<td>16. Disseminate evacuation recommendation or order to the public through available warning systems, clearly identifying areas to be evacuated.</td>
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<tr>
<td>17. Provide amplifying information to the public through the media. Emergency public information should address:</td>
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<tr>
<td>- What should be done to secure buildings being evacuated</td>
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<tr>
<td>- What evacuees should take with them</td>
<td></td>
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<tr>
<td>- Where evacuees should go &amp; how should they get there</td>
<td></td>
</tr>
<tr>
<td>- Provisions for Specific needs population &amp; those without transportation</td>
<td></td>
</tr>
<tr>
<td>18. Staff and open temporary shelters</td>
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<tr>
<td>19. Provide traffic control along evacuation routes &amp; establish procedures for dealing with vehicle breakdowns on such routes.</td>
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<tr>
<td>20. Provide transportation assistance to those who require it.</td>
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<tr>
<td>21. Provide security in or control access to evacuated areas.</td>
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<tr>
<td>22. Provide Situation Reports on evacuation to the local Disaster District.</td>
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<tr>
<td><strong>RETURN OF EVACUEES</strong></td>
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<tr>
<td>23. If evacuated areas have been damaged, reopen roads, eliminate significant health and safety hazards, &amp; conduct damage assessments.</td>
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<tr>
<td>24. Determine requirements for traffic control for return of evacuees.</td>
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<tr>
<td>25. Determine requirements for &amp; coordinate provision of transportation for return of evacuees.</td>
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<tr>
<td>26. Advise neighboring jurisdictions that return of evacuees will begin.</td>
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<tr>
<td>27. Advise evacuees through the media that they can return to their homes and businesses; indicate preferred travel routes.</td>
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<tr>
<td>28. Provide traffic control for return of evacuees.</td>
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<tr>
<td>29.</td>
<td>Coordinate temporary housing for evacuees that are unable to return to their residences.</td>
</tr>
<tr>
<td>30.</td>
<td>Coordinate with Specific needs facilities regarding return of evacuees to those facilities.</td>
</tr>
</tbody>
</table>
| 31. | If evacuated areas have sustained damage, provide the public information that addresses:  
- Documenting damage & making expedient repairs  
- Caution in reactivating utilities & damaged appliances  
- Cleanup & removal/disposal of debris  
- Recovery programs  See Annex J, Recovery. |
| 32. | Terminate temporary shelter & mass care operations. |
| 33. | Maintain access controls for areas that cannot be safely reoccupied. |
Evacuation Order Report

Incident Name: _____________________________________

Date: ___________________________  Time:_______________________

I, ___________________________________________, issued an EVACUATION ORDER for the following individual(s):

This individual(s) was ordered to evacuate from:

This EVACUATION ORDER was issued for the following reasons:

The individual(s) ordered to evacuate:

- Transported themselves out of the area.
- Were escorted out of the area by incident personnel

If the evacuee(s) were escorted out of the area by incident personnel, complete the following:

Name of the Incident personnel that escorted the evacuee(s) out of the area:

Location to which the evacuee(s) was escorted:

If the evacuee(s) was a minor, name of the person who accepted responsibility from the escort:

Evacuee(s) were escorted from the area under restraint  Yes | No

Signature of person issuing the EVACUATION ORDER: _________________________________
APPENDIX 3 - EVACUATION ROUTES

Zone 9: Bridges & Evacuation Routes
# APPENDIX 4 – POTENTIAL AREAS NEEDING EVACUATION

<table>
<thead>
<tr>
<th>Name/Phone Number</th>
<th>Location/Description</th>
<th>Estimated Population</th>
<th>Evacuation Routes</th>
<th>Evacuation Time</th>
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# APPENDIX 5 – SHELTER INFORMATION

<table>
<thead>
<tr>
<th>Shelter Name/Phone Number</th>
<th>Location</th>
<th>Shelter Manager</th>
<th>Responsible Agency</th>
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<tbody>
<tr>
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## APPENDIX 6 – FACILITIES RESOURCE INVENTORY

<table>
<thead>
<tr>
<th>Specific Facilities #</th>
<th>Location</th>
<th>Inventory List</th>
<th>Responsible Agency</th>
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</table>
## APPENDIX 7 – TRAFFIC AND PERIMETER CONTROL

### TRAFFIC PLAN:

#### Routes and Destinations:

<table>
<thead>
<tr>
<th>Primary Route:</th>
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<table>
<thead>
<tr>
<th>Primary Destination:</th>
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<th>Alternate Route:</th>
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<th>Alternate Destination:</th>
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#### Traffic Control

<table>
<thead>
<tr>
<th>Location</th>
<th>Type of Control</th>
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<tbody>
<tr>
<td></td>
<td>Mobile Patrols</td>
</tr>
<tr>
<td></td>
<td>Traffic Directional Control</td>
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</tbody>
</table>

|          | Mobile Patrols  |
|          | Traffic Directional Control |

|          | Mobile Patrols  |
|          | Traffic Directional Control |

|          | Mobile Patrols  |
|          | Traffic Directional Control |
PERIMETER AND ACCESS CONTROL.

Perimeter and access control shall be established to minimize conflicts between civilian and incident traffic. Perimeter and access control shall be accomplished by establishing:

- **Outer Perimeter**

<table>
<thead>
<tr>
<th>Location</th>
<th>Type of Control</th>
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<tbody>
<tr>
<td></td>
<td>❑ Checkpoint</td>
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<tr>
<td></td>
<td>❑ Road Block</td>
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<td>❑ Checkpoint</td>
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<td>❑ Road Block</td>
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<td>❑ Checkpoint</td>
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<td>❑ Road Block</td>
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- **Inner Perimeter**

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<th>Location</th>
<th>Type of Control</th>
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<td>❑ Checkpoint</td>
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<td></td>
<td>❑ Road Block</td>
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<td></td>
<td>❑ Road Closure</td>
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<td>❑ Checkpoint</td>
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<td>❑ Road Block</td>
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<td>❑ Road Closure</td>
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<td>❑ Road Closure</td>
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APPENDIX 8 – PRE-EVACUATION CONTACT SHEET

Pre-Evacuation Contact

Incident Name: _______________________________________________

<table>
<thead>
<tr>
<th>Date:__________________________</th>
<th>Time:_______________________</th>
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</table>

Name of Person Contacted:

Address or Location of Contact:

Number of persons at this location:

<table>
<thead>
<tr>
<th>Adults</th>
<th>Minors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Males</td>
<td>Females</td>
</tr>
<tr>
<td>Males</td>
<td>Females</td>
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</tbody>
</table>

Transportation Available

Yes
No

Pets/Animals needing attention

Yes
No

Specific Needs or Assistance Required: (explain)

Phone Number at contact location

Emergency Contact Name

Emergency Contact Number

Electronic media most often on at contact location

<table>
<thead>
<tr>
<th>Television</th>
<th>Radio</th>
<th>None</th>
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</table>

Other information:

Contact Made By:

Local Emergency Operations Plan
Annex E: Specific Needs

April 2012
The Specific Needs Plan, including appendices, will be reviewed and approved on an annual basis. All updates and revisions to the plan will be tracked and recorded in the following table. This process will ensure the most recent version of the plan is disseminated and implemented by emergency response personnel.

<table>
<thead>
<tr>
<th>Change #</th>
<th>Date of Change</th>
<th>Entered By</th>
<th>Summary of Changes</th>
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Table of Contents

I. PURPOSE ............................................................................................................................................. 2

II. SITUATION AND ASSUMPTIONS ................................................................................................. 3
   A. Situation ............................................................................................................................................... 3
   B. Assumptions ....................................................................................................................................... 4

III. CONCEPT OF OPERATIONS ............................................................................................................ 5
   A. General: ............................................................................................................................................. 5
   B. Disaster Recovery Center (DRC) ........................................................................................................ 5
   C. Specific Needs .................................................................................................................................... 5
   D. Counseling ....................................................................................................................................... 5
   E. Supporting Shelter Management ....................................................................................................... 6
   F. Serving Post-Shelter Needs ............................................................................................................... 6

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES .................................................... 6
   A. General ............................................................................................................................................. 6
   B. Specific areas of responsibility: .......................................................................................................... 6

V. PREPAREDNESS ............................................................................................................................... 8

VI. RESPONSE ......................................................................................................................................... 8

VII. RESTORATION AND RECOVERY ................................................................................................. 8

VIII. ADMINISTRATION AND LOGISTICS ......................................................................................... 8

IX. TRAINING AND EXERCISES ............................................................................................................ 9
   A. Training ............................................................................................................................................. 9
   B. Exercises ......................................................................................................................................... 9

X. ANNEX DEVELOPMENT AND MAINTENANCE ............................................................................. 9

XI. AUTHORITIES AND REFERENCES ................................................................................................. 9

Appendix 1 ............................................................................................................................................... 10
Appendix 2 ............................................................................................................................................... 11
Appendix 3 ............................................................................................................................................... 15
I. PURPOSE

The purpose of this annex is to provide a framework for local emergency personnel working with members of the community who have special considerations. For the purposes of this annex, members of the community who may have specific needs are generally those who are deaf and hard of hearing, totally and legally blind, with cognitive, developmental, or physical disabilities, and those with limited English proficiency. This annex is developed with the purpose of access to emergency preparedness, response, and recovery services for the vulnerable and hardest to reach populations with traditional disaster preparations. This annex does not imply a specific response or capability.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Emergency responders and other personnel utilized in initial response may experience communication barriers while assisting community members who have specific needs.

2. Community members who have specific needs may live independently, in community based/assisted living settings, in long term care facilities, or may be homeless.

3. Primary needs of community members with specific needs may include assistance with relocation/evacuation, transportation, sheltering and receiving warnings and public information.

4. Disabilities can be temporary, chronic, episodic, visible or invisible.

5. Some members of the community with specific needs will identify the need for assistance during emergency situations, others will not.

6. Some people may utilize service animals, therefore accommodations for service animals have been included in the City’s relocation/evacuation planning and sheltering planning.

7. Members of the community with specific needs are generally more vulnerable during a disaster and have a responsibility to prepare for disaster.
8. The statistics below are used for planning purposes in support of this annex.

Additional statistics from the census of 2010 are in Appendix 4.

a. Limited English proficiency (over 5 years of age): ________________

b. With some reported disability: ________________

c. Below poverty level: ________________

B. Assumptions

1. Community resources such as interpreters, health care personnel, and housing managers will provide assistance to members of the community and emergency response personnel who require their assistance.

2. Many community members with specific needs have support networks that will provide needed assistance for the individuals in the event of an emergency or disaster.

3. Community Emergency Response Teams (CERT) may be able to assist members of the community requiring additional assistance, who live in their neighborhoods, in the event of an emergency or disaster.

4. Some residents, including those with specific needs, of the City of Shawnee have created personal emergency plans and disaster supply kits, to care for themselves in the event of an emergency or disaster.

5. Some members of the community, especially those who are homeless, may not have access to emergency warning and notification or to public information disseminated by the media.

6. Emergency response personnel may need guidance from the community and supporting social service agencies, when working with individuals with specific needs who require special assistance.

7. Many community members requiring specialized services will have access to family member support or direct care from service providers; others will not have access to their normal resources.

8. Some members of the community may have relocated or evacuated without or have been separated from durable medical
supplies and specialized equipment they need (e.g., wheelchairs, walkers, service animals, listening devices, etc.).

III. CONCEPT OF OPERATIONS

A. General:

1. To provide for an effective response to a disaster situation, the Emergency Operations Center when activated will coordinate the efforts of various agencies to meet individual human needs.

2. During actual or impending disaster situations requiring the relocation/evacuation and sheltering of a considerable number of people, procedures outlined in Annex C - Shelter Plan and Annex D - Relocation/Evacuation Plan will be supported by the Emergency Operations Center, responsible city departments and supporting social service agencies.

B. Disaster Recovery Center (DRC)

Upon a Presidential Disaster Declaration, the Federal Emergency Management Agency and State Military Department, Emergency Management Division will participate in the Disaster Recovery Centers for the purpose of grant applications in the Individual assistance program. This program provides grants to meet those disaster-related necessary expenses or serious needs for which assistance for other means is either unavailable or inadequate.

C. Specific Needs

Disaster victims with specific needs may require assistance to meet their necessary expenses and serious needs (food, clothing, housing, medical, and financial). Social service agencies who normally provide these services will continue to do so. When the social service system is unable to support the needs of those with specific needs, the Emergency Operations Center, when activated, will coordinate and may provide emergency support.

D. Counseling

Disaster victims and emergency workers may require emergency counseling services. This counseling may be coordinated through the Emergency Operations Center, when activated.
E. Supporting Shelter Management

The Mass Care Unit Leader, when activated and/or the Parks and Recreation Department will coordinate and assist shelter management. See Annex C Shelter Plan for further details.

F. Serving Post-Shelter Needs

1. As soon as possible and upon restoration of the social service network, the Emergency Operations Center, when activated, will coordinate with the Long Term Recovery Organizations (LTRO) to support remaining unmet needs.

2. Efforts will be made to reunite families and expand counseling and other social services.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. General

1. See EOC organizational chart at Appendix 3.

2. Keep accurate records of expenditures in support of this Annex for possible reimbursement or auditing requirements

B. Specific areas of responsibility:

1. City Manager, Designee, EM Working Group
   a. Establish response and recovery priorities
   b. Declare state of emergency
   c. Provide necessary guidance and leadership

2. Emergency Management/EOC Coordinator
   a. Determine specific needs requirements
b. Develop public messaging

c. Coordinate with the Public Information Officer for the development of public information announcements considering the unique requirements of community members with specific needs

d. Ensure continued coordination through the specific needs management period

e. Assign the tasks of coordinating disaster assistance volunteers, as required

f. Develop procedures for recruiting, registering and utilizing spontaneous volunteers (see Volunteer Management Annex)

g. Provide a liaison between the EOC and volunteer agencies

h. Establish a Special Populations Unit Leader, as required

i. Request outside assistance (County, State, Federal), when required

j. Demobilize activities established under this ANNEX as soon as possible

k. Coordinate with the Mass Care (sheltering), when activated

l. Coordinate with Johnson Public Health Department for public health and medical requirements of community members with specific needs

m. Coordinate with supporting departments

3. **Public Information Officer**

Provide official information and instructions to the community utilizing all available means directed at community members with specific needs, including but not limited to, websites, interpreted messages for radio, TV, closed captioned messages, large print materials, brail, etc.

4. **Transportation Services**

a. Coordinate with the Special Populations and Mass Care Unit Leaders, when activated, or the EOC leadership.

b. Transport community members with specific needs and their service animals to care facilities or established shelters
c. Transport community members with specific needs and their specialized medical supplies (wheelchairs, walkers, oxygen and other equipment and supplies) to care facilities or established shelters

V. PREPAREDNESS

It is vitally important for community members with specific needs, their caregivers and family members to prepare for emergencies and disasters. Generally, the same public preparedness messages apply but may require additional focus on the specific need. Appendix 5 outlines additional steps necessary for some community members with specific needs. The role of the general population is to be prepared for any disaster and if the disaster occurs, to follow the direction provided and aid their families and neighbors, especially those community members with specific needs.

VI. RESPONSE

Response agency roles and responsibilities are outlined in this annex. Coordination of services to community members with specific needs is a critical response activity and will normally be a responsibility of the EOC. Social Service, volunteer and private sector assistance may be required and will be integrated in the training and exercise of this annex.

VII. RESTORATION AND RECOVERY

A. Restoration

Service restoration in the disaster area is required before the unmet needs of the citizens can be reduced and eliminated.

B. Recovery

Recovery occurs when citizens no longer have unmet needs caused by the disaster.

VIII. ADMINISTRATION AND LOGISTICS

See the Basic Comprehensive Emergency Management Plan for details.
IX. TRAINING AND EXERCISES

This Annex is considered a working document that will evolve in response to ever-changing conditions. Ongoing exercises, training, evaluation and maintenance of this Annex will ensure new conditions and changes in the City can be addressed. A training and exercise program is vital to ensuring overall readiness and preparedness. Training prepares personnel for their roles and responsibilities. Exercises test capabilities, resources and relationships of responding departments and agencies.

A. Training

All City staff should receive awareness training on the policies and procedures identified in this Annex. Public, private, faith-based and non-profit organizations will be integrated in the training plan for this Annex. Training will be conducted on this Annex consistent with the Basic Comprehensive Emergency Management Plan.

B. Exercises

Conducting regular exercises will help identify areas of the Annex that require revision, enhancement, or additional detail. Exercises also help identify additional training or equipment necessary to improve the capabilities of responding personnel to implement donations management efforts. Exercises will be conducted on this Annex consistent with the Local Emergency Operations Plan.

X. ANNEX DEVELOPMENT AND MAINTENANCE

The City of Shawnee Office of Emergency Management will be responsible for updating this Annex. Lessons learned from exercises, actual events and agency roles and responsibilities will be used to modify this Annex.

XI. AUTHORITIES AND REFERENCES

Any specific needs plan must be developed and maintained pursuant to relevant local, county, state and federal statutes and regulations. Every effort has been made to ensure this plan is compatible with the Federal Emergency Management Agency (FEMA) guidance (CPG 301 and Post Katrina Emergency Management Reform Act) and the Revised Code of Kansas. See the City of Shawnee Local Emergency Operations Plan for detail.
Appendix 1

Acronyms and Abbreviations

DPG Disaster Policy Group
EOC Emergency Operations Center
FEMA Federal Emergency Management Agency
HAZMAT Hazardous Material(s)
JIC Joint Information Center
JIS Joint Information System
LEOP Local Emergency Operations Plan
LTRO Long Term Recovery Organizations
NIMS National Incident Management System
NPG National Preparedness Guideline
NRF National Response Framework
Appendix 2

Terms and Definitions

**Annex:** Annexes to this basic plan can stand alone, however, are guided by the focus of the basic plan.

**Appendix (Appendices):** Appendices supplement the basic plan to organize specific topics for ease of use.

**Comprehensive Emergency Management Plan (CEMP):** Official document establishing the philosophy and strategic direction for City Emergency Management actions in an emergency or major disaster.

**Disaster:** An occurrence of a natural catastrophe, technological accident, or human-caused event that has resulted in severe property damage, deaths, and/or multiple injuries. As used in this plan, a “major disaster” is one that exceeds the response capability of the Local jurisdiction and requires County, State, and potentially Federal, involvement. (Source: FEMA Comprehensive Preparedness Guide (CPG) 101)

**Emergency:** Any incident, whether natural or manmade, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency means any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States. (Source: National Response Framework)

**Emergency Management Working Group:** A group established to provide consultation to the City Manager in forming executive policy decision strategies related to the emergency or major disaster.

**Emergency Operations Center (EOC):** The physical location at which the coordination of information and resources to support incident management (on scene operations) activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., Federal, State, regional, tribal, city, county), or some combination thereof. (Source: National Response Framework)

**Incident:** An occurrence or event, natural or manmade that requires a 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. (Source: National Response Framework)

**Incident Command:** Entity responsible for overall management of the incident. Command consists of the Incident Commander, either single or unified command, and any assigned supporting staff. (Source: National Response Framework)

**Incident Command System (ICS):** A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is a management system designed to enable effective incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations. (Source: National Response Framework)

**Joint Information Center (JIC):** A facility established to coordinate all incident related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the JIC. (Source: National Response Framework, National Incident Management System, FEMA Comprehensive Preparedness Guide (CPG) 101)

**Joint Information System (JIS):** Integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely information during crisis or incident operations. The JIS provides 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 about 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. (Source: National Response Framework, National Incident Management System, FEMA Comprehensive Preparedness Guide (CPG) 101)

**Long Term Recovery Organizations (LTRO):** When individuals with disaster damage have exhausted all available FEMA/state assistance and still have serious unmet needs, are referred to an LTRO. The Federal Emergency Management Agency (FEMA) brings to every major disaster a team of people who specialize in helping form LTROs. In Kansas, FEMA's Voluntary Agency Liaison group works with Kansas Voluntary Organizations Active in Disasters (KS-VOAD) to assess needs, forge connections with outside agencies, meet with many local groups and organizations, and provide
guidance as needed. LTROs combine the resources of voluntary groups. Typically, they are comprised of social voluntary and faith-based organizations. The organizations that participate in an LTRO expand their opportunities to assist residents affected by the disaster. By coordinating their efforts, they make the best use of each member’s services and resources, while allowing them to share information and thus avoid duplication of benefits.

**National Incident Management System (NIMS):** Provides a systematic, proactive approach that guides government agencies at all levels, the private sector, and nongovernmental organizations to work seamlessly to prepare for, prevent, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life or property and harm to the environment. (Source: National Response Framework, National Incident Management System, FEMA Comprehensive Preparedness Guide (CPG) 101)


**Preparedness:** Actions that involve a combination of planning, resources, training, exercising, and organizing to build, sustain, and improve operational capabilities. Preparedness is the process of identifying the personnel, training, and equipment needed for a wide range of potential incidents, and developing jurisdiction-specific plans for delivering capabilities when needed for an incident. (Source: National Response Framework)

**Recovery:** The economic focused long-term activities normally beyond the initial crisis period and emergency response phase of disaster operations that focus on returning all systems in the community to a normal status or to reconstituting these systems to a new condition that is less vulnerable. (Source: FEMA Comprehensive Preparedness Guide (CPG) 101)

**Response:** Activities that occur during and immediately following an emergency or major disaster providing immediate emergency assistance designed to reduce the impact to people, environment, economy and property.

**Restoration:** The service focused short and long-term activities normally beyond the initial crisis period and emergency response phase of disaster operations that focus on returning City services to a normal status or to reconstituting these services to a new condition.

**Specific Needs:** Generally those who are deaf and hard of hearing, totally and legally blind, with cognitive, developmental, or physical disabilities, and those with limited English proficiency
**Unmet Needs:** Following a disaster an unmet need of a citizen could be anything from basic life support (food, water, shelter, clothing, etc.) or assistance necessary to recover from a disaster (volunteer services, home repairs, financial support, etc.).
Appendix 3

Preparedness Considerations for Individuals with Specific Needs

Emergency Preparedness for People with Disabilities and Specific Needs
While each person's abilities and needs are unique, every individual can take steps to prepare for all kinds of emergencies. By evaluating your own personal needs and making an emergency plan that fits those needs, you and your loved ones can be better prepared. Consider how an emergency might affect your individual needs. Plan to make it on your own for at least three days. It's possible that you will not have access to a medical facility or even a drugstore. It's crucial that you and your family think about what kind of resources you use on a daily basis and what you might do if those resources are limited or not available. If you or someone close to you has a disability or a specific need, you may have to take additional steps to protect yourself and your family in an emergency.

Disability/Specific Need Additional Steps
Visually impaired May be extremely reluctant to leave familiar surroundings when the request for evacuation comes from a stranger. A guide dog could become confused or disoriented in a disaster. People who are blind or partially sighted may have to depend on others to lead them, as well as their dog, to safety during a disaster. Hearing impaired May need to make special arrangements to receive warnings. Mobility impaired May need special assistance to get to a shelter. Single working parent May need help to plan for disasters and emergencies. Non-English speaking persons May need assistance planning for and responding to emergencies. Community and cultural groups may be able to help keep people informed. People without vehicles May need to make arrangements for transportation. People with special dietary needs should take special precautions to have an adequate emergency food supply. People with medical conditions should know the location and availability of more than one facility if dependent on a dialysis machine or other life-sustaining equipment or treatment. People with intellectual disabilities may need help responding to emergencies and getting to a shelter. People with dementia should be registered in the Alzheimer’s Association Safe Return Program

Emergency Supplies
The basic emergency supply kit is described on the Ready.gov website. In addition to the basics that everyone needs please consider the following information. If you take medicine or use a medical treatment on a daily basis, be sure you have what you need on hand to make it on your own for at least a week. Keep a copy of your prescriptions as well as dosage or treatment information. If it's not possible to have a week's supply of medicines and supplies, keep as much as possible on hand and talk to your pharmacist or doctor about what else you should do to prepare. If you undergo routine treatments administered by a clinic or hospital or if you receive regular services such as home health care, treatment or transportation, talk to your service provider about their emergency plans. If you use medical equipment that requires electricity to operate, talk to your health care provider about a backup plan or alternatives during a power outage.

If you use eyeglasses, hearing aids and hearing aid batteries, wheelchair batteries, or oxygen, be sure you always have extras in your home. Keep medical insurance information readily available. If you have a service animal, be sure to include food, water, and collar with ID tag. If you have information related to operating equipment or life-saving devices that you rely on,
include those in your emergency kit as well, and also make sure that a trusted friend or family member has copies of these documents. Include names and numbers of everyone in your personal support network, as well as your medical providers. If you have a communication disability, make sure your emergency information list notes the best way to communicate with you.

Make a Plan
The reality of a disaster situation is that you will likely not have access to everyday conveniences. To plan in advance, think through the details of your everyday life. If there are people who assist you on a daily basis, list who they are and how you will contact them in an emergency. Create your own personal support network by identifying others who will help you in an emergency. Think about what modes of transportation you use and what alternative modes could serve as back-ups. If you require handicap accessible transportation be sure your alternatives are also accessible. If you have tools or aids specific to your disability, plan how you would cope without them. For example, if you use a communication device, mobility aid, or rely on a service animal, what will you do if these are not available? If you are dependent on life sustaining equipment or treatment such as a dialysis machine, find out the location and availability of more than one facility. For every aspect of your daily routine, plan an alternative procedure. Make a plan and write it down. Keep a copy of your plan in your emergency supply kits and a list of important information and contacts in your wallet. Share your plan with your family, friends, care providers and others in your personal support network.

Create a Personal Support Network
If you anticipate needing assistance during a disaster, make a list of family, friends and others who will be part of your plan. Talk to these people and ask them to be part of your support network. Share each aspect of your emergency plan with everyone in your group, including a friend or relative in another area who would not be impacted by the same emergency who can help if necessary. Make sure everyone knows how you plan to evacuate your home, school or workplace and where you will go in case of a disaster. Make sure that someone in your personal support network has an extra key to your home and knows where you keep your emergency supplies. Teach them how to use any lifesaving equipment or administer medicine in case of an emergency. If you use a wheelchair, oxygen or other medical equipment show friends how to use these devices so they can move you if necessary or help you evacuate. Practice your plan with those who have agreed to be part of your personal support network. Inform your employer and co-workers about your disability and let them know specifically what assistance you will need in an emergency. This is particularly important if you need to be lifted or carried. Talk about communication difficulties, physical limitations, equipment instructions and medication procedures. If you are hearing impaired, discuss the best ways to alert you in an emergency. If you have a cognitive disability, be sure to work with your employer to determine how to best notify you of an emergency and what instruction methods are easiest for you to follow. Always participate in exercises, trainings and emergency drills offered by your employer.

Develop a Family Communications Plan
Your family may not be together when disaster strikes, so plan how you will contact one another and review what you will do in different situations. Consider a plan where each family member calls or e-mails the same friend or relative in the event of an emergency. It may be easier to make a long-distance phone call than to call across town, so an out-of-town contact, not in the impacted area, may be in a better position to communicate among separated family members. You may have trouble getting through, or the phone system may be down altogether, but be patient.
Deciding to Stay or Go
Depending on your circumstances and the nature of the emergency, the first important decision is whether you stay or go. You should understand and plan for both possibilities. Use common sense and available information to determine if there is immediate danger. In any emergency, local authorities may or may not immediately be able to provide information on what is happening and what you should do. However, you should monitor television or radio news reports for information or official instructions as they become available. If you're specifically told to evacuate or seek medical treatment, do so immediately. If you require additional travel time or need transportation assistance, make these arrangements in advance.

Consider Your Service Animal or Pets
Whether you decide to stay put in an emergency or evacuate to a safer location, you will need to make plans in advance for your service animal and pets. Keep in mind that what's best for you is typically what's best for your animals. If you must evacuate, take your pets with you, if possible. However, if you are going to a public shelter, it is important to understand that the law requires only service animals be allowed inside. Plan in advance for shelter alternatives that will work for both you and your animals; consider loved ones or friends outside of your immediate area, pet-friendly shelters and veterinarians who would be willing to take in you and your pets in an emergency. For more information about pet preparedness, visit www.ready.gov.

Staying Put
Whether you are at home or elsewhere, there may be situations when it's simply best to stay where you are and avoid any uncertainty outside. Consider what you can do to safely shelter-in place alone or with friends, family or neighbors. Also consider how a shelter designated for the public would meet your needs. There could be times when you will need to stay put and create a barrier between yourself and potentially contaminated air outside. This process is known as "sealing the room." Use available information to assess the situation. If you see large amounts of debris in the air, or if local authorities say the air is badly contaminated, you may want to take this kind of action.

Evacuation/Relocation
There may be conditions in which you will decide to get away or there may be situations when you may be ordered to leave. Plan how you will get away and anticipate where you will go. Choose several destinations in different directions so you have options in an emergency. Ask about evacuation plans at the places where you spend time including work, school, community organizations and other places you frequent. If you typically rely on elevators, have a back-up plan in case they are not working.

Fire Safety
Plan two ways out of every room in case of a fire. Check for items such as bookcases, hanging pictures, or overhead lights that could fall and block an escape path. Check hallways, stairwells, doorways, windows and other areas for hazards that may keep you from safely leaving a building during an emergency. Secure or remove furniture and objects that may block your path. If there are aspects of preparing your home or workplace that you are not able to do yourself, enlist the help of your personal support network. During and right after a disaster, ordinary items in the home can cause injury or damage. Anything that can move, fall, break or cause fire is a home hazard. Check for items such as bookcases, hanging pictures, or overhead lights that could fall in an earthquake or a flood and block an escape path.
What to Expect from a Specific Needs Shelter:
The City of Shawnee may coordinate for staffing of a shelter for persons with disabilities or specific needs that may include nurses and other medical personnel. Oxygen may be available, but air heating and cooling may be limited. Specific public notices will be provided when a specific needs shelter is in operation. Before going to a shelter, arrange to bring at least a two-week supply of any medications you need along with any needed portable equipment. If you have special diet requirements, be sure to pack your own special nonperishable snacks. For your own comfort, you may consider bringing items such as bedding, sheets, pillows and blankets. Cots are available on a limited basis and are not guaranteed. Specific needs shelters generally do not have hospital beds and cannot assist those with acute medical problems.
Local
Emergency Operations Plan
Annex G: Donations

April 2012
The Donations Plan, including appendices, will be reviewed and approved on an annual basis. All updates and revisions to the plan will be tracked and recorded in the following table. This process will ensure the most recent version of the plan is disseminated and implemented by emergency response personnel.

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Table of Contents

I. PURPOSE ................................................................................................................................. 4

II. SITUATION AND ASSUMPTIONS .......................................................................................... 4
   A. Situation................................................................................................................................. 4
   B. Assumptions ......................................................................................................................... 5

III. CONCEPT OF OPERATIONS ............................................................................................... 6
   A. General ................................................................................................................................. 6
   B. Planning Components .......................................................................................................... 8
   C. Donated Goods and Services: ........................................................................................... 8
   D. Financial Contributions: ..................................................................................................... 9
   E. Facilities: ............................................................................................................................... 9
   F. Transportation: .................................................................................................................... 9
   G. Phone Bank: .........................................................................................................................10
   H. Unmet Needs: .....................................................................................................................11

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES ........................................... 11
   A. General ..................................................................................................................................11
   B. Specific areas of responsibility: ..........................................................................................11
      1. City Manager, Designee, EOC Staff .............................................................................11
      2. Emergency Operations Manager/EOC Staff .................................................................12
      3. Donations Management Leader/City Clerk .................................................................12
      4. Shawnee Police Department .........................................................................................13
      5. Public Works ....................................................................................................................13
      6. Parks and Recreation .......................................................................................................13

V. PREPAREDNESS ..................................................................................................................... 13

VI. RESPONSE ............................................................................................................................. 13

VII. RESTORATION AND RECOVERY ..................................................................................... 14
   A. Restoration. .........................................................................................................................14
   B. Recovery. ...............................................................................................................................14

VIII. ADMINISTRATION AND LOGISTICS .............................................................................. 14

IX. TRAINING AND EXERCISES ............................................................................................... 14
   A. Training ..................................................................................................................................14
   B. Exercises ...............................................................................................................................14

X. ANNEX DEVELOPMENT AND MAINTENANCE .................................................................. 14

XI. AUTHORITIES AND REFERENCES ..................................................................................... 15
I. **PURPOSE**  
The purpose of this annex is to explain the responsibilities for coordinating donated goods, services and financial contributions whether solicited or unsolicited, in the event of natural or human caused disaster.

II. **SITUATION AND ASSUMPTIONS**

A. **Situation**

1. When circumstances warrant, a united and cooperative effort by city, county, state and federal governments, public, private and faith based volunteer organizations, the private sector and the donor community is necessary for the successful management of unsolicited and non-designated goods, services and financial contributions which make their way to the disaster area.

2. Disasters trigger extensive media coverage which can overwhelm the abilities of volunteer agencies to coordinate and control donated goods and services.

3. Because public and private volunteer organizations are experienced in managing donations and have existing capabilities to receive process and deliver needed goods and services to disaster victims, the City of Shawnee will look to those organizations to implement the resource system.

4. The City of Shawnee has the responsibility in a catastrophic disaster to respond to offers of unsolicited donated goods or services to meet the unmet needs of its citizens.

5. The City of Shawnee’s role in the allocation and distribution of donations will generally be limited to providing a means to coordinate response needs with offers of goods and services. This will normally be accomplished through the EOC Donations Management Staff *(assigned to the City Clerk’s Division)*.

6. The EOC Donations Management Staff generally will manage donations by:

   a. Coordinating with other agencies to ensure goods and resources are used effectively;

   b. Looking principally to those organizations with established donation management structures;

   c. Encouraging cash donations to recognized non-profit voluntary organizations;

   d. Encouraging the use of existing nongovernmental organizational donations resources before seeking governmental assistance.
B. Assumptions

1. In the event of a large scale disaster, local government and volunteer agencies may need to receive, coordinate and distribute donated goods and services.

2. Donated goods and services may arrive without warning and without being packed appropriately. These goods and services should be documented and sorted as quickly as possible. The amount of donated goods could be sizeable, which may create problems for storage and distribution. Volunteers may assist with the sorting and distribution of donated goods.

3. In a disaster local government and local volunteer groups and agencies may be adversely effected and may not be able to cope with a sizable flow of donated goods and services.

4. Goods and services may be donated that are not needed by disaster victims or responders.

5. Receiving and sorting unneeded goods or services may take valuable resources from priority missions.

6. Disposing of large quantities of unneeded goods can be a lengthy and costly process.

7. Most personal donations are given little expectation of return other than the personal satisfaction of giving. However, some donations and services may be unusable, have “strings attached” or not really be donations at all. They may:
   a. Be given with an expectation of compensation, publicity, or tax write-off.
   b. Be items that are out-of-date (i.e. expired food stuffs or pharmaceuticals) unusable (broken furniture, dirty or torn clothing) or unsuitable (food that requires refrigeration, winter coats in August, etc.)
   c. Be volunteer services that do not meet the announced or advertised expectations or capabilities.
   d. Be provided illegally as a ruse in a fraudulent process to obtain money from disaster victims.
   e. Be offered at a “discount” to disaster victims, with no real savings.
   f. Be offered in limited quantity as a deception to simply show an “association” with government or disaster relief as a basis for future advertising claims.
8. Financial donations allow volunteer agencies flexibility to address the most urgent needs and serves to stimulate the local economy and eliminate the logistical problems associated with in-kind or tangible donations. Any financial contributions will be managed and distributed to support disaster response and recovery operations.

9. Donors may want to:
   a. Know what is needed in the disaster area—cash, goods, and/or services.
   b. Know how they should transport their donation to the local area, or if there is someone who can transport it for them.
   c. Start a “drive for donations” to help disaster victims, but have no knowledge of what to do and how to do it.
   d. Earmark their donation for a specific local group or organization, such as a church, fraternal society, or social service agency, or want to know to whom, specifically, received their donation.
   e. Have their donation received by a local official and/or receive a letter of appreciation or public recognition.

10. Citizens affected by a disaster may:
   a. Desire immediate access to donations before they are sorted and ready to be disseminated at appropriate distribution points.
   b. Believe that the donations have not been or are not being distributed fairly if they do not have information on the process of distributing donations.
   c. May have unmet needs which can be satisfied by additional donations.

III. CONCEPT OF OPERATIONS

A. General: Donations are used to meet unmet needs of citizens. Voluntary agencies are considered the primary recipients, managers, and distributors of donated goods and services. However, local government has the ultimate responsibility for managing disaster response and recovery and may engage in the donations management process, as required.

   1. The City will stress to donor's the preference for cash donations, however, if the donor wants to donate an in-kind good, the City will provide a system to connect the donor with the organization needing that particular donation.
2. The ultimate goal for the City in managing donated good is to prevent transportation arteries from becoming clogged, prevent voluntary agencies from being overwhelmed with donations, and to prevent worthwhile materials and goods, donated out of kindness, from being unnecessarily destroyed.

3. The general donations management EOC functions are as follows:

   a. A Donations Management Leader (City Clerk)
   b. A Physical Donations Coordinator
   c. A Financial Donations Coordinator
   d. A phone bank (or coordinate with 2-1-1 to assume this role)
   e. A coordinated media relations effort
   f. Effective liaison with other emergency support functions at the county, state and federal government. (Emergency Ops Mgr.)

4. This plan is designed for a very large or catastrophic disaster; however, donations management on a lesser scale is necessary when smaller disasters result in small to moderate amounts of donations. Donations management flexibility is necessary to appropriately address these situations. Three levels of donations management, each suited to the particular scope of the disaster, allow the necessary flexibility. These levels are as follows.

   a. **Donations Management - Level A:** This level will generally be used in disasters that are small, limited or localized in nature. This would correspond generally with a Phase I or II (See LEOP for Phase descriptions) activation of the Emergency Operation Center (EOC). Donations are few and sporadic. In this level, the Emergency Operations Management staff could handle any matters regarding donations or provide donations management guidance.

   b. **Donations Management – Level B:** This level is for disasters that range from small to large. The EOC is activated to a Phase II or III (See LEOP for Phase descriptions). A state and a federal declaration of disaster are probable. Donations activity is significant but may not require activation of most donations components contained in this plan. One to several people can manage donations. They will use some of the components of this plan and combine others into one or two functions or positions.

   c. **Donations Management – Level C:** This phase is for very large or catastrophic disasters or disasters that generate a great amount of media attention or public interest. The EOC is activated to a Phase III or IV (See LEOP for Phase descriptions). A state and federal declaration of disaster are certain. Donations activity may overwhelm local capability to manage within the voluntary agencies. A donations management branch or unit will be established.
B. Planning Components: Donations management officials should have expertise in planning and training in the components to be considered as the Donations Management operation is established. Components to consider are as follows:

1. Administration.
2. Risk management.
3. Receiving and unloading.
5. Storage.
6. Shipping.
7. Accountability.

C. Donated Goods and Services:

1. Donors will be encouraged to donate to various local public, private, faith-based and non-profit organizations and make their own decision in choosing which organization the donation is to be designated. Donors will be advised to properly package and label all goods and to provide a detailed inventory list with shipments.

2. Donors will be discouraged from sending unsolicited donations directly to the disaster sites. Donors will be encouraged to donate money to the American Red Cross. Donors who insist on donating unsolicited or unwanted goods will be advised that although goods cannot be accepted at this time, the information will be entered into a database and made available to government offices, human service organizations and other emergency responders, should a need arise for such goods.

3. Goods not requested but which can be used will be made available to all public, private, faith-based and non-profit organizations. When possible, unneeded goods such as clothing shall be recycled or redistributed to others in need.

4. Corporate offers of bulk items will be accepted if the items can be used in the disaster response and relief efforts. Corporate donors will be advised to label all goods and to provide a detailed inventory list with all shipments.

5. A donated goods and services tracking system will be used to link offers with needs. WebEOC, AidMatrix Network (http://www.aidmatrixnetwork.org/fema/), and/or emergency social networking sites (http://emergencymanagementnetwork.ning.com/, http://twitter.com/, etc.) will
normally be the systems used to be easily accessible by citizens in need and the donations management community.

D. Financial Contributions:

1. The EOC and PIO, through news releases and printed materials, will encourage cash donations to voluntary organizations rather than clothing, food or other items.

2. Cash donations may be received by City departments or the EOC directed for relief activities. All cash, checks, money orders or other forms of payment must be accounted for and provided to the City Clerk. These funds may be provided to a local disaster relief charity.

E. Facilities:

1. Facilities should be established early for staging and/or warehousing of anticipated donated items.

2. When possible, existing public, private, faith-based and non-profit organizations will be utilized to stage, sort, organize and temporarily store donated items and other goods and then transport them to distribution points. If these organizations are unable to handle the donations volume, the Donations Management Leader will establish facilities in coordination with other city departments, or outside partners.

3. Distribution points are typically located in proximity to the disaster areas.

4. Other operating facilities to consider are: checkpoints and donations coordination centers.

5. Volunteers may be needed to assist at city operated donations management facilities.

F. Transportation:

1. Transportation schemes will be developed in the EOC.

2. Critical needs items should not be delayed. Other less critical items if designated and belonging to a voluntary agency should be allowed to proceed to their destination, when possible.

3. Voluntary agencies expecting relief items they have solicited, purchased, or for which they have coordinated delivery should be allowed to immediately direct their shipments to their own established facilities. These goods should be treated like other shipments of goods being directed to the disaster area with specific and urgent missions.
4. Trucks will be expected to have name and contact information for recipients of the shipment. Drivers should have contact with personnel at their destinations and should be carrying support documentation.

5. Sponsors of designated goods should also be responsible for recruiting labor to unload their shipments.

6. Shipments of designated relief goods should be well marked with the name of the voluntary agency.

7. State and local control over traffic traveling to the disaster area will affect vehicles shipping relief goods. Control/check points can be used to regulate trucks entering the disaster area through inspection of the cargo manifest and to check to see if the shipment is needed and expected by a particular voluntary agency.

8. The State or City may direct relief good shipments to a particular staging or distribution areas. Road signs and KSDOT reader boards should be utilized to direct shipments.

9. Escort support may be needed.

10. Transportation of staged and sorted goods may require contracting with moving companies or other shippers.

11. The Donations Management Leader will coordinate with debris management for the disposal of goods. It may be necessary to contract with disposal companies to dispose of recyclable materials (cardboard, metal, glass, paper, etc.) and spoiled or unsafe containers of goods.

G. Phone Bank:

1. Consideration should be given to providing the capability to handle a large number of donor phone calls during and after a disaster. This will ease the potential amount of telephone traffic flowing into government agencies and the EOC.

2. Calls can generally be classed into four types:
   a. Donors providing a donation, starting a “drive”, or wanting to know how best to donate.
   b. Vendors wanting to provide services or materials at a reduced cost to the disaster victim.
   c. Drivers, en route to the disaster area, desiring to know where they should deliver their cargo, who will off-load?
   d. Persons, including disaster victims, seeking disaster related information.
H. Unmet Needs:

1. During the recovery process, after all the disaster relief organizations, state and/or federal government have provided monetary and other assistance to disaster victims, there still may be individuals and families who, for various reasons need additional help in recovering from the disaster.

2. It may be beneficial to establish an Unmet Needs Committee. This committee should include a group of representatives (generally from community based relief organizations, established disaster relief agencies, clergy, council of churches, local foundations, local business, etc.) who meet together to consider individual cases where the victims’ needs are significantly greater than the assistance already provided.

3. An “unmet needs request” would be submitted to the committee by an “advocate agency” for that particular unmet needs case. Once the advocate agency has submitted the request, that agency would present the individual case to the committee. The committee would review the case and decide whether the agency can provide additional assistance.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. General

1. See EOC organizational chart at Appendix 3.

2. Identify potential sites and facilities to manage donated goods and services.

3. Identify the necessary support requirements to ensure the prompt establishment and operation of these facilities and sites.

4. Assist with emergency operations;

5. Keep accurate records of donated, stored, and distributed goods; or expenditures in support of this Annex for possible reimbursement or auditing requirements.

6. Keep accurate records of donated, stored, and distributed goods; or expenditures in support of this ANNEX for possible reimbursement or auditing requirements.

B. Specific areas of responsibility:

1. City Manager, Designee, EOC Staff

   a. Establish response and recovery priorities
b. Declare state of emergency

c. Provide necessary guidance and leadership

2. Emergency Operations Manager/EOC Staff

a. Determine donations management requirements.

b. Develop public messaging on donations.

c. Coordinate with the Public Information Officer for the development of public information announcements including providing instructions for private individual and groups desiring to donate items or services, and location of distribution points for pick-up of donated goods by citizens.

d. Determine course of action, transportation routes and modes.

e. Activate traffic control plans, monitor traffic congestion and provide solutions for effective traffic flow.

f. Ensure continued coordination through the donations management period.

g. Determine the need for volunteers to support donations management.

h. Provide a liaison between the EOC and non-governmental organizations active in donations management.

i. Establish a Donations Management Leader, as required.

j. Request outside assistance (County, State, Federal), when required.

k. Demobilize activities established under this ANNEX as soon as possible.

3. Donations Management Leader/City Clerk

a. Determine staffing requirements.

b. Coordinate with public, private, faith-based and non-profit groups to determine the initial needs for donated goods/services, financial donations and volunteers.

c. Establish a donations management phone bank and/or coordinate with 2-1-1 to direct donations.

d. Request donations management facilities, as required.

e. Coordinate with the EOC for Amateur Radio support.

f. Coordinate supporting departments.
g. Keep an accurate accounting of goods from donors to recipients.

4. Shawnee Police Department
   a. Provide donations facility security.
   b. Provide crowd and traffic control.
   c. Establish disaster area checkpoints.
   d. Coordinate with the Donations Management Leader.

5. Public Works
   a. Provide warehousing support, as required.
   b. Assist with checkpoint establishment.
   c. Coordinate with the Donations Management Leader.

6. Parks and Recreation
   a. Provide facilities for staging, sorting, warehousing and distribution, as required.
   b. Coordinate with the Donations Management Leader

V. PREPAREDNESS

Government agencies and voluntary organizations receive much of the attention in this plan; however the most critical stakeholders are the public. They are the largest constituency involved in the donations management, and they are the focus of donations for unmet needs. The role of the general population is to be prepared for any disaster and if the disaster occurs, to follow the direction provided and aid their families and neighbors.

VI. RESPONSE

Response agency roles and responsibilities are outlined in this annex. Coordination of donated goods and services is a critical response activity and will normally be a responsibility of the EOC. Volunteer and private sector assistance may be required and will be integrated in the training and exercise of this annex.
VII. **RESTORATION AND RECOVERY**

A. **Restoration** - Service restoration in the disaster area is required before donations of goods and services to meet the unmet needs of the citizens can be reduced and eliminated.

B. **Recovery** - Recovery occurs when citizens no longer have unmet needs caused by the disaster and assisted by donations. Demobilization of the donations management system has occurred.

VIII. **ADMINISTRATION AND LOGISTICS**

See the Basic Comprehensive Emergency Management Plan for details.

IX. **TRAINING AND EXERCISES**

This Annex is considered a working document that will evolve in response to ever-changing conditions. Ongoing exercises, training, evaluation and maintenance of this Annex will ensure new conditions and changes in the City can be addressed. A training and exercise program is vital to ensuring overall readiness and preparedness. Training prepares personnel for their roles and responsibilities. Exercises test capabilities, resources and relationships of responding departments and agencies.

A. **Training**

All City staff should receive awareness training on the policies and procedures identified in this Annex. Public, private, faith-based and non-profit organizations will be integrated in the training plan for this Annex. Training will be conducted on this Annex consistent with the Basic Comprehensive Emergency Management Plan.

B. **Exercises**

Conducting regular exercises will help identify areas of the Annex that require revision, enhancement, or additional detail. Exercises also help identify additional training or equipment necessary to improve the capabilities of responding personnel to implement donations management efforts. Exercises will be conducted on this Annex consistent with the Basic Comprehensive Emergency Management Plan.

X. **ANNEX DEVELOPMENT AND MAINTENANCE**

The City of Shawnee Office of Emergency Management will be responsible for updating this Annex. Lessons learned from exercises, actual events and agency roles and responsibilities will be used to modify this Annex.
XI. AUTHORITIES AND REFERENCES

Any donations management plan must be developed and maintained pursuant to relevant local, county, state and federal statutes and regulations. Every effort has been made to ensure this plan is compatible with the Federal Emergency Management Agency (FEMA) guidance and the KS Division of Emergency Management Donations Guidance web page @ http://www.kansastag.gov/KDEM.asp?PageID=374. See the City of Shawnee Basic Emergency Operations Plan for detail.
Appendix 1

Acronyms and Abbreviations

DPG Disaster Policy Group
EOC Emergency Operations Center
FEMA Federal Emergency Management Agency
HAZMAT Hazardous Material(s)
JIC Joint Information Center
JIS Joint Information System
LEOP Local Emergency Operations Plan
NIMS National Incident Management System
NPG National Preparedness Guideline
NRF National Response Framework
Appendix 2

Terms and Definitions

Annex: Annexes to this basic plan can stand alone, however, are guided by the focus of the basic plan.

Appendix (Appendices): Appendices supplement the basic plan to organize specific topics for ease of use.

Disaster: An occurrence of a natural catastrophe, technological accident, or human caused event that has resulted in severe property damage, deaths, and/or multiple injuries. As used in this plan, a “major disaster” is one that exceeds the response capability of the Local jurisdiction and requires County, State, and potentially Federal, involvement. (Source: FEMA Comprehensive Preparedness Guide (CPG) 101)

Disaster Policy Group: A group established to provide consultation to the City Manager in forming executive policy decision strategies related to the emergency or major disaster.

Donations: A donation is a gift given by physical or legal persons, typically for charitable purposes and/or to benefit a cause. A donation may take various forms, including cash, services, new or used goods and it also may consist of emergency, relief or humanitarian aid items. Charitable gifts of goods or services are also called gifts in kind.

Donations Management: A system to manage and control donated goods and services. The system will provide a method for any potential donor to make the best decision on donating to citizens affected by a disaster.

Emergency: Any incident, whether natural or manmade, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency means any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States. (Source: National Response Framework)

Emergency Operations Center (EOC): The physical location at which the coordination of information and resources to support incident management (on-scene operations) activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., Federal, State, regional, tribal, city, county), or some combination thereof. (Source: National Response Framework).

Incident: An occurrence or event, natural or manmade that requires a 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. (Source: National Response Framework)

**Incident Command**: Entity responsible for overall management of the incident. Consists of the Incident Commander, either single or unified command, and any assigned supporting staff. (Source: National Response Framework)

**Incident Command System (ICS)**: A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is a management system designed to enable effective incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations. (Source: National Response Framework)

**Joint Information Center (JIC)**: A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the JIC. (Source: National Response Framework, National Incident Management System, FEMA Comprehensive Preparedness Guide (CPG) 101)

**Joint Information System (JIS)**: Integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely information during crisis or incident operations. The JIS provides 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 about 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. (Source: National Response Framework, National Incident Management System, FEMA Comprehensive Preparedness Guide (CPG) 101)

**Local Emergency Operations Plan (LEOP)**: Official document establishing the philosophy and strategic direction for City Emergency Management actions in an emergency or major disaster.

**National Incident Management System (NIMS)**: Provides a systematic, proactive approach that guides government agencies at all levels, the private sector, and nongovernmental organizations to work seamlessly to prepare for, prevent, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life or property and harm to the


**Preparedness:** Actions that involve a combination of planning, resources, training, exercising, and organizing to build, sustain, and improve operational capabilities. Preparedness is the process of identifying the personnel, training, and equipment needed for a wide range of potential incidents, and developing jurisdiction-specific plans for delivering capabilities when needed for an incident. (Source: National Response Framework)

**Recovery:** The economic focused long-term activities normally beyond the initial crisis period and emergency response phase of disaster operations that focus on returning all systems in the community to a normal status or to reconstituting these systems to a new condition that is less vulnerable. (Source: FEMA Comprehensive Preparedness Guide (CPG) 101)

**Response:** Activities that occur during and immediately following an emergency or major disaster providing immediate emergency assistance designed to reduce the impact to people, environment, economy and property.

**Restoration:** The service focused short and long-term activities normally beyond the initial crisis period and emergency response phase of disaster operations that focus on returning City services to a normal status or to reconstituting these services to a new condition.

**Unmet Needs:** Following a disaster an unmet need of a citizen could be anything from basic life support (food, water, shelter, clothing, etc.) or assistance necessary to recover from a disaster (volunteer services, home repairs, financial support, etc.).

**Unsolicited Goods:** Donated items that have not been requested by government officials, voluntary disaster relief organizations, or other donations-related personnel.
Appendix 3

EOC Organizational Chart

All the boxes within this chart correspond with functions that may support the Emergency Operations Center. The shaded boxes represent the probable affected elements.
City of Shawnee
Comprehensive Emergency Management Plan
Annex H
Debris Management
City of Shawnee Office of Emergency Management
October 15, 2012
TABLE OF CONTENTS

SECTIONS

I. PURPOSE

II. SCOPE

III. SITUATION AND ASSUMPTIONS

Situation
Assumptions

IV. IV. CONCEPT OF OPERATIONS

General
Direction and Control

V. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITY

VI. PREPAREDNESS

VII. RESPONSE

VIII. RESTORATION AND RECOVERY

IX. ADMINISTRATION AND LOGISTICS

X. TRAINING AND EXERCISES

Training
Exercises

XI. ANNEX DEVELOPMENT AND MAINTENANCE

XII. AUTHORITIES AND REFERENCES
APPENDICES

Appendix 1: Johnson County Public Works Solid Waste Division Debris Management Plan 1-1
I. PURPOSE

A. The purpose of the City of Shawnee Debris Management Annex is to establish a framework to prepare Shawnee for the possibility of a small, large or citywide disaster requiring staging and disposal of debris in the city right-of-way or impeding movement of responders or relocation/evacuation of citizens.

B. Corresponding county, regional, state, and federal response activities are outlined in their respective response plans, policies, protocols, and procedures.

II. SCOPE

A. This annex integrates crisis and consequence management consistent with the National Homeland Security Strategy, Homeland Security Presidential Directive – 8, the National Response Framework and the National Incident Management System. These documents integrate the concepts by establishing a set of incident management priorities concerning emergency and major disaster incident’s outlined below:

1. Save lives and protect the health and safety of the public, responders, and recovery workers.
2. Protect property and mitigate damages and impacts to individuals, communities, and the environment.
3. Facilitate recovery of individuals, families, businesses, governments, and the environment.

B. This Debris Management Annex supplements the City of Shawnee Local Emergency Operations Plan (LEOP) already in effect as well as existing departmental plans and procedures.

III. SITUATION AND ASSUMPTIONS

A. Situation

1. Shawnee, Kansas Shawnee is located at 39°0′46″N 94°45′57″W39.01278°N 94.76583°W (39.012767, -94.765818). According to the United States Census Bureau, the city has a total area of 42.5 square miles (110 km²), of which, 41.7 square miles (108 km²) of it is land and 0.8 square miles (2.1 km²) of it (1.88%) is water. With a population of 64,000 Shawnee is Kansas’s seventh largest city and the third largest in Johnson County. Approximately 2,000,000 people live in the surrounding Metro wide area.
2. A major disaster will cause significant damage resulting in debris in the city right-of-way and road systems requiring activation of the Johnson County Debris Management Plan.

3. This Annex encompasses the City of Shawnee’s response to an incident requiring the staging and/or disposal of debris in part, or the entire city. The city will also rely on existing policies, plans, and procedures to respond to and recover from such an incident.

4. Due to the agreements in place between jurisdictional, governmental and nongovernmental organizations, the management of a large or small-scale debris staging and/or disposal will become a multi-agency coordinated event.

B. Assumptions

1. A citywide catastrophic disaster would quickly overwhelm the city’s resources.

2. Debris management involving the City of Shawnee will likely involve local, county and state agencies. Initial response operations will likely be limited to city resources.

3. Public anxiety related to a catastrophic disaster will require effective delivery of accurate and concise risk communication by the City of Shawnee through the Joint information System.

IV. CONCEPT OF OPERATIONS

A. General

An emergency or disaster situation could trigger the need for large scale debris collection and disposal. Should such an incident occur, pre-planning will aid in the city’s ability to successfully respond and recover. The following provides an outline of the primary planning considerations required when an incident of such magnitude and destruction forces the decision to relocate/evacuate all or part of the city:

1. The City EOC will be activated

2. An Emergency Declaration will be affected

3. If not already activated, the EOC will request Johnson County Debris Management Plan be activated.
4. The City Manager and Emergency Management Working Group may prioritize debris removal areas based on required response routes, relocation/evacuation routes or other criteria.

B. Direction and Control

The City EOC or Emergency Operations Manager will coordinate with Johnson County and the State of Kansas to request necessary relocation/evacuation resources and assistance.

V. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. In a small scale disaster debris management will normally be handled by city resources, primarily Public Works.

B. A medium to large scale disaster with debris in public right-of-way will normally require activation of the Johnson County Debris Management Plan.

VI. PREPAREDNESS

Predestinated response and relocation/evacuation routes will improve the preparedness for a large scale debris event and assist with prioritizing the collection. Pre-planning the staging and disposal of debris from the city right-of-way and streets is another key preparedness measure.

VII. RESPONSE

Public Works will generally be the lead department for this annex. Coordination of debris management issues is a critical response activity and will normally be a responsibility of the EOC.

VIII. RESTORATION AND RECOVERY

A. Restoration

Restoration of debris staging areas will be a major issue following a catastrophic disaster.

B. Recovery

The primary recovery issue following the disposal of the debris from a catastrophic disaster will be the restoration of staging areas and the cost recovery of the debris collection and movement.
IX. ADMINISTRATION AND LOGISTICS

See the Basic Comprehensive Emergency Management Plan for details.

X. TRAINING AND EXERCISES

This Annex is considered a working document that will evolve in response to ever-changing conditions.

A. Training

Training will be conducted in conjunction with the training plan outlined by Johnson County Public Works Solid Waste Division. Training will be conducted on this Annex consistent with the Basic Comprehensive Emergency Management Plan.

B. Exercises

Conducting regular exercises will help identify areas of the Annex that require revision, enhancement, or additional detail. Exercises also help identify additional training or equipment necessary to improve the capabilities of responding personnel to implement debris management efforts. Exercises will be conducted on this Annex consistent with the Basic Comprehensive Emergency Management Plan.

XI. ANNEX DEVELOPMENT AND MAINTENANCE

The City of Shawnee Office of Emergency Management will be responsible for updating this Annex. Lessons learned from exercises will be used to modify this Annex.

XII. AUTHORITIES AND REFERENCES

This annex implements the Johnson County Debris Management Plan.
NOTE

Due to the size of the Johnson County Debris Management Plan it is kept under separate cover at the EOC. It is maintained electronically at:
<table>
<thead>
<tr>
<th>Identified Hazards</th>
<th>PD Dispatch/911</th>
<th>Mayor/Council</th>
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<th>Sheriff's Dept.</th>
<th>Police</th>
<th>Fire/Rescue</th>
<th>Medical / EMS</th>
<th>Emergency Mgt.</th>
<th>Public Works</th>
<th>Public Health</th>
<th>Search &amp; Rescue</th>
<th>Coroner/KC MORG</th>
<th>PIO</th>
<th>Red Cross</th>
<th>Hospital</th>
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