

**HENDERSON COUNTY, KENTUCKY
EMERGENCY OPERATIONS PLAN**



Prepared by:

Henderson Emergency Management Agency

May 2024 Version 6

HENDERSON COUNTY EMERGENCY OPERATIONS PLAN

"Building a Disaster Resistant Community"

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HENDERSON COUNTY EMERGENCY OPERATIONS PLAN

"Building a Disaster Resistant Community"

Signatories to the Henderson County Emergency Operations Plan (EOP)

The following signatures document that all local response organizations within Henderson County, the City of Corydon, the City of Henderson, and the City of Robards tasked within the Henderson County Emergency Operations Plan have coordinated their portion of the plan and are committed to its effective implementation.

The Henderson County Emergency Management Plan and its supporting Emergency Support Functions dated May 2024, is adopted as the official plan for the providing of emergency management services when lifesaving and property protection services cannot be accomplished as a normal daily function of county government departments and offices.

Brad Schneider
Henderson County Judge Executive

Date

Mayor Ronda Smith
City of Corydon

Date

Mayor Brad Staton
City of Henderson

Date

Mayor David Sellars
City of Robards

Date

Kenneth D Garrett, Director
Henderson County Emergency Management Agency

Date

HENDERSON COUNTY EMERGENCY OPERATIONS PLAN

“Building a Disaster Resistant Community”

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ESF 15 – Public Information

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Record of Revisions and Changes

Change Number	Date of Change	Basic Plan and/or ESF	Date Entered	Change Made By (Signature)

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Introduction

This document is the Emergency Operations Plan for Henderson County, Kentucky and serves as a framework to enable Henderson County to prepare to manage hazards that threaten the lives and property of the citizens, businesses, and visitors in our community. It is an all-hazards plan and is designed to ensure coordinated and effective emergency action by all elements of our community by outlining their responsibilities in advance of such situations as natural and man-made disasters, acts of terrorism and enemy attack, civil disobedience, and other disruptive emergencies. This community must be prepared for the possibility that a disaster of a magnitude beyond the normal day-to-day capability of regular government abilities can strike Henderson County at any time. The Emergency Operations Plan provides the outline by which Henderson County's organized resources, volunteer agencies, and the public will operate to reduce the destruction that such disasters can create.

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

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

An annual review of the EOP will be undertaken by the Henderson County Emergency Management Director and those agencies, departments, county, and city governments having emergency assignments. The Henderson County Emergency Management Agency Director will ensure that a list of all plan holders is maintained at the Emergency Management Agency office and that updates are sent to each one of these individuals.

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

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

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

This plan is written in accordance with the guidelines provided by the Kentucky Division of Emergency Management and is consistent with the tenets of the National Response Framework.

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

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Purpose

The purpose of this plan is to provide a well-organized, logical, and easy-to-understand, way to:

- reduce the loss of life and property of Henderson County residents, property owners, businesses, and visitors due to natural, technological and/or made disasters
- provide an efficient and comprehensive structure that is compliant with the National Incident Management system
- manage emergency operations within Henderson County by coordinating the use of available governmental, private, industrial, civic, and volunteer resources
- assist Henderson County in recovering from emergency situations through an immediate and coordinated restoration and rehabilitation of affected persons and properties.

Scope

The scope of this plan:

- establishes official policies, program strategies and planning assumptions for disaster preparedness, response, recovery, and mitigation
- provides a county-wide scope and encompasses coordination with the governments and resources of Henderson County, the City of Henderson, the City of Robards, and the City of Corydon.
- provides an all-hazard organizational structure for emergency operations
- provides basic direction and control for all levels of a disaster to establish a consistent and unified approach to emergency management operations
- assigns specific functional responsibilities to the appropriate local departments and agencies in Henderson County, City of Henderson, the City of Robards, and the City of Corydon as well as groups from the private sector and volunteer organizations
- defines the means of coordinating municipal, state, and federal partners to achieve the maximum utilization of available resources

Situation Overview

The following describes how Henderson County has prepared for disasters:

- Henderson County Emergency Management Agency is the lead emergency planning agency for Henderson County and has developed basic planning policies, guidelines, and an Emergency Operations Plan
- the Henderson County Judge Executive and/or the Mayor of Henderson will declare a local State of Emergency in their respective jurisdictions in consultation with the Henderson County Emergency Management Director
- the Emergency Operations Plan is maintained by the Henderson County Emergency Management planner and is updated in accordance with KRS Chapter 39B.060, 106 KAR 1:201, and guidelines from the Kentucky Division of Emergency Management
- the Emergency Operations Plan is distributed to all Emergency Operations Center (EOC) staff, support staff, and upon request to appropriate parties, and is available on the Henderson County Emergency Management Agency website at hendersonema.org.
- the Emergency Operations Plan outlines primary organizational structure, roles, and responsibilities of all partner agencies

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- each Emergency Support Function (ESF) has been developed through planning sessions and is continually reviewed by the primary agency
- each lead and support agency is required to develop, update, and distribute operational procedures and ensure consistency with the Emergency Operations Plan and define specific internal procedures
- the Emergency Operations Plan will be updated as changes occur or according to state and federal requirements
- the Henderson County Emergency Management Agency Director will act for the Chief Elected Official(s) to coordinate incident response by and between all county/local agencies and all local political subdivisions in conformance with KRS Chapter 39B

Planning Situations and Assumptions

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

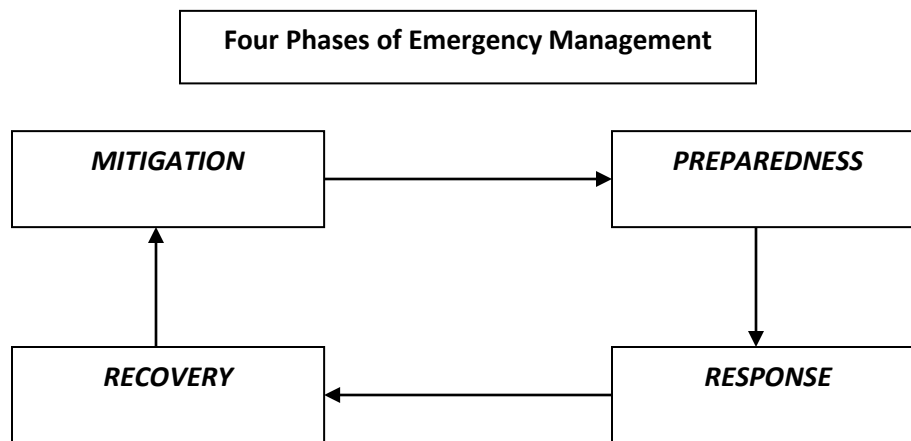
- a disaster may occur with little or no warning and may escalate rapidly
- disaster effects may extend beyond county boundaries and many areas of the state may experience casualties, property loss, disruption of normal life support systems, and loss of regional, economic, physical, and social infrastructures
- emergency response personnel may become casualties and experience damage to their homes and personal property and become "victims" of the disaster
- disasters differ in character by magnitude, severity, duration, onset, distribution, area affected, frequency, and probability, increasing the difficulty of plan development
- all organizations in Henderson County will continue to respond to disaster events utilizing SOPs until deterioration occurs of effective inter- and intra-organizational communications, involvement of multiple response agencies becomes essential, and/or internal resources are exhausted
- the Emergency Management command and control structure in Kentucky is based on a bottom-up approach to response and recovery resource allocation - municipal organization to the Henderson County EOC, to the State EOC, to the federal government - with each level exhausting its resources prior to elevation to the next level
- disaster support from agencies outside the county may take 72 hours or more to arrive
- effective disaster preparedness requires continual public awareness and education programs to enable citizens to take appropriate action
- evacuation and shelter strategies must be based on citizen cooperation, best-available shelter options until the shelter deficit can be reduced, and a regional approach to evacuation decision making is effectively implemented
- convergent groups of responders, public, and outside resources hinder the local effort. This includes traffic congestion, unsolicited supplies and donations, and extra strain on degraded lifelines and facilities
- there may be competition among citizens and communities for scarce resources
- the Cities of Henderson and [Name] will integrate their operations with the county

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- given limited transportation capacity, a large vulnerable regional population, and a shelter deficit, evacuation time may be insufficient to meet clearance time thresholds for regional evacuations
- some form of inter- and intra-county communications is available including communications with the State EOC
- local resources will be made available to respond to incidents affecting any area of the county
- local governments will fully commit their resources before requesting assistance from the state, but may be unable to satisfy all emergency resource requests during an incident
- state assistance will be requested when incident response relief requirements exceed the county's capability. State assistance will be provided under the provisions of the National Response Framework (NRF)
- the federal government will provide funds and assistance to areas of the County declared major disaster areas by the President

Phases of Emergency Management



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

As illustrated above, the phases of emergency management are interconnected and do not operate in a vacuum from one another. Each phase represents a learning opportunity from the lessons we learn from the situation, becomes a part of the assessment of that particular situation and in the formulation of effective plans, strategies, and operations.

Mitigation

Mitigation is the cornerstone of emergency management and consists of the continuing activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation measures are often developed in accordance with lessons learned from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes,

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floodplain buyouts, and analysis of hazard-related data to determine where it is safe to build or locate temporary facilities. Mitigation can include efforts to utilize temporary facilities. Mitigation can include efforts to educate governments, businesses, and the public on measures they can take to reduce loss and injury.

Preparedness

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

Response

Response encompasses activities which address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and execution of incident mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include:

- applying intelligence and other information to lessen the effects or consequences of an incident
- increased security operations
- continuing investigations into the nature and source of the threat
- ongoing public health and agricultural surveillance and testing processes
- immunizations, isolation, or quarantine
- specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice

Recovery

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

- identify needs and define resources
- provide housing and promote restoration
- address long-term care and treatment of affected persons
- implement additional measures for community restoration
- incorporate mitigation measures and techniques, as feasible

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- evaluate the incident to identify lessons learned
- develop initiatives to mitigate the effects of future incidents

Hazard and Threat Analysis Summary

The City of Henderson is located in Henderson County Kentucky directly between Union, Webster, and Daviess County Kentucky. The county covers approximately 475 square miles with a population of 27,981 (U.S. Census Bureau, 2020).

County Demographics (2020 Census)

County Seat: Henderson Co.

Total Population: 46,155

Total Square Miles: 436.33

Total Housing Units: 20,779

Approximate number of Owner occupied units: 15,000

Heating sources: Electricity, Gas, Solar

Cities in County

The following communities are within Henderson County: Corydon, Henderson & Robards

Of these communities, the following are considered to be in vulnerable zones due to the risk of being impacted by a natural or man-made disaster that occurs within or near Henderson County:

Critical Infrastructure

List hospitals, daycares, nursing/assisted living facilities, schools, universities/colleges, etc. with addresses

Deaconess Henderson Hospital

1305 N. Elm St. Henderson, Ky. 42420 270-827-7700

Henderson County Schools

A.B. Chandler Elementary School

11215 U.S. Highway 60 West, Corydon, Ky. 42406 (270-533-1760)

Bend Gate Elementary School

920 Bend Gate Road, Henderson, KY 42420 270-831-5040

Cairo elementary School

10694 U.S. Highway 41 Alternate Henderson, KY 42420 270-533-1286

Central Learning Center

851 Center Street Henderson, Ky 42420 270-831-5100

East Heights Elementary School

1776 Adams Lane Henderson, KY 42420 270-831-5070

Jefferson Elementary School

1000 S Alves St. Henderson, KY 42420 270-831-5090

Niagara Elementary School

13043 Highway 136 East Henderson, KY 42420 270-831-5142

South Heights Elementary School

1199 Madison Street Henderson, KY 42420 270-831-5081

Spottsville Elementary School

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9190 U.S. Highway 60 East Spottsville, KY 42458 270-831-5136
North Middle School
1707 Second Street Henderson, KY 42420 270-831-5060
South Middle School
800 South Alves Street Henderson, KY 42420 270-831-5050
Holy Name School
628 Second Street Henderson, KY 42420 270-827-3425
Thelma B. Johnson, Early Learning Center
631 N. Green St. Henderson, KY 42420 270-854-0140
Henderson Community College
2660 S. Green St. Henderson, KY 42420 270-827-1867

Daycares

Deaconess Henderson Children Enrichment Center
1411 N. Elm St. Henderson, KY 270-827-7169
Busy Bees Educare
469 Klutey Park Plaza Henderson KY 42420 270-827-0923
Riverview School
133 St. Water St. Henderson, KY 42420 270-827-3674
Kids World Childcare
5790 Airline Road, Henderson, KY 42420 270-831-9987
Just for Kids Day Care, 317 Third St. Henderson, KY 42420 270-826-5756

Nursing/Assisted Living Facilities

Colonial Assisted Living
2637 Stadium Dr. Henderson KY 42420 270-826-2493
Colonial Senior Living
6575 Adams Ln. Henderson, KY 42420 270-844-2493
Homeplace of Henderson
3104 Green River Rd. Henderson, KY 42420 270-577-0534
Redbanks Nursing Home
851 Kimsey Ln., Henderson, Ky. 42420 270-826-6436
Henderson Manor
201 Watson Ln., Henderson, Ky. 42420 270-826-2394
Henderson Nursing & Rehab.
2500 N. Elm St. Henderson, Ky. 42420 270-826-9794
Pleasant Pointe
619 Barrett Blvd. Henderson, Ky. 42420 270-827-5232
Redbanks Regency
875 Kimsey Ln. Henderson, Ky. 42420 270-826-7271
Redbanks Towers
737 Kimsey Ln. Henderson, Ky. 42420 270-826-4920

Summary

Henderson County has come to understand the risks of terrorism and natural hazards in a variety of ways. Our greatest experience lies in the area of dealing with the effects of natural hazards, particularly weather-related incidents. Since 2010, Henderson County has had 3 Presidential Declarations surrounding such weather-related incidents, none of which have occurred since. Henderson County has responded to disaster events in other Kentucky counties

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on a consistent basis as well as sending help to other areas of the United States in response to a hurricane in 2008.

Situated in the [Name] region, requires this county to have mutual aid agreements in place and to be ready to respond in the event of man-made actions that threaten the safety of the public. Additionally, in the past [number] years, Henderson County has held exercises in the areas of a school shooting, a double tornado striking the county, pandemic flu shots, a train derailment, and several simulated hazardous materials incidents. In each one, not only have first responders exercised, but the county's Emergency Operations Center has also been exercised.

Hazard Analysis

No population area is hazard-free, and the impact varies according to seasonal and climatic factors, creating continual vulnerability to the threat of such hazards. The Hazard Analysis for Henderson County indicates the most common hazards and the most catastrophic events for our area continue to be:

- Tornado
- Flooding
- Hazardous Materials

Severe Weather (Tornado)

Since January 2013 (***include a 10-year history of incidents***) Henderson County experienced the following weather-related events:

- November 2013 - Tornado
- February 2015 - Snow extreme cold
- February 2022 - Severe Ice Storm

Each of these weather-related events initially paralyzed the county and required a well-coordinated recovery from the county's incident management team.

Flooding

Henderson County's worst flooding occurred in March 1997. This flood established the 100-year record for the county. Through a joint project with FEMA and the Kentucky Division of Water, Henderson County has received updated flood plain maps. As a mitigation action, all new construction projects in Henderson County are required to coordinate building with the flood plain coordinator, which is the Director of Henderson County Emergency Management Agency.

Henderson County has experienced other events as well that have not risen to the level of Presidential Declarations, which serve as keen reminders of the county's vulnerabilities requiring planning and preparation for response.

Henderson County has 4 major dams which present risks to the community:

- Newburg Dam (Ohio River)
- Evansville Ind. Dam (Ohio River)
- Mt. Vernon Ind. Dam (Ohio River)
- Spottsville, KY Dam – (Green River)
- February 2018 - Flooding
- February 2020 - Flooding

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Through grants with the U.S. Army Corps of Engineers, comprehensive engineering studies have been done to predict the results of failures of all three dams. These studies have helped provide an understanding of the worst-case scenario of dam failure, identified the residents at risk, and produced emergency plans that have involved the affected residents and applicable emergency services agencies. Community hearings have been held on these studies with affected residents. Each affected household received a weather/all-hazards radio to help provide early warning of possible dam failure.

Hazardous Materials

Henderson County has a substantial risk for hazardous materials incidents from transportation accidents on Highway/Interstate 69 or on the two railways that cross the county. There are Tier II facilities reporting to the Kentucky Emergency Response Commission and the Henderson County Local Emergency Planning Committee that they manufacture, store, or use one or more of the substances covered in Section 302 - Emergency Planning and Community Right-To-Know Act of the Superfund Amendments and Reauthorization Act of 1986. You can find the most current list of facilities within the Tier II software/system. All Extremely Hazardous Substance (EHS) plans are submitted and reviewed by the Henderson County Emergency Planning Committee annually.

Henderson County also has major underground pipelines that can present fire and hazardous materials situations.

The following pipelines are in Henderson County:

- Atmos Energy Pipeline
- Boardwalk Pipeline
- Texas Gas Pipeline
- BP Pipeline

Transportation

Bridge Vulnerability

In Henderson County there are 2 major bridges:

- Henderson/Evansville Bridge
- Spottsville Bridge

Major Transportation Routes and Major Supply Routes

Major transportation routes and major supply routes (MSRs) that cross through Henderson County include:

- Interstate 69
- Audubon Parkway
- US Highway 60
- US Highway 41

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- State Highway 41A
- State Highway 351
- CSX Railway

Hazards to these transportation and supply routes include:

- road closures due to major vehicle accidents
- road closures due to severe weather
- road closures due to major construction
- train derailments on the ** railways

Highway/Interstate 69 through Henderson County is in the process of being widened. This is multi-phase, multi-year project presenting long-term risks extraordinary to the daily risks associated with interstate traffic. Henderson County Emergency Management has facilitated a plan of action to address road closures on Interstate 69 This comprehensive plan entailed cooperation from officials and agencies in [Name] and [Name] counties as well as state transportation cabinet cooperation. This plan details the roles, responsibilities, and expectations of all agencies in road closure situations.

Aircraft

Aircraft risk for Henderson County lies in its proximity to Henderson City/County Airport in Henderson County which places it in the flight path of arriving and departing aircraft. As a result, fire department personnel need to train to respond to an aircraft incident.

Henderson County does have a public airport. There is 1 public air strip in rural Henderson County. It is located at 2154 Highway 136 West, Henderson, Ky approximately 4 miles west of the City of Henderson.

Terrorism

Targets in the County include transportation corridors, historical sites, government centers, industrial plants, and agricultural production sites. Chemical, Biological, Radiological, Nuclear, and Explosives (CBRNE) are agents that may be illegally employed to promote a specific philosophy or goal.

Earthquakes

Since January 2010 Henderson County experienced the following earthquake events:

- Sept 2015: m2.6 – Corydon KY

Concept of Operations

All incidents within Henderson County begin with an initial level of response and will escalate in accordance with the requirements of the incident.

In the event of an incident in Henderson County, affected local communities will respond in accordance with their citizens' needs and request additional support as needed through local, state, and federal response networks.

Organization and Assignment of Responsibilities

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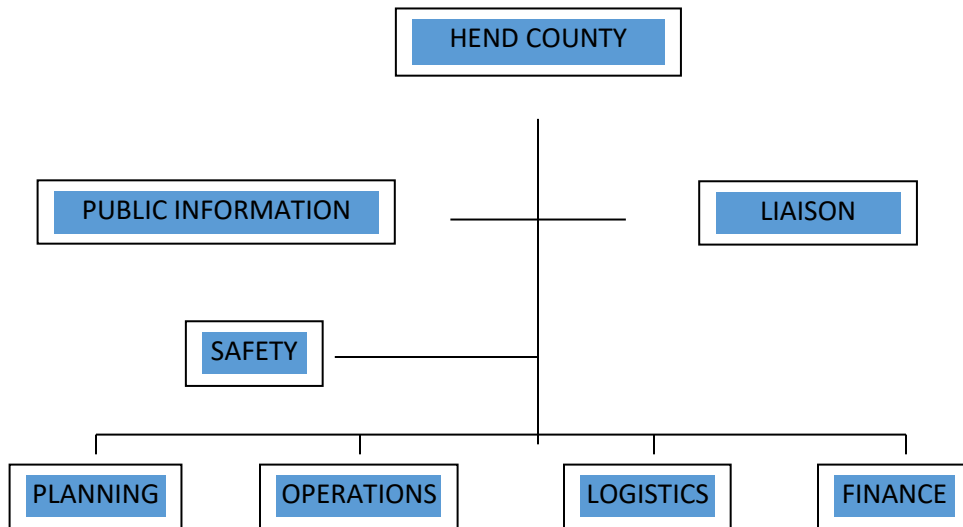
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Under KRS 39B.020, the County Judge Executive of each county and the Chief Executive of each city or urban-county or metropolitan government shall appoint an emergency management (EM) director who has direct responsibility for the organization, administration, and operation of the local organization for disaster and emergency response. The Chief Executive may appoint a director to serve both jurisdictions. The Chief Executive retains legal responsibility for development and implementation of the emergency preparedness program. In Henderson County, the Director of the Henderson County Emergency Management Agency has these responsibilities for the county as well as the cities of Henderson, Corydon & Robards.

The EOC Standard Operating Procedures (SOP) describe the activation, staffing, assigned responsibilities of EOC personnel and detailed agency representatives and the operations of the EOC. These are maintained by the Director of the Henderson County Emergency Management Agency. Copies are kept at all EOC sites.

When requested by the County, the Kentucky Division of Emergency Management (KYEM) will initiate and coordinate the response operations of state agencies assisting the county. All responses shall utilize an Incident Command or Incident Management System as outlined in KRS 39A.230. Below is the structure under which the Henderson County Emergency Operations Center operates: **Pick one or create your own structure**

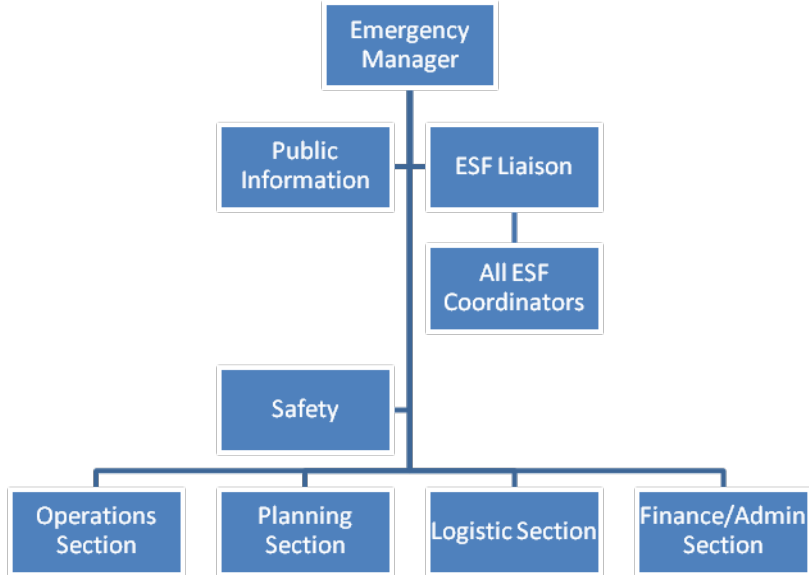
Standard ICS Chart



ICS with ESF under a Liaison

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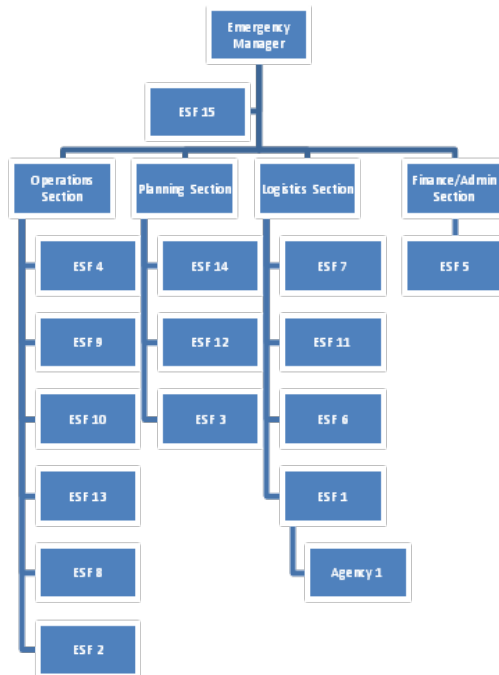
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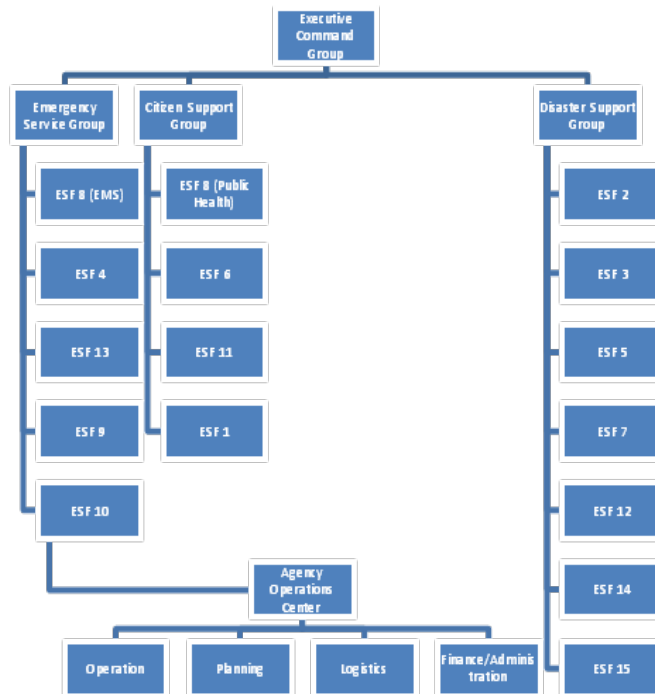
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ICS with ESF Integrated



Multi-Agency Coordination Center Based on Functional Groups



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Federal Government

The Federal Government, through the Federal Emergency Management Agency (FEMA), shall provide assistance in a timely manner to save lives and to protect property, the economy, and the environment. Federal response will be organized through the use of the National Response Framework (NRF) to facilitate the delivery of all types of Federal response assistance to States to help them deal with the consequences of significant emergencies and disasters.

State Government

The Commonwealth of Kentucky, through its Emergency Management Plan and Emergency Operations Center, shall coordinate all emergency management activities of the state, to protect lives and property of the people, and preserve the environment. Further, it will take appropriate actions to mitigate the effects of, prepare for, respond to, and recover from the impacts of emergencies or disasters. State government departments are responsible for providing various services such as specialized skills, equipment, and resources, in support of state and local government emergency operations.

Local Government

The following are basic responsibilities for emergency management operations provided by and through Henderson County Fiscal Court, the City of Henderson the City of Corydon, and the City of Robards. Detailed responsibilities and essential activities are found in the appropriate emergency support functions (ESFs), and appendices to this document. Department level operating procedures detail how individual departments shall perform their responsibilities as delineated in this basic plan, ESFs and appendices.

Henderson County government has the responsibility for disaster mitigation, preparedness, response, and recovery for unincorporated areas of the county, and a county-wide responsibility for coordination of response and recovery operations including warning, public information, damage assessment, resource coordination, and recovery guidance for individuals and political jurisdictions.

The city governments of Henderson, Corydon, and Robards are responsible for providing mitigation, preparedness, response, and recovery within their jurisdictions, except where contracts or agreements with the County are in place for such services.

Each department in the three governments has basic responsibilities in the four phases of emergency management: mitigation, preparedness, response, and recovery. All Departments (including judicial & legislative organizations) shall:

- ensure that all employee work areas are safe, clear of equipment and supplies, which may compromise access/egress routes, and that no equipment or supplies can injure employees
- participate in emergency management training, drills, and exercises to test County plans and procedures
- train department employees on disaster plans and procedures to ensure operational capabilities and facilitate an effective response
- ensure that equipment and tools are protected from seismic activity (computer and file server tie-downs, secure file cabinets, shelving, and storage areas, etc.)
- ensure that adequate disaster supplies and equipment are available for department staff
- develop mutual support agreements with other "like" departments or organizations in other jurisdictions

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- develop procedures to re-establish department operations, including notification of critical personnel, assessment of damage and resources, relocation of critical department functions, and estimated time to open for business
- provide department resources (supplies, equipment, services, personnel), as coordinated through the EOC
- develop procedures to document all costs of disaster response and recovery

Henderson County Government

The roles and responsibilities of Henderson County government includes:

- providing for continuity of the county in order to continue legislative duties
- passing ordinances and motions pursuant to emergency proclamations
- appropriating revenue and expenditures as needed for disaster mitigation, preparedness, response, and recovery
- conducting public meetings and actions to assist in reassuring and informing the public, and identifying public needs
- providing for auditing of the emergency financial operations of county government and for emergency performance audits
- assisting in public information and the dissemination of emergency information through county offices, coordinated with the Emergency Operations Center and Public Information Officers
- directing citizen's requests for assistance to appropriate governmental agencies
- providing public information officers or support personnel as required
- assisting in collecting information and compiling data for operational reports necessary to emergency operations
- re-establishing county operations
- providing resources (supplies, equipment, services, personnel), as coordinated through the EOC
- supporting response and recovery activities as required

Henderson County Judge Executive and Magistrates

As the Chief Elected Officials of Henderson County Fiscal Court, the roles, and responsibilities of the Henderson County Judge Executive and the Magistrates include:

- formulating major policy decisions for the county
- preserving the continuity of the executive branch of county government
- coordinating emergency operations and provide liaison as required
- coordinating and managing the use of all available resources in the county
- issuing emergency proclamations for the county when needed
- reporting damages of department facilities, equipment, or resources to the Henderson County Emergency Operations Center
- requesting Mutual Aid for the county when needed

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- requesting support for the county as needed from the Kentucky Division of Emergency Management through Henderson County Emergency Management

Henderson City Mayor and City Commission

As the Chief Elected Officials of the City of Henderson, the roles and responsibilities of the Mayor and the City Commission include:

- formulating major policy decisions for the city of Henderson.
- preserving the continuity of the executive branch of Henderson city government
- coordinating emergency operations and provide liaison, as required
- coordinating and managing the use of all available resources in the city of Henderson
- issuing emergency proclamations for the city of Henderson when needed
- requesting Mutual Aid for the city of Henderson when needed
- reporting damages of department facilities, equipment, or resources to the Henderson County Emergency Operations Center
- requesting support for the city of Henderson as needed from the Kentucky Division of Emergency Management through Henderson County Emergency Management

Henderson County Emergency Management Agency (HEMA)

The roles and responsibilities of the Henderson County Emergency Management Agency are determined by (KRS Chapter 39 A-F), The Kentucky Division of Emergency Management Policy 2019 and local ordinance and include but are not limited to:

- provide emergency response as per KRS Chapter 39, KYEM Policy and pre-established HEMA notification policy
- establishing and managing the Emergency Operations Center (EOC)
- advising and assisting county and city officials on direction and control of emergency operations and acting as liaison with appropriate organizations, as required
- acting as coordinating agent and preparing requests for emergency resources to the Commonwealth of Kentucky Division of Emergency Management or Federal agencies
- providing advice and assistance for the preparation and dissemination of emergency information
- collecting emergency operations information, analyze data, and prepare operational reports
- coordinating with the Department of Military Affairs and Commonwealth Office of Technology to ensure that a system of communications is in place that is capable of meeting the emergency operations requirements of county government
- maintaining, operating, coordinating, and recommending the appropriate use of Emergency Alert System (EAS) messages through the National Weather Service as it pertains to the county
- advising executive heads of Henderson County Fiscal Court, the City of Henderson, the City of Corydon and the City of Robards on direction and control of their emergency operations, and coordination with county operations and plans

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- acting as Applicant Agent for Henderson County in the recovery process following a Presidential declared disaster or appoint appropriate replacement
- advising Henderson County officials on emergency administrative and recovery procedures and requirements
- developing and coordinating the preparation and use of emergency plans necessary to county government's accomplishing essential emergency management phases of mitigation, preparedness, response, and recovery
- advising and assisting Henderson County officials in obtaining and using military support to civil authority.

Henderson County / (Deaconess) Emergency Medical Services (EMS)

The roles and responsibilities of the Henderson County / Deaconess EMS include:

- responding to calls for emergency medical care to all of Henderson County, the City of Henderson, the City of Corydon, and the City of Robards and pursuant to mutual aid agreements with other jurisdictions
- offering safety programs to the public
- providing personnel and equipment to assist in the rapid dissemination of warnings and emergency
- providing the use of available resources required to conduct search and rescue
- reporting damages of department facilities, equipment, or resources to the Henderson County Emergency Operations Center
- providing representatives to the Emergency Operations Center as required
- collecting information and compiling data for operational reports necessary to emergency
- supporting response and recovery activities
- returning department activities to normal levels unless involved with recovery activities

Henderson County Sheriff's Office

The roles and responsibilities of the Henderson County Sheriff Office include:

- coordinating crime prevention and detection programs and the apprehension of criminals
- providing efficient service to the public through crowd and traffic control, emergency aid and safety programs
- preventing and controlling civil disorder
- providing security to the Henderson County EOC, shelters, food and water distribution staging areas, and transportation, as needed
- providing personnel and equipment to assist in the rapid dissemination of warnings and emergency
- providing the use of available resources required to conduct search and rescue
- reporting damages of department facilities, equipment, or resources to the Henderson County Emergency Operations Center
- providing representatives to the Emergency Operations Center as required

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- collecting information and compiling data for operational reports necessary to emergency
- supporting response and recovery activities
- returning department activities to normal levels unless involved with recovery activities

Henderson County 911 Dispatch

The roles and responsibilities of the Henderson County E911 Dispatch include:

- working with appropriate telephone companies to assure high quality and continuous operation of the 911 system, and the timely restoration of 911 services in the event of service
- reporting damages of department facilities, equipment, or resources to the Henderson County Emergency Operations Center
- providing representatives to the Emergency Operations Center as required
- collecting information and compiling data for operational reports necessary to emergency
- supporting response and recovery activities
- returning department activities to normal levels unless involved with recovery activities

Henderson County Road Department

The roles and responsibilities of the Henderson County Road Department include:

- assessing damage, blockage, debris (including ice and snow) removal and determining clearance strategies
- closing flooded and damaged roadways
- providing repairs to damaged roadways
- providing personnel and equipment to assist in the rapid dissemination of warnings and emergency
- reporting damages of department facilities, equipment, or resources to the Henderson County Emergency Operations Center
- providing representatives to the Emergency Operations Center as required
- collecting information and compiling data for operational reports necessary to emergency
- supporting response and recovery activities
- returning department activities to normal levels unless involved with recovery activities

Henderson County Attorney

The roles and responsibilities of the Henderson County Attorney include:

- advising Henderson County government officials on legal matters relating to emergency management authority and responsibility
- representing Henderson County government in all criminal and civil proceedings in which it may be a party, as a result of emergency planning and operations

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- reporting damages of department facilities, equipment, or resources to the Henderson County Emergency Operations Center
- providing a representative to the Emergency operations Center when required
- providing public information officers or support as required
- collecting information and compiling data for operational reports necessary to emergency operations
- supporting response and recovery activities
- returning department activities to normal levels unless involved with recovery activities

Henderson County Treasurer/Finance Officer

The roles and responsibilities of the Henderson County Treasurer/Finance Officer include:

- providing assistance in the preparation of Henderson County government emergency operating reports by providing budgetary, fiscal and program development analysis, and data relevant to emergency operations and management provided by Henderson County government
- reporting damages of department facilities, equipment, or resources to the Henderson County Emergency Operations Center
- providing representatives to the Henderson County Emergency Operations Center as required
- providing public information officers or support personnel as required
- assisting in collecting information and compiling data for operational reports necessary to emergency resources
- returning department activities to normal levels unless involved with recovery activities
- providing assistance in emergency financial management
- providing assistance in the preparation of Henderson County government emergency financial reports
- providing for the receipt, disbursement and accounting of federal and other funds provided to Henderson County government for emergency welfare services
- providing emergency procedures for purchasing of equipment and supplies needed by all county Departments and other outside governmental agencies required to provide county government emergency services
- planning for and developing procedures to manage disaster procurement operations and staging areas as part of the EOC Logistics Section
- providing representatives to the Henderson County Emergency Operations Center as required
- collecting information and compiling data for operational reports necessary to emergency operations
- supporting response and recovery activities

Henderson County Clerk

The roles and responsibilities of the Henderson County Clerk include:

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- establishing and making available services to Henderson County agencies for the protection of Vital Records
- consulting with agencies regarding the management of Vital Records
- reporting damages of department facilities, equipment, or resources to the Henderson County Emergency Operations Center
- providing agencies with guidelines for recovery of records after an emergency
- assisting agencies in the recovery of damaged records after an emergency when feasible
- providing resources for elections as soon as is feasible
- collecting information and compiling data for operational reports necessary to emergency operations
- supporting response and recovery activities
- returning office activities to normal levels unless involved with recovery

Henderson County Solid Waste

The roles and responsibilities of Henderson County Solid Waste include:

- conducting assessment of damages to recycling and/or solid waste services in Henderson County
- reporting to the Henderson County EOC any damage of department occupied facilities, equipment, or resources
- keeping the Henderson County EOC apprised of emergency repair and restoration of recycling and solid waste services
- reporting damages of department facilities, equipment, or resources to the Henderson County Emergency Operations Center
- supporting response and recovery activities as required
- returning department activities to normal levels as soon as possible unless involved with recovery activities
- providing representatives to the Emergency Operations Center when required
- providing public information officers or support personnel as required
- assisting in collecting information and compiling data for operational reports necessary to emergency operations
- supporting response and recovery activities
- returning office activities to normal levels unless involved with recovery

Henderson County Animal Control

The roles and responsibilities of Henderson County Animal Control include:

- conducting assessment of damages to animal services in Henderson County
- reporting to the Henderson County EOC any damage of department occupied facilities, equipment, or resources

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- keeping the Henderson County EOC apprised of emergency repair and restoration of animal control services
- reporting damages of department facilities, equipment, or resources to the Henderson County Emergency Operations Center
- supporting response and recovery activities as required
- returning department activities to normal levels as soon as possible unless involved with recovery activities
- providing representatives to the Emergency Operations Center when required
- providing public information officers or support personnel as required
- collecting information and compiling data for operational reports necessary to emergency operations
- supporting response and recovery activities
- returning office activities to normal levels unless involved with recovery

Henderson County Coroner's Office

The roles and responsibilities of the Henderson County Coroner's Office include:

- conducting assessment of damages to affecting fatality management in Henderson County
- keeping the Henderson County EOC apprised of emergency repair and restoration of fatality management services
- reporting damages of department facilities, equipment, or resources to the Henderson County Emergency Operations Center
- supporting response and recovery activities as required
- returning department activities to normal levels as soon as possible unless involved with recovery activities
- providing representatives to the Emergency Operations Center when required
- providing public information officers or support personnel as required
- collecting information and compiling data for operational reports necessary to emergency operations
- supporting response and recovery activities
- returning office activities to normal levels unless involved with recovery

Corydon City Government

The roles and responsibilities of the City of Corydon government include:

- providing continuity of city government in order to continue legislative duties
- passing ordinances and motions pursuant to emergency proclamations
- appropriating revenue and expenditures as needed for disaster mitigation, preparedness, response, and recovery
- conducting public meetings and actions to assist in reassuring and informing the public, and identifying public needs

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- auditing the emergency financial operations of city government and emergency performance audits
- assisting in public information and the dissemination of emergency information through city offices, coordinated with the Emergency Operations Center and Public Information Officers of all affected jurisdictions in the county
- directing citizen's requests for assistance to appropriate governmental agencies
- providing public information officers or support personnel as required
- collecting information and compiling data for operational reports necessary to emergency operations
- re-establishing city operations
- providing resources (supplies, equipment, services, personnel), as coordinated through the EOC
- supporting response and recovery activities

Corydon City Mayor and City Council

As the Chief Elected Officials of the City of Corydon, the roles and responsibilities of the Mayor and the City Council include:

- formulating major policy decisions for the city of Corydon.
- preserving the continuity of the executive branch of Corydon city government
- coordinating emergency operations and provide liaison, as required
- coordinating and managing the use of all available resources in the city of Henderson
- issuing emergency proclamations for the city of Corydon when needed
- requesting Mutual Aid for the city of Corydon when needed
- reporting damages of department facilities, equipment, or resources to the Henderson County Emergency Operations Center
- requesting support for the city of Corydon as needed from the Kentucky Division of Emergency Management through Henderson County Emergency Management

Corydon Public Works Department

The roles and responsibilities of the Corydon Public Works Department include:

- assessing damage, blockage, debris (including ice and snow) removal, and determining clearance strategies
- closing flooded and damaged roadways
- providing repairs to damaged roadways
- providing personnel and equipment to assist in the rapid dissemination of warnings and emergency
- reporting damages of department facilities, equipment, or resources to the Henderson County Emergency Operations Center
- providing representatives to the Emergency Operations Center as required

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- collecting information and compiling data for operational reports necessary to emergency
- supporting response and recovery activities
- returning department activities to normal levels unless involved with recovery activities

Corydon Treasurer/Finance Officer

The roles and responsibilities of the Corydon Treasurer/Finance Officer include:

- providing assistance in the preparation of Corydon city government emergency operating reports by providing budgetary, fiscal, and program development analysis and data relevant to emergency operations and management provided by Henderson city government
- reporting damages of department facilities, equipment, or resources to the Henderson County Emergency Operations Center
- providing representatives to the Henderson County Emergency Operations Center as required
- providing public information officers or support personnel as required
- collecting information and compiling data for operational reports necessary to emergency resources
- supporting response and recovery activities
- returning department activities to normal levels unless involved with recovery activities
- providing assistance in emergency financial management
- providing assistance in the preparation of Henderson city government emergency financial reports
- providing for the receipt, disbursement and accounting of federal and other funds provided to Henderson city government for emergency welfare services
- providing emergency procedures for purchasing of equipment and supplies needed by all city Departments and other outside governmental agencies required to provide city government emergency services
- planning for and developing procedures to manage disaster procurement operations and staging areas as part of the EOC Logistics Section

Corydon City Clerk

The roles and responsibilities of the Corydon City Clerk include:

- establishing and making available services to city agencies for the protection of vital records
- consulting with agencies regarding the management of vital records
- providing agencies with guidelines for the recovery of city records after an emergency
- providing assistance to agencies in the recovery of damaged city records after an emergency when feasible

Robards City Government

The roles and responsibilities of the City of Robards government include:

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- providing continuity of city government to continue legislative duties
- passing ordinances and motions pursuant to emergency proclamations
- appropriating revenue and expenditures as needed for disaster mitigation, preparedness, response, and recovery
- conducting public meetings and actions to assist in reassuring and informing the public, and identifying public needs
- auditing the emergency financial operations of city government and emergency performance audits
- assisting in public information and the dissemination of emergency information through city offices, coordinated with the Emergency Operations Center and Public Information Officers of all affected jurisdictions in the county
- directing citizen's requests for assistance to appropriate governmental agencies
- providing public information officers or support personnel as required
- collecting information and compiling data for operational reports necessary to emergency operations
- re-establishing city operations
- providing resources (supplies, equipment, services, personnel), as coordinated through the EOC
- supporting response and recovery activities

Robards City Mayor and City Council

As the Chief Elected Officials of the City of Robards, the roles and responsibilities of the Mayor and the City Council include:

- formulating major policy decisions for the city of Robards
- preserving the continuity of the executive branch of Robards city government
- coordinating emergency operations and provide liaison, as required
- coordinating and managing the use of all available resources in the city of Robards
- issuing emergency proclamations for the city of Henderson when needed
- requesting Mutual Aid for the city of Robards when needed
- reporting damages of department facilities, equipment, or resources to the Henderson County Emergency Operations Center
- requesting support for the city of Robards as needed from the Kentucky Division of Emergency Management through Henderson Emergency Management

Robards Public Works Department

The roles and responsibilities of the Robards Public Works Department include:

- assessing damage, blockage, debris (including ice and snow) removal, and determining clearance strategies
- closing flooded and damaged roadways

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- providing repairs to damaged roadways
- providing personnel and equipment to assist in the rapid dissemination of warnings and emergency
- reporting damages of department facilities, equipment, or resources to the Henderson County Emergency Operations Center
- providing representatives to the Emergency Operations Center as required
- collecting information and compiling data for operational reports necessary to emergency
- supporting response and recovery activities
- returning department activities to normal levels unless involved with recovery activities

Robards Treasurer/Finance Officer

The roles and responsibilities of the Robards city Treasurer/Finance Officer include:

- providing assistance in the preparation of Robards city government emergency operating reports by providing budgetary, fiscal, and program development analysis and data relevant to emergency operations and management provided by Henderson city government
- reporting damages of department facilities, equipment, or resources to the Henderson County Emergency Operations Center
- providing representatives to the Henderson County Emergency Operations Center as required
- providing public information officers or support personnel as required
- collecting information and compiling data for operational reports necessary to emergency resources
- supporting response and recovery activities
- returning department activities to normal levels unless involved with recovery activities
- providing assistance in emergency financial management
- providing assistance in the preparation of Robards city government emergency financial reports
- providing for the receipt, disbursement and accounting of federal and other funds provided to Henderson city government for emergency welfare services
- providing emergency procedures for purchasing of equipment and supplies needed by all city Departments and other outside governmental agencies required to provide city government emergency services
- planning for and developing procedures to manage disaster procurement operations and staging areas as part of the EOC Logistics Section

Robards City Clerk

The roles and responsibilities of the Robards City Clerk include:

- establishing and making available services to city agencies for the protection of vital records

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- consulting with agencies regarding the management of vital records
- providing agencies with guidelines for the recovery of city records after an emergency
- providing assistance to agencies in the recovery of damaged city records after an emergency when feasible

Fire Protection Districts

Henderson City Fire Department

The roles and responsibilities of the City of Henderson Fire Department include:

- responding to and providing fire protection/suppression and rescue operations to the district and pursuant to mutual aid agreements
- responding trained and certified personnel to EMS runs pursuant to protocol
- offering safety programs to the public
- providing personnel and equipment to assist in the rapid dissemination of warnings and emergency
- providing the use of available resources required to conduct search and rescue
- reporting damages of department facilities, equipment, or resources to the Henderson County Emergency Operations Center
- providing representatives to the Emergency Operations Center as required
- assisting in collecting information and compiling data for operational reports necessary to emergency
- supporting response and recovery activities
- returning department activities to normal levels unless involved with recovery activities

Henderson County Volunteer Fire Departments

The roles and responsibilities of the Henderson County Volunteer Fire Protection District include:

- responding to and providing fire protection/suppression and rescue operations to the district and pursuant to mutual aid agreements
- responding trained and certified personnel to EMS runs pursuant to protocol
- offering safety programs to the public
- providing personnel and equipment to assist in the rapid dissemination of warnings and emergency
- providing the use of available resources required to conduct search and rescue
- reporting damages of department facilities, equipment, or resources to the Henderson County Emergency Operations Center
- providing representatives to the Emergency Operations Center as required
- assisting in collecting information and compiling data for operational reports necessary to emergency
- supporting response and recovery activities
- returning department activities to normal levels unless involved with recovery activities

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Other Agencies

Henderson County Property Valuation Administrator (PVA)

The roles and responsibilities of the Henderson County Property Valuation Administrator include:

- assessing property damage and provide assessments to the Henderson County Judge Executive and the Henderson County Emergency Operations Center (EOC)
- providing information to Henderson County Emergency Management Agency for damage assessment reports
- assisting in the preparation of public information on property damage
- providing department resources (supplies, equipment, services, personnel), as coordinated through the Henderson County EOC
- reporting damages of department facilities, equipment, or resources to the Henderson County Emergency Operations Center
- supporting response and recovery activities
- returning department activities to normal levels as soon as possible unless involved with recovery activities
- providing representatives to the Emergency Operations Center when required
- providing public information officers or support personnel as required
- assisting in collecting information and compiling data for operational reports necessary to emergency operations

Henderson County Public Health Department

The roles and responsibilities of the Henderson District Health Department include:

- coordinating and providing emergency health services, including communicable disease control immunizations and quarantine procedures
- providing staff and resources as the lead agency in Henderson County for Bio-Terrorism planning, response, recovery, and mitigation
- coordinating and providing environmental health services, including inspections for water and food contamination, vector control, inspections of temporary emergency housing and schools for proper sanitation, and disposal of disaster related solid waste
- conducting public information and education programs on emergency health treatment, prevention, and control
- reporting damages to facilities, equipment, or resources to the Henderson County Emergency Operations Center
- supporting response and recovery activities
- returning department activities to normal levels as soon as possible unless involved with recovery activities
- providing representatives to the Emergency Operations Center when required
- providing public information officers or support personnel as required

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- collecting information and compiling data for operational reports necessary to emergency operations

Henderson Municipal Water and Sewer

The roles and responsibilities of Henderson Municipal Water and Sewer include:

- assessing damages to water and sewer service in Henderson County
- reporting damages to facilities, equipment, or resources to the Henderson County Emergency Operations Center
- keeping the Henderson County EOC apprised of emergency repair and restoration of water and sewer service
- supporting response and recovery activities
- returning department activities to normal levels as soon as possible unless involved with recovery activities
- providing representatives to the Emergency Operations Center when required
- providing public information officers or support personnel as required and
- collecting information and compiling data for operational reports necessary to emergency operations

Henderson Co Water District

The roles and responsibilities of Henderson Water District include:

- assessing damages to water and sewer service in Henderson County
- reporting damages to facilities, equipment, or resources to the Henderson County Emergency Operations Center
- keeping the Henderson County EOC apprised of emergency repair and restoration of water and sewer service
- supporting response and recovery activities
- returning department activities to normal levels as soon as possible unless involved with recovery activities
- providing representatives to the Emergency Operations Center when required
- providing public information officers or support personnel as required and
- collecting information and compiling data for operational reports necessary to emergency operations

Henderson Municipal Gas

The roles and responsibilities of Henderson Municipal Gas include:

- assessing damages to electrical and gas service in Henderson County
- reporting damages to facilities, equipment, or resources to the Henderson County Emergency Operations Center
- keeping the Henderson County EOC apprised of emergency repair and restoration of electrical and gas service
- supporting response and recovery activities

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- returning department activities to normal levels as soon as possible unless involved with recovery activities
- providing representatives to the Emergency Operations Center when required
- providing public information officers or support personnel as required and
- collecting information and compiling data for operational reports necessary to emergency operations

Kenergy Energy Cooperative

The roles and responsibilities of Kenergy Energy Cooperative include:

- assessing damages to electrical service in Henderson County
- keeping the Henderson County EOC apprised of emergency repair and restoration of electrical service
- reporting damages to facilities, equipment, or resources to the Henderson County Emergency Operations Center
- supporting response and recovery activities
- returning department activities to normal levels as soon as possible unless involved with recovery activities
- providing representatives to the Emergency Operations Center when required
- providing public information officers or support personnel as required

HMPL Energy Cooperative

The roles and responsibilities of Henderson Municipal Power & Light include:

- assessing damages to electrical service in Henderson County
- keeping the Henderson County EOC apprised of emergency repair and restoration of electrical service
- reporting damages to facilities, equipment, or resources to the Henderson County Emergency Operations Center
- supporting response and recovery activities
- returning department activities to normal levels as soon as possible unless involved with recovery activities
- providing representatives to the Emergency Operations Center when required
- providing public information officers or support personnel as required
- collecting information and compiling data for operational reports necessary to emergency operations
- collecting information and compiling data for operational reports necessary to emergency operations

American Red Cross

The roles and responsibilities of the American Red Cross in Henderson County include:

- advising the Emergency Operations Center of the services it can provide, e.g., food, water, shelter, post-disaster cleanup, etc.

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- reporting damages to facilities, equipment, or resources to the [Name] County Emergency Operations Center
- supporting response and recovery activities
- returning department activities to normal levels as soon as possible unless involved with recovery activities
- providing representatives to the Emergency Operations Center when required
- providing public information officers or support personnel as required
- collecting information and compiling data for operational reports necessary to emergency operations

Habitat for Humanity

The roles and responsibilities of Habitat for Humanity in Henderson County include:

- advising the Emergency Operations Center of the services it can provide, e.g., food, water, shelter, post-disaster cleanup, etc.
- reporting damages to facilities, equipment, or resources to the [Name] County Emergency Operations Center
- supporting response and recovery activities
- returning department activities to normal levels as soon as possible unless involved with recovery activities
- providing representatives to the Emergency Operations Center when required
- providing public information officers or support personnel as required
- collecting information and compiling data for operational reports necessary to emergency operations

The Salvation Army

The roles and responsibilities of The Salvation Army in Henderson County include:

- advising the Emergency Operations Center of the services it can provide, e.g., food, water, shelter, post-disaster cleanup, etc.
- reporting damages to facilities, equipment, or resources to the Henderson County Emergency Operations Center
- supporting response and recovery activities
- returning department activities to normal levels as soon as possible unless involved with recovery activities
- providing representatives to the Emergency Operations Center when required
- providing public information officers or support personnel as required
- collecting information and compiling data for operational reports necessary to emergency operations

United Way of Henderson County

The roles and responsibilities of The United Way of Henderson County include:

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- advising the Emergency Operations Center of the services it can provide, e.g., food, water, shelter, post-disaster cleanup, etc.
- reporting damages to facilities, equipment, or resources to the Henderson County Emergency Operations Center
- supporting response and recovery activities
- returning department activities to normal levels as soon as possible unless involved with recovery activities
- providing representatives to the Emergency Operations Center when required
- providing public information officers or support personnel as required
- collecting information and compiling data for operational reports necessary to emergency operations

Henderson Christian Community Outreach

The roles and responsibilities of Henderson Christian Community Outreach in Henderson County include:

- advising the Emergency Operations Center of the services it can provide, e.g., food, water, shelter, post-disaster cleanup, etc.
- reporting damages to facilities, equipment, or resources to the Henderson County Emergency Operations Center
- supporting response and recovery activities
- returning department activities to normal levels as soon as possible unless involved with recovery activities
- providing representatives to the Emergency Operations Center when required
- providing public information officers or support personnel as required
- collecting information and compiling data for operational reports necessary to emergency operations

Father Bradley Shelter for Women

The roles and responsibilities of the Father Bradley Shelter for Women in Henderson County include:

- advising the Emergency Operations Center of the services it can provide, e.g., food, water, shelter, post-disaster cleanup, etc.
- reporting damages to facilities, equipment, or resources to the Henderson County Emergency Operations Center
- supporting response and recovery activities
- returning department activities to normal levels as soon as possible unless involved with recovery activities
- providing representatives to the Emergency Operations Center when required
- providing public information officers or support personnel as required

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- collecting information and compiling data for operational reports necessary to emergency operations

The Harbor House for Men

The roles and responsibilities of The Harbor House for Men in Henderson County include:

- advising the Emergency Operations Center of the services it can provide, e.g., food, water, shelter, post-disaster cleanup, etc.
- reporting damages to facilities, equipment, or resources to the Henderson County Emergency Operations Center
- supporting response and recovery activities
- returning department activities to normal levels as soon as possible unless involved with recovery activities
- providing representatives to the Emergency Operations Center when required
- providing public information officers or support personnel as required
- collecting information and compiling data for operational reports necessary to emergency operations

The Homeless Coalition of Henderson County

The roles and responsibilities of The Homeless Coalition of Henderson County include:

- advising the Emergency Operations Center of the services it can provide, e.g., food, water, shelter, post-disaster cleanup, etc.
- reporting damages to facilities, equipment, or resources to the Henderson County Emergency Operations Center
- supporting response and recovery activities
- returning department activities to normal levels as soon as possible unless involved with recovery activities
- providing representatives to the Emergency Operations Center when required
- providing public information officers or support personnel as required
- collecting information and compiling data for operational reports necessary to emergency operations

Community Foundation of West Kentucky

The roles and responsibilities of The Community Foundation of West Kentucky in Henderson County include:

- advising the Emergency Operations Center of the services it can provide, e.g., food, water, shelter, post-disaster cleanup, etc.
- reporting damages to facilities, equipment, or resources to the Henderson County Emergency Operations Center
- supporting response and recovery activities
- returning department activities to normal levels as soon as possible unless involved with recovery activities

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- providing representatives to the Emergency Operations Center when required
- providing public information officers or support personnel as required
- collecting information and compiling data for operational reports necessary to emergency operations

Southern Baptist Disaster Relief

The roles and responsibilities of Southern Baptist Disaster Relief include:

- advising the Emergency Operations Center of the services it can provide, e.g., food, water, shelter, post-disaster cleanup, etc.
- reporting damages to facilities, equipment, or resources to the Henderson County Emergency Operations Center
- supporting response and recovery activities
- returning department activities to normal levels as soon as possible unless involved with recovery activities
- providing representatives to the Emergency Operations Center when required
- providing public information officers or support personnel as required
- collecting information and compiling data for operational reports necessary to emergency operations

Henderson County VOAD

The roles and responsibilities of Henderson County VOAD include:

- advising the Emergency Operations Center of the services it can provide, e.g., food, water, shelter, post-disaster cleanup, etc.
- reporting damages to facilities, equipment, or resources to the Henderson County Emergency Operations Center
- supporting response and recovery activities
- returning department activities to normal levels as soon as possible unless involved with recovery activities
- providing representatives to the Emergency Operations Center when required
- providing public information officers or support personnel as required
- collecting information and compiling data for operational reports necessary to emergency operations

Communications

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

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On a daily basis, communications abilities occur through a variety of methods in Henderson County. Some of these methods include the following:

Public Safety

Henderson County E911 is the single point of communications for all law enforcement, all emergency services agencies in Henderson County, the City of Henderson, the City of Corydon, and the City of Robards. Specifically, Henderson County E911 is the primary dispatching service for:

- Henderson County Sheriff Department
- City of Henderson Police Department
- Deaconess Emergency Medical Services (EMS)
- City of Henderson Fire Department
- Reed Fire Department
- Cairo Fire Department
- Corydon Fire Department
- Hebbardsville Fire Department
- Smith Mills Fire Department
- Spottsville Fire Department
- Robards Fire Department
- Zion Fire Department
- Baskett Fire Department
- Niagara Fire Department
- Henderson City/County Rescue Squad
- Henderson County Emergency Management Agency

Additionally, Henderson County E911 has direct communications capabilities with agencies that augment public safety in Henderson County such as:

- Kentucky State Police
- Kentucky Motor Vehicle Enforcement
- Kentucky Fish and Wildlife

Communications are by two-way radio between Henderson County E911 Dispatch and the emergency responders. Henderson County has established a network of repeaters and satellite receivers throughout the community to enhance responders' abilities to communicate with one another. The various public safety agencies within Henderson County have written agreements to share frequencies.

Amateur Radio

Henderson County Emergency Management Agency has access to amateur radio communications through its association with the Henderson Amateur Club. The Henderson Amateur Club is a private organization of active amateur radio operators with the purpose of supporting and promoting the use of amateur radio in Henderson County and surrounding counties by:

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- offering a forum by which licensed amateur radio operators and other interested individuals can meet on a monthly basis to discuss amateur radio technologies and practices as well as learn new methods of communicating
- offering classes for interested individuals to become amateur radio operators
- providing a testing site for the various levels of amateur radio licensing
- providing amateur radio communications at various community events
- supplying amateur radio communications during major disaster/emergency incidents

The Henderson Amateur Radio Club is associated with the Henderson County Emergency Management Agency and meets the first Thursday of each month at different locations. The public is invited and encouraged to attend this event to learn more about the operations of amateur radio communications and to find out how they can become involved and help their community.

Department of Military Affairs Radio Communications System (DMARCS)

Henderson County has a memorandum of agreement with the Kentucky Division of Emergency Management to communicate through the Kentucky Department of Military Affairs Radio Communications System (DMARCS). This allows for Henderson County to communicate directly with the State Emergency Operations Center by two-way radio utilizing their established protocols. It also provides a means for statewide communications abilities. The Kentucky DMARCS is part of the Kentucky Emergency Warning System (KEWS), which is a statewide telecommunications network designed to be shared by a wide range of state agencies. The KEWS utilizes 144 wireless radio tower sites throughout the state with reliable battery and generator backup that provides an "always on" microwave backbone (transport) for state public-safety agencies. The DMARCS radio is located in the Henderson County EMA office, inside the radio communications center.

Kentucky State Police Mutual Aid and Interoperability Memorandum of Understanding

In partnership with the Kentucky State Police (KSP) and the Commonwealth's Office of Technology, the state is making great strides towards fulfilling this all-important goal.

Every first responder in Kentucky has the ability to communicate with one another during an incident.

Each public safety agency in Henderson County has a memorandum of understanding (MOU) with the Kentucky State Police for mutual aid and interoperability. This provides authorization to operate on radio frequencies granted and assigned to the Kentucky State Police by the Federal Communications Commission. These channels are collectively referred to as the Mutual Aid Frequencies and are offered to applicant agencies who agree to abide by the rules of use. The Mutual Aid program is provided to applicant agencies at no cost and may be used with existing radios currently in use in the Commonwealth. The Kentucky State Police staffs the program so no additional personnel resources are required by participating agencies. By virtue of signing and submitting an MOU, the applicant affirms it will comply with the operational and technical guidelines, and the terms prescribed within the agreement.

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Immediate Mutual Aid Interoperability is the capability for agencies to tune into a dedicated frequency using the "Conventional Analog Mode" protocol that is shared among one or more public safety agencies. Public safety agencies can use either Talk-Around Mode or the Mutual Aid Repeaters to establish interoperable voice communications with other first-responders at the scene of an emergency. It allows first responders to establish an emergency communication link into the KSP Dispatch Center, and to request cross connects across the three separate frequency bands used by first responders in the commonwealth. Achieving immediate voice communication interoperability among disparate systems enables public safety workers to communicate with each other to manage their immediate responses to emergencies and situations where risk of life and limb are probable.

Kentucky Open Portal Solution (KyOPS)

The Henderson County Sheriff Department, the City of Henderson Police Department participate in the Kentucky Open Portal Solution (KyOPS) program, which is a data communications system utilizing a mobile data communications system. The KyOPS program, headed by Kentucky's Justice and Public Safety Cabinet, allows officers to submit vehicle collision reports electronically. The system includes programs for reporting crime, traffic citations, warnings, and other information including a new intelligence report function.

Through the electronic-intelligence function, law enforcement officers can inform the Kentucky Intelligence Fusion Center (KIFC) of suspicious behavior that could be related to terrorism or other crime.

The KIFC receives this intelligence information within seconds of the officer completing the report. Upon receipt, KIFC staff determines what to do with the information: file for future reference, contact the submitting agency for additional information, or forward it to the FBI and/or Joint Terrorism Task Force.

KYWINS Messenger

KYWINS is a data communications program which provides first responders across the state with instant messaging communications capabilities.

KYWINS allows all public safety users on the state's wireless data system to exchange messages with one another from mobile data computers inside response vehicles or from a stationary computer. The program can also quickly broadcast a message to all users within seconds. Mobile data messaging technology provides a redundant form of communication for public safety officials if voice communication is unavailable.

The project is the result of a collaborative effort between the Kentucky Office of Homeland Security, Justice and Public Safety Cabinet, Commonwealth Office of Technology, and the Center for Rural Development.

Early Warning/Notifications/Alert System

Reliable early warnings can substantially improve and coordinate responses. Timely and accurate warnings can help people take actions that save lives, reduce their losses, and reduce human suffering. Equally important is the benefit emergency services organizations receive from early warnings by being prepared to respond rapidly with the appropriate resources. Getting accurate and timely information to the public and to emergency responders is critical during an emergency or disaster. More than one method of notification provides redundancy in addition to reaching a larger percentage of the population.

Henderson County has an early warning system in place. Early warning is a method of alerting the public that a potential emergency situation exists. The public should quickly seek shelter and

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should listen to sources of communication that can provide information to them. Such information sources may include:

- all hazards/weather radio with broadcasts by the National Weather Service
- AM/FM radio broadcasts
- television
- Hyper-Reach Emergency Communications System

There are 34 outdoor early warning sirens strategically located throughout the county. The sirens are a collaborative effort between the Henderson County Emergency Management Agency and Henderson County E911 Dispatch. Henderson County Emergency Management Agency has the responsibility for funding new sirens, finding locations for new sirens, funding the monthly electrical services for each siren (unless other agencies are assuming this cost), maintaining the sirens and ensuring their regular testing and operational ability. Henderson County Emergency Management Agency contracts with licensed electricians to check each individual siren for operational ability as needed for individual maintenance issues. As reports are received from the public, emergency personnel or other sources that a siren is not operating correctly, Henderson County Emergency Management Agency provides the proper maintenance to the site.

The sirens are activated by Henderson County E911 Dispatch for tornado warnings issued by the National Weather Service, major hazardous materials incidents, and for any other events for which early warning is deemed necessary by the Director of Henderson County Emergency Management Agency in consultation with the elected officials of Henderson County Fiscal Court, the City of Henderson, the City of Corydon, and the City of Robards, emergency services and law enforcement officials. Policies and procedures for activation of early warning messages are jointly developed by the Henderson County Emergency Management Agency and Henderson County E911 Dispatch. Regular testing of the outdoor warning sirens is conducted by Henderson County E911 at noon on Friday for a 60 second full audio test. Additionally, outdoor warning sirens are tested Monday through Sunday at 06:30 AM by computer where results are displayed after each test.

Henderson County Emergency Management Agency has an agreement with the National Weather Service to issue emergency alert (EAS) messages over the weather/all-hazards radio receivers. An example of this would be a major hazardous materials incident in which the public might obtain information on the safest actions for them to take in response to such a situation. Such messages are carefully and collaboratively written between the National Weather Service and the Henderson County Emergency Operations Center.

Direction and Control

The Henderson County Judge/ Executive is responsible for emergency operations in the unincorporated areas of Henderson County.

The Mayor of Corydon, Kentucky is responsible for emergency operations within the city limits of Corydon.

The Mayor of Henderson, Kentucky is responsible for emergency operations within the city limits of Henderson.

The Mayor of Robards, Kentucky is responsible for emergency operations within the city limits of Robards.

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A well-defined framework for an integrated emergency management system is required to support the mitigation, preparedness, response, and recovery activities of a disaster incident, which impacts, or may impact, residents and property in the County. The policies in this section provide for a centralized and coordinated response and allocation of resources using a command structure, which can adapt to changes in the situation.

Emergency Operations Plan (EOP) Implementation

This Plan will be implemented when

- an emergency has been declared by the Chief Elected Officials, or their designee, of Henderson County, the City of Henderson, the City of Corydon, and the City of Robards.
- an incident is considered imminent or probable and the implementation of this Emergency Operations Plan and the activation of the Henderson County Emergency Operations Center (EOC) is considered a prudent, proactive response to the impending incident
- directed by the Henderson County Emergency Management Director or designee

Continuity of Operations and Government

Continuity of operations (COOP) is defined as the ability to continue essential government and business functions across a broad spectrum of emergency situations whether natural or man-made.

There are two issues which must be addressed by Henderson County Fiscal Court, the City of Henderson, the City of Corydon, and the City of Robards, to continue essential functions and operations throughout the duration of a state of emergency:

- planning for alternative locations of essential operations when the ability to conduct the affairs at the regular or usual places is imprudent, ineffective, or impossible, thus disrupting the normal operations of government and their agencies
- continuity of government (COG) or planning for emergency interim successors when elected and/or appointed officials are unavailable to assume the duties and powers of their office

The objectives of continuity of operations plans include:

- ensuring the continuous performance of the essential functions/operations of a government/agency/business during an emergency
- reducing the loss of life, minimizing damages, and minimizing losses
- executing successful succession to office with accompanying authorities in the event a disruption renders government/agency/business leadership unavailable or incapable of assuming the authorities and performing the responsibilities of office
- reducing or mitigating disruptions to operations
- ensuring that governments/agencies/businesses have alternate facilities from which to continue to perform their essential functions during an emergency
- protecting essential facilities, equipment, records, and other assets
- achieving a timely and orderly recovery from an emergency and resumption of normal operations and essential functions
- training that includes an exercise of the plan to evaluate readiness

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- provide basic organizational structure to include an order of succession

Alternate Locations for Essential Operations

When government departments and/or offices are displaced to another building by an incident, prompt action will be taken by all agencies to re-establish their offices at their normal site as soon as possible. Each department has the responsibility to establish written procedures for accomplishing this and department heads are responsible for keeping the plans current and their employees informed of these plans. Destruction caused by an incident can cover a large or small area. County and city buildings may be partially or completely destroyed. Destruction of government property and records does not end the responsibility of government to provide prompt and timely services.

Kentucky Revised Statutes 39D.020 addresses the issue of continuity of operations for Henderson County Fiscal Court, City of Henderson, the City of Corydon, and the City of Robards.

- the governing body of each county, urban-county, charter county, and city of this Commonwealth may meet at any place within or without the territorial limits of that political subdivision, at the direction of the elected chief executive officer or his or her successor
- the governing body shall proceed to establish and designate by ordinance, resolution, or other manner, alternate or substitute places as the temporary locations of government where all, or any part, of the public business may be transacted and conducted during the emergency situation
- the alternate or substitute places may be within or without the territorial limits of the county, urban-county, charter county, and city, and shall be within those of the state
- if practicable, they shall be the places designated as the temporary locations of government in the current local emergency operations plan
- while the public business is being conducted at a temporary location, the governing body and other officers of a county, urban-county, charter county, and city of this Commonwealth shall have and exercise, at that location, all of the executive, legislative, administrative, and judicial powers and functions conferred upon that body and officers under state law
- the powers and functions, except judicial, may be exercised in the light of the exigencies of the emergency situation without regard to or compliance with time-consuming procedures and formalities prescribed by law and pertaining thereto
- all acts of the body and officers shall be as valid and binding as if performed within the territorial limits of their county, urban-county, charter county and city

Continuity of Government

Each Department Head of the [number] governments will designate a Deputy to act in their place during an emergency

Continuity of government (COG) will be maintained during or following an incident in the county and city governments through the:

- utilization of all available resources and manpower
- pre-designation of alternates for key county and city officials

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- identification and appointment of standby officers to various county and city boards and committees
- selection and preparation of alternate sites for government
- preservation of vital records needed for government to function

Kentucky Revised Statutes 39D.030 addresses the issue of continuity of government for Henderson County Fiscal Court, City of Henderson, the City of Corydon, and the City of Robards:

- the governing body of each county, urban-county government, charter county government, and city shall enact the ordinances and resolutions necessary to provide for the continuity of government throughout the duration of a state of emergency
- the ordinances and resolutions shall provide a method by which temporary emergency appointments to public office are made, except as limited by express constitutional provisions, and shall define the scope of the powers and duties which may be exercised and provide for termination of the appointment so made

Kentucky Revised Statutes 39D.040 addresses the issues of emergency interim successors, order of successions, vacancies, and the applicability of the statute to all special districts and political subdivisions:

- "emergency interim successor" is defined in KRS 39D.040(1)(a) and refers to the person designated to exercise the powers and discharge the duties of that office until a successor is appointed or elected and qualified as provided by law, or until the lawful incumbent is able to resume the exercise of the powers and discharge the duties of the office
- "unavailable" means during a state of emergency that:
 - a vacancy in office exists and there is no deputy authorized to exercise all of the powers and discharge the duties of the office or
 - the lawful incumbent of the office and any duly authorized deputy are absent or unable to exercise the powers and discharge the duties of the office.
- the local legislative bodies of cities, counties, urban-counties, and charter counties shall enact ordinances or orders governing the manner in which vacancies in offices and employment shall be filled, and for the prompt filling thereof during times of disaster and emergency, if the filling of these vacancies is not otherwise provided for by law
- the legislative bodies shall enact ordinances providing for the appointment of not fewer than three (3) nor more than seven (7) emergency interim successors for each local office, department, and agency specified in the Kentucky Emergency Operations Plan and local emergency operations plans and annexes thereto
- emergency interim successors, in the order of their successions, shall have the full power to exercise all powers of the office, department, or agency and to commit its resources during a time of emergency or disaster if the person normally exercising the position is unavailable
- if the preceding emergency successor becomes available, he or she shall resume the duties being performed by the emergency interim successor, unless he or she chooses to permit the emergency interim successor to remain in the position until relieved
- the administrative orders and ordinances shall not be inconsistent with this section

Planning

Planning considerations for COOP and COG capability include:

- maintaining a high level of readiness
- ensuring capability of implementing the plan elements with and without advance warning
- becoming operational no later than 12 hours after activation
- maintaining sustained operations for up to 30 days
- taking advantage of existing government/agency field infrastructures
- outlining the processes that government/agencies will follow to designate essential functions and resources
- define short- and long-term goals and objectives
- forecast budgetary requirements
- anticipate and address issues and potential obstacles
- establish planning milestones

The elements of a continuity of operations plan include:

- response procedures
- roster of fully equipped and trained emergency personnel with authority to perform essential functions
- an organizational chart that shows lines of succession
- identification of essential functions
- delegation of authority
- provision of operational capability
- reliable processes and procedures to acquire resources to continue essential activities
- procedures for employee advisories and alerts and COOP plan activation with relocation instructions
- personnel accountability
- alternate facilities
- interoperable communications
- vital records and databases
- tests, training, and exercises
- sustainability

Emergency Support Functions

During a disaster, Henderson County Emergency Management may activate the Emergency Operations Center to support the responding agencies through the Incident Commander(s). The Emergency Operations Center (EOC) serves as the point for collection, analysis, and dissemination of disaster related information for response agencies and the public. The Emergency Operations Center is staffed and operated by governmental representatives of

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Henderson County government, the city of Henderson government and the city of Henderson government, and other key response and recovery organizations.

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

The Emergency Support Functions (ESF) provide the structure for coordinating interagency support for this community's response to an incident. The ESFs are mechanisms for grouping functions most frequently used to provide support to responders during disasters and emergencies. The Incident Command System provides for the flexibility to assign ESF and other stakeholder resources according to their capabilities, tasks, and requirements to augment and support the other sections of the Henderson County Emergency Operations Center to respond to incidents in a more collaborative and crosscutting manner.

Each ESF Annex identifies the coordinator and the primary and support agencies pertinent to the Emergency Support Function. Several ESFs incorporate multiple components, with primary agencies designated for each component to ensure seamless integration of and transition between preparedness, response, and recovery activities. ESFs with multiple primary agencies designate an ESF coordinator for the purposes of pre-incident planning and coordination of primary and supporting agency efforts throughout the incident.

ESF Coordinator

The ESF coordinator is the entity with management oversight for that particular ESF. The coordinator has ongoing responsibilities throughout the preparedness, response, and recovery phases of incident management. The role of the ESF coordinator is carried out through a "unified command" approach as agreed upon collectively by the designated primary agencies and, as appropriate, support agencies. Responsibilities of the ESF coordinator include:

- coordination before, during, and after an incident, including pre-incident planning and coordination
- maintaining ongoing contact with ESF primary and support agencies
- conducting periodic ESF meetings and conference calls
- coordinating efforts with corresponding private-sector organizations
- coordinating ESF activities relating to catastrophic incident planning and critical infrastructure preparedness, as appropriate

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EMERGENCY SUPPORT FUNCTIONS		
#	FUNCTION	DESCRIPTION
1	Transportation	Coordinates and organizes transportation resources for local and county agencies in preparing for, responding to, and recovering from incidents which impact the citizens of Henderson County.
2	Communications	Maintains a reliable communications capability for alert and notification instructions by key officials of Henderson County and communicates with local and state agencies in an incident.
3	Public Works	Coordinates the overall response of Henderson County to a major failure of infrastructure due to natural or man-made incidents.
4	Firefighting	Provides for the protection of life and property and to minimize actual or potential fire damage resulting from an incident, and to assist in rescue operations.
5	Emergency Management	Provides staff, facilities, and procedures for the coordination of local, state, federal and private response agencies during an impending or existing incident and to assist in formulating policy, establishing priorities, gathering, and analyzing information, monitoring the execution of plans, and directing response and recovery operations as necessary.
6	Mass Care, Housing and Human Services	Provides staff, facilities, and procedures for the coordination of local, state, federal, and private care and sheltering agencies during an impending or existing emergency or disaster. Assists in formulating policy, establishing priorities, gathering, and analyzing information, monitoring the execution of plans, and directing response and recovery operations as necessary as they relate to the care and sheltering of evacuees.
7	Resource Support	Provides resource support consisting of emergency relief supplies, telecommunications, transportation services, security services, and personnel to support immediate response activities.
8	Public Health and Medical Services	Coordinates and directs health care activities within the county provides emergency care and treatment of casualties resulting from an incident, including CBRNE incidents that could occur during a war or terroristic attack. Helps continue provision of routine emergency and medical care for the general population. Provides emergency public health services that will prevent and/or mitigate the spread of infectious diseases. Provides mental health services for both victims and emergency responders.
9	Search and Rescue	Provides an organizational structure and guidance for search and rescue, by means of ground, marine, or air activity, of any person who becomes lost, injured, stranded, trapped, or has died, including searches for lost persons, downed or missing aircraft, structural explosions, or transportation accidents, and natural or man-made incidents, where search and rescue is an integral part of the overall operations.
10	Hazardous Materials	Protects human health and the environment from releases of hazardous materials in Henderson County.

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11	Agriculture	Ensures the safety and security of the county's agricultural market (crop, livestock production, transportation, and processing) and ensures that animal and veterinary issues in natural disasters are supported. Provides guidance for dealing with animals impacted by disaster or disease.
12	Energy	Coordinates with the private sector for the emergency repair and restoration of critical public energy utilities (i.e., gas, electricity, etc.). Coordinates the rationing and distribution of emergency power and fuel, as necessary.
13	Law Enforcement and Security	Maintains law and order, protects life and property, undertakes traffic control, provides law enforcement support to other law enforcement agencies, guards essential facilities and supplies, and coordinates law enforcement mutual aid.
14	Long-Term Recovery and Mitigation	Provides coordination and guidance for recovery operations to include restoration of damaged or destroyed public property, services, and assistance to private citizens affected by a major incident coordinates damage assessment activities, county/state declaration requirements and facilitate Damage Assessment Reports and Project Applications. Coordinates and administers the county's Public Assistance, Individual Assistance, and Hazard Mitigation programs.
15	Public Information	Keeps the citizens of Henderson County informed of the developing situation. Gives instructions for protective actions in a threatened or actual incident. Controls rumors and speculation and provides recovery operations instructions.

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ESF #1 – TRANSPORTATION

Primary Coordinator – Director of Transportation; Henderson Co. Schools

To coordinate and organize transportation resources for Local and County agencies in preparing for, responding to, and recovering from incidents which impact the citizens of the County.

ESF #2 – COMMUNICATIONS

Primary Coordinator – Director of 911; City of Henderson

To maintain a reliable communications capability for alert and notification instructions by key officials for the County, and to communicate with local and state agencies in an incident.

ESF #3 – PUBLIC WORKS

Primary Coordinator – Director; Henderson Co. Road Department

To coordinate the overall response of the County to a major failure of infrastructure due to natural or man-made incidents.

ESF #4 – FIREFIGHTING

Primary Coordinator – Chief; City of Henderson Fire Department

Support: David Garber, President, Henderson County Fire Chief's Association

To provide for the protection of life and property and to minimize actual or potential fire damage resulting from an incident, and to assist in rescue operations.

ESF #5 – EMERGENCY MANAGEMENT

Primary Coordinator – Director; Henderson Emergency Management

To provide staff, facilities, and procedures for the coordination of local, state, federal and private response agencies during an impending or existing incident; and to assist in formulating policy, establishing priorities, gathering, and analyzing information, monitoring the execution of plans, and directing response and recovery operations, as necessary.

ESF #6 – MASS CARE AND SHELTERING

Coordinator – Director; Henderson Emergency Management

To provide staff, facilities, and procedures for the coordination of state, local, federal, and private care and sheltering agencies during an impending or existing emergency or disaster; and to assist the Governor in formulating policy establishing priorities, gathering, and analyzing information, monitoring the execution of plans, and directing response and recover operations as necessary as they relate to the care and sheltering of evacuees.

Emergency Shelters: Primary: The Gathering Place 1817 North Elm St, Henderson, Ky.

Alternate: John F. Kennedy Center, 515 S. Alvasia Street,

Henderson, Ky.

The Salvation Army, 1213 Washington Ave., Henderson, Ky.

Zion Baptist Church, 8158 State Hwy 351 E, Henderson, Ky.

ESF #7 – RESOURCE SUPPORT

Primary Coordinator – Director, Henderson Emergency Management

The Mission of ESF 7 is to provide resource support consisting of emergency relief supplies, telecommunications, transportation services, security services and personnel to support immediate response activities.

ESF #8 – PUBLIC HEALTH

Primary Coordinator – Director, Henderson Co. Health Department

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To coordinate and direct health care related activities within the County. To provide emergency care and treatment of casualties resulting from an incident, including CBRNE incidents that could occur during a war or terrorist attack. To help continue provision of routine emergency and medical care for the general population. To provide emergency public health services that will prevent and/or mitigate the spread of infectious diseases. To provide mental health services for both victims and emergency responders.

ESF #9 – SEARCH AND RESCUE

Primary Coordinator – Director, Henderson Emergency Management; SAR Coordinator
To provide an organizational structure and guidance for search and rescue, by means of ground, marine, or air activity, of any person who becomes lost, injured, stranded, trapped, or has died. The Henderson City/Co. Search & Rescue plan include procedures for searches of lost persons, downed or missing aircraft, structural explosions, or transportation accidents, and natural or man-made incidents, where search and rescue is an integral part of the overall operations.

Primary SAR Team: Henderson City/Co. Search & Rescue

Alternate SAR Team: Ohio Valley Search & Rescue, Evansville, Indiana

Alternate SAR Team: Davies Co. Search & Rescue, Owensboro, Ky.

ESF #10 –HAZARDOUS MATERIALS

Primary Coordinator – Chief; City of Henderson Fire Dept.

To protect human health and the environment from releases of hazardous materials.

There are Tier II facilities reporting to the Kentucky Emergency Response Commission and the Henderson County Local Emergency Planning Committee that they manufacture, store, or use one or more of the substances covered in Section 302 - Emergency Planning and Community Right-To-Know Act of the Superfund Amendments and Reauthorization Act of 1986. You can find the most current list of facilities within the Tier II software/system. All Extremely Hazardous Substance (EHS) plans are submitted and reviewed by the Henderson County Emergency Planning Committee annually.

ESF #11 – AGRICULTURE

Primary Coordinator – Extension Agent-Agriculture & National Resources; Henderson Co. Extension

To ensure the safety and security of the county's agricultural market (crop, livestock production, transportation, and processing) and ensure that animal and veterinary issues in natural disasters are supported. To provide guidance for dealing with animals impacted by disaster or disease.

ESF #12 – ENERGY

Primary Coordinator – Director of Transmission & Distribution; Henderson Municipal Power & Light

Coordinates with the private sector for the emergency repair and restoration of critical public energy utilities, (i.e., gas, electricity, etc.). Coordinates the rationing and distribution of emergency power and fuel, as necessary.

ESF #13 – LAW ENFORCEMENT

Primary Coordinator – Interim Chief; City of Henderson Police Dept.

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To maintain law and order, protect life and property, undertake traffic control, provide law enforcement support to other law enforcement agencies, guard essential facilities and supplies, and coordinate law enforcement mutual aid.

ESF #14 – LONG-TERM RECOVERY / VOLUNTEER – DONATION MANAGEMENT

Primary Coordinator – Judge Executive; Henderson County, Ky.

To provide coordination and guidance for recovery operations to include restoration of damaged or destroyed public property, services and assistance to private citizens affected by a major incident. Coordinate damage assessment activities, county/state declaration requirements and facilitate Damage Assessment Reports and Project Applications and to coordinate and administer the county's Public Assistance, Individual Assistance and Hazard Mitigation Programs. Volunteer and Donation Management.

ESF #15 – PUBLIC INFORMATION

Primary Coordinator – PIO; City of Henderson

To keep the citizens of the County informed of the developing situation, to give instructions for protective actions in a threatened or actual incident, to control rumors and speculation, and to provide recovery operations instructions.

ESF Primary Agency Overview

An ESF primary agency is an agency with significant authorities, roles, resources, or capabilities for a particular function within an ESF. ESFs may have multiple primary agencies, and the specific responsibilities of those agencies are articulated within the relevant ESF Annex. An agency designated as an ESF primary agency serves as an agent under the Henderson County Emergency Operations Center to accomplish the ESF mission. When an ESF is activated in response to an incident, the primary agency is responsible for:

- supporting the ESF coordinator and coordinating closely with the other primary and support agencies
- orchestrating Henderson County support within their functional area
- providing staff for the operations functions at fixed and field facilities
- notifying and requesting assistance from support agencies
- managing mission assignments and coordinating with support agencies, as well as appropriate county and city officials, the emergency operations centers, and applicable local agencies
- working with appropriate private-sector organizations to maximize use of all available resources
- supporting and keeping other ESFs and organizational elements informed of ESF operational priorities and activities
- conducting situational and periodic readiness assessments
- executing contracts and procuring goods and services as needed
- ensuring financial and property accountability for ESF activities
- planning for short- and long-term incident management and recovery operations
- maintaining trained personnel to support interagency emergency response and support teams

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- identifying new equipment or capabilities required to prevent or respond to new or emerging threats and hazards, or to improve the ability to address existing threats

ESF Support Agency Overview

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

- conducting operations, when requested by the designated ESF primary agency or EOC Manager, consistent with their own authority and resources
- participating in planning for short- and long-term incident management and recovery operations and the development of supporting operational plans, SOPs, checklists, or other job aids, in concert with existing first-responder standards
- assisting in the conduct of situational assessments
- furnishing available personnel, equipment, or other resource support as requested by the ESF primary agency or EOC Manager
- providing input to periodic readiness assessments
- maintaining trained personnel to support interagency emergency response and support teams
- identifying new equipment or capabilities required to prevent or respond to new or emerging threats and hazards, or to improve the ability to address existing threats

For the roles and responsibilities and primary coordinator for each Henderson County ESF, refer to the ESFs Annex.

Emergency Operations Center (EOC)

For the county to adequately respond to an incident, the Chief Elected Officials of Henderson County Government, the City of Henderson, the City of Corydon, and the City of Robards have appointed an Emergency Operations Center (EOC) staff to coordinate government and private response to an incident. They will operate from the Henderson County EOC under the direction of the Chief Elected Officials. It may be activated by the Henderson County Judge Executive, the Mayor of Henderson, the director of the Henderson County Emergency Management Agency or the designees of these identified government officials.

Henderson County has a primary Emergency Operations Center and one alternate Emergency Operations Center sites.

The primary Henderson County Emergency Operations Center (EOC) is located at 1990 Barret Ct. 37.5134.18/-87.3418.78 decimal degrees Henderson, Kentucky in Suite F of the Peabody Building. It is a partnership between the Henderson County Judge Executive, the city of Henderson, the city of Corydon, and the city of Robards, and the Henderson County Emergency Management Agency. This location offers sufficient working space for members of the EOC staff, television capabilities, commercial telephone system, public safety communications, amateur radio communications, kitchen, bathing, and bathroom facilities, and is not located in a high threat zone. This facility has an emergency generator so that 24-hour operations can be maintained. There are working tools available at the EOC including flip charts, white boards, and maps. There is the ability to access internet resources.

The alternate EOC site is located in the training room in the Henderson County, Henderson Municipal Service Center at 1449 Corporate Ct. 37.4857.82/-87.3535.85 This site is limited in space, has public safety and amateur radio capabilities, and wireless internet capabilities. This

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facility has an emergency generator so that 24-hour operations can be maintained. There are working tools available at the EOC including flip charts, white boards, and maps. There are working tools available at this EOC site including flip charts, white boards, and maps. This site has kitchen, bathing, and bathroom facilities and because it is located in our central communications facility should be classified as a high threat zone.

EOC Activation Levels

Level 5 This is the lowest level of incident or event and can be generally managed by the Emergency Management Director or designee and will not require deployment of more than one county resource as a normal requirement. The incident or event is of limited duration and will be closed out within one operational period (24 hours).

Level 4 This is the next level of incident or event and will require a higher level of management than just the Emergency Management Director and one additional personnel. This level of incident or event will require multiple resources but is not a long-term event. A limited formal activation of the Henderson County EOC and Incident Command System structures may be required, but only to maintain situational awareness and adequately report actions taken by deployed assets. The incident or event is of a limited duration and will be closed out within one or two operational periods.

Level 3 This Level of incident or event is of greater complexity than the previous two and requires immediate activation of the Henderson County EOC and Incident Command System structure to manage multiple resources over an extended period of time to meet significant needs of local First Responders and agencies within Henderson County. This will require the development and implementation of the Henderson County EOC Action Plan and will require activation of Agency Representatives and have a significant impact on Henderson County staff. The incident is of an extended duration and will be managed through several operational periods.

Level 2 This level of incident or event will require all actions taken under a Level 3 plus activation of all the Henderson County EOC/Incident Command System structure. Resources will be drawn from multiple assets across the county and may include the introduction of state resources. The incident is of an extended duration and cannot be closed out within a clearly defined number of operational periods.

Level 1 This incident or event may be considered a catastrophic incident or of high impact that will require the full activation of all local, county and state assets and the full integration of the Henderson County EOC/Incident Command System with state, and possibly federal resources. This level of activation will be characterized by the full integration of EOC operations as needed for long-term operations over many operational periods.

Deactivation of EOC

The deactivation of the Henderson County EOC is determined by the progress made on the objectives of the incident action plans. The plan to scale down the size of the EOC will be a joint decision of the EOC Manager with the ESF Coordinators in conjunction with the Chief Elected Officials of Henderson County Fiscal Court, the City of Henderson, the City of Corydon, the City of Robards and the Henderson County Emergency Management Agency. Some of the emergency support functions may deactivate prior to others depending on the situation as determined by the EOC management team. All decisions are made based on the objective evidence of the current situation as presented by the ESF Coordinators and other information sources.

Resource Management

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Preparation and readiness for emergency/disaster events require knowledge of the public and private sector assets and resources jurisdictions have available to them to address the hazards which have been identified in the community. Resource management is a systematic development of methods for using personnel, services, materials, and major items of equipment for essential emergency functions. Emergency management and incident response activities require carefully managed resources to meet incident needs. Utilization of the standardized resource management concepts such as typing, inventorying, organizing, and tracking will facilitate the dispatch, deployment, and recovery of resources before, during, and after an incident.

Travel Trailers

Henderson County has received 3 travel trailer(s) from the Kentucky Division of Emergency Management to be utilized for disaster preparedness, response and recovery efforts. Henderson County currently has the following trailer(s) for the function(s) (mobile command post, responder shelter, etc.) specified:

- Keystone Hideout ID#4YDTH1RssN7243787] – Primary Command Post (MCP1)
- Jayco Jay M-267BHS ID# 1UJB0BP2N17W0349] – Operations Command Post (MCP2)
- [Jayco M-28 BHS ID#1UJB0BR31TD0598] – Responder Rehabilitation (MCP3)

The resource management process can be separated into two parts:

- resource management as an element of preparedness
- resource management during an incident

Preparedness/Planning Activities

The preparedness activities (resource typing, credentialing, and inventorying) are conducted on a continual basis to help ensure that resources are ready to be mobilized when called to an incident.

Resource management includes implementing procedures, which provide information on the resources in the community including:

- identification of resources
- location
- acquisition
- storage
- maintenance
- timely distribution and accounting
- capacity
- capability
- inventory management

Henderson County utilizes the following protocol in preparedness for resource management:

Step 1: Identify associated risks/consequences

- severe weather

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- tornados
- windstorms
- earthquakes
- flooding
- windstorms
- winter storms
- technological disaster
- man-made disaster
- hazardous materials incident
- major transportation accidents

Step 2: Identify probable resource needs

- personnel
- facilities
- equipment
- vehicles
- teams
- aircraft
- supplies

Step 3: Identify potential sources of resources

- in-house sourcing
- mutual aid
- other levels of government
- volunteer organizations
- commercial sources
- contracts
- donations

The resources available for the jurisdictions within Henderson County are managed through the Henderson County Emergency Management Agency using resource typing. Resource typing is the categorization and description of response resources by capacity and capability that are commonly exchanged in emergency/disaster situations through mutual aid agreements. In this manner, resources are typed, or clearly described by function and capability, using universal terms, and classified by levels of capability and capacity. This systematic approach:

- provides the necessary information to ensure that the correct resource is requested, ordered, and received in Henderson County during an emergency
- provides a method by which disaster response resources can be tracked, documented, and inventoried in terms of categories, kinds, components, and typing definitions by Henderson County during an emergency

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- provides the necessary information to ensure that the correct resources are offered and respond from Henderson County to requesting jurisdictions

Resource assets in the jurisdictions in Henderson County are organized for each ESF with the following information:

- resource
- FEMA type
- detailed description of the resource
- location by physical address of the resource
- quantity
- point of contact information, including name, 24-hour contact information, and email address

Maintaining current information on all public and private resources is critical to planning, readiness, and response. In general, the maintenance of current information is a joint responsibility between the ESF Coordinators and the Henderson County Emergency Management Agency.

Additionally, it is important to be aware of and identify shortages in resources on a continuous basis. This is a joint responsibility of the ESF Coordinators, the governments, and agencies of Henderson County Fiscal Court, the City of Henderson, the City of Corydon, the City of Robards and Henderson County Emergency Management Agency. This will enable identification of resources to be:

- purchased and stockpiled
- requested through hazard mitigation grants
- secured through contracts and agreements with commercial vendors
- requested through mutual aid agreements with other counties and agencies in the region
- anticipated in order to make an early request to the state Emergency Operations Center in the event of a disaster/emergency

To ensure that information concerning resources is current:

- members of emergency support functions should report new resources acquisitions to the ESF Coordinator as soon as possible
- members of emergency support functions should report changes in status/availability of current equipment to the ESF Coordinator
- members of emergency support functions should report changes resource shortages to the ESF Coordinator
- ESF Coordinators should review the current resource list for new resource acquisitions, changes in status/availability of current resources and resource shortages as a standard agenda item during the regular meetings of Emergency Support Function planning committees
- ESF Coordinators check with members of their planning committees for information on new resource acquisitions, changes in status/availability of current resources and resource shortages on a quarterly basis in January, April, July, and October

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- ESF Coordinators forward all information on new resource acquisitions, changes in status/availability of current resources and resource shortages to Henderson County Emergency Management Agency upon receiving the information and on a quarterly basis on January 15, April 15, July 15, and October 15
- Henderson County Emergency Management Agency updates the information in the resource management database
- Henderson County Emergency Management distributes the updated data base to the ESF Coordinators as it is received and quarterly on February 1, May 1, August 1, and November 1

Incident Resource Management

Resource management during an incident is a finite process, as shown in the below figure, with a distinct beginning and ending specific to the needs of the particular incident.

Resource management should be flexible and scalable to support any incident and be adaptable to changes. Efficient and effective deployment of resources requires that resource management concepts and principles be used in all phases of emergency management and incident response.

When a disaster/emergency occurs, resource management is the responsibility of ESF-7/Resource Support as outlined in the Henderson County Emergency Operations Plan. Henderson County Emergency Management is the lead agency for this emergency support function. The Director of Henderson County Emergency Management activates this support function.



In the Henderson County Emergency Operations Center, ESF-7 Resource Support operates within the established Incident Command Structure and is located in the Logistics section.

Requesting Resources

All requests for resources from Henderson County Fiscal Court, the City of Henderson, the City of Corydon, and the City of Robards during an emergency/disaster event are routed through the Henderson County Emergency Operations Center (EOC) as outlined in the Henderson County Emergency Operations Plan (EOP).

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The reason for this procedure is:

- to provide a single source to request resources
- to maintain an organized approach for requesting resources
- to provide accountability and fiscal responsibility for requesting resources
- to prevent multiple sources from requesting duplicate resources

Requesting resources for an emergency/disaster event in Henderson County is progressive as demonstrated in Figure 1: "Progressive Requests for Emergency/Disaster Resources".

All requests for resources to respond to the emergency/disaster are routed through the Incident Commander to the Henderson County EOC. There may be multiple incidents and incident commanders requiring resources. Requests for resources are lifted to the Henderson County EOC. As the request is received at the EOC, it will be reviewed by the EOC Operations section and routed to the appropriate Emergency Support Function desk where it is reviewed and appropriate action to fulfill the resource request is made.

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

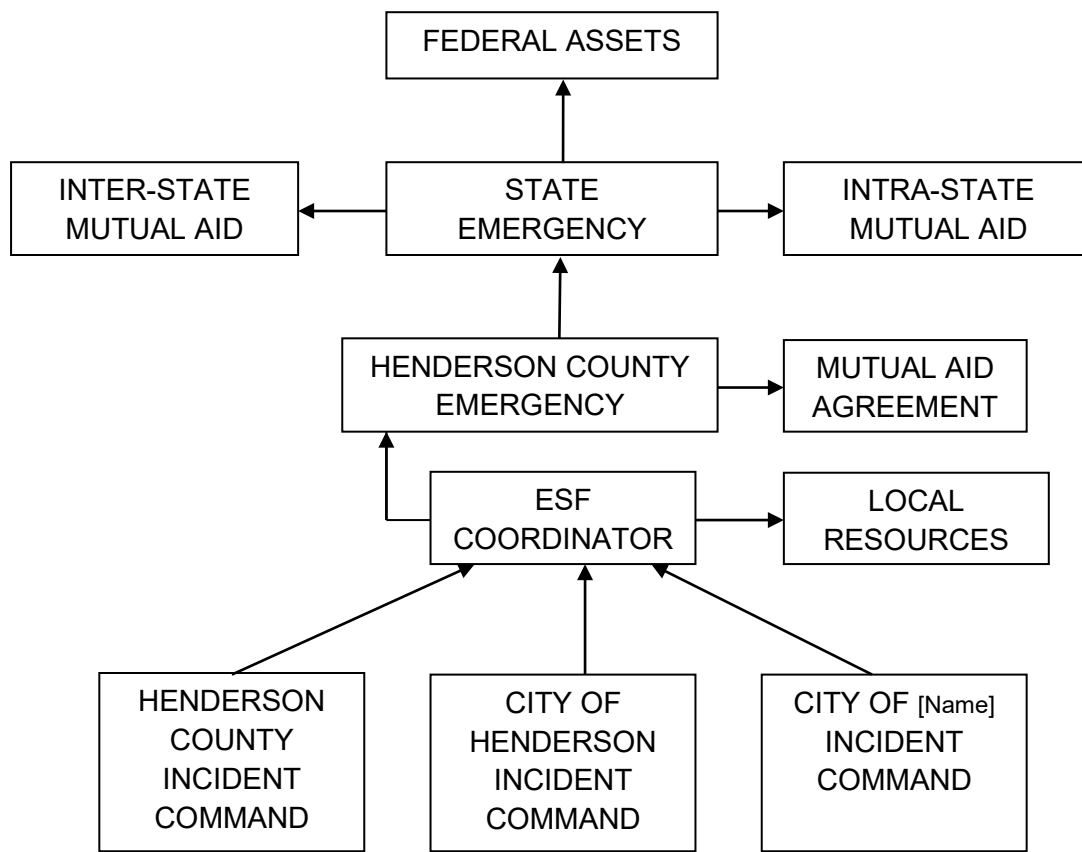


Figure 1: "Progressive Requests for Emergency/Disaster Resources"

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The first action will be to determine what local resources may be available from:

- Henderson County Fiscal Court, the City of Henderson the City of Corydon, and the City of Robards
- local agencies within these local jurisdictions
- businesses within these local jurisdictions
- contract resources
- volunteer organizations
- donations

When the need for resources and/or services exceeds the capability of what is available in the jurisdictions within Henderson County, established mutual aid agreements with surrounding counties to provide such resources are utilized.

When needed resources cannot be located through mutual aid agreements, the Henderson County Emergency Operations Center requests resources through the state Emergency Operations Center. The state Emergency Operations Center locates resources through intra- and inter-state mutual aid agreements and federal assets.

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Logistics Staging and Points of Distribution (PODs)

Resources and supplies that are received from other counties or resources outside Henderson County will require a location for staging and as well as distribution of the resources. Such sites require:

- space for temporary storage
- a forklift or pallet jack
- at least one point of ingress and several points of egress

The two POD locations that are used in Henderson County and meet the above requirements are:

- Tri-County Recycle Center
389 Sam Ball Way Henderson, Kentucky 42420
24-Hour Point of Contact: Recycle Center
Office Number: (270) 827-1979
- City of Henderson – Public Works
1131 5th Street Henderson KY 42420
24-Hour Point of Contact: Office: (270) 831-1224

Appendix A: Acronyms and Abbreviations

A

AAR	After-Action Report
ADD	Area Development District
AFB	Air Force Base
AM	Area Manager
AMS	Aerial Measuring System
ANSIR	Awareness of National Security Issues and Response Program
AOC	Administrative Offices of the Courts
APHIS	Animal and Plant Health Inspection Services
ARAC	Atmospheric Release Advisory Capability
ARC	American Red Cross
ARES	Amateur Radio Emergency Service
ARG	Accident Response Group
ARS	Agriculture Research Service
ATC	Air Traffic Control
ATSD(CS)	Assistant to the Secretary of Defense for Civil Support
<u>B</u>	
BDC	Bomb Data Center
<u>C</u>	
CAP	Civil Air Patrol also Corrective Action Program
CATS	Consequence Assessment Tool Set
C/B	Chemical/Biological
CBIAC	Chemical and Biological Defense Information and Analysis Center
CBRNE	Chemical, Biological, Radiological, Nuclear, and Explosive
CDC	Centers for Disease Control and Prevention
CDRG	Catastrophic Disaster Response Group

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CEPPO	Chemical Emergency Preparedness and Prevention Office
CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act
CERT	Civil Emergency Response Team
CFR	Code of Federal Regulations
CHEMTREC	Chemical Transportation Emergency Center
CHFS	Cabinet for Health and Family Services
CHPPM	Center for Health Promotion and Preventive Medicine
CIAO	Critical Infrastructure Assurance Office
CIRG	Critical Incident Response Group
CM	Consequence Management
CMU	Crisis Management Unit (CIRG)
COG	Continuity of Government also Council of Governments
COOP	Continuity of Operations
CPG	Civil Preparedness Guide
CRU	Crisis Response Unit
CSEPP	Chemical Stockpile Emergency Preparedness Program
CST	Civil Support Teams
CW/CBD	Chemical Warfare/Contraband Detection
<u>D</u>	
DECON	Decontamination
DEP	Department of Environmental Protection
DEST	Domestic Emergency Support Team
DFO	Disaster Field Office
DHHS	Department of Health and Human Services
DHS	Department of Homeland Security
DIM	Dead, Injured, Missing

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DMA	Department of Military Affairs
DMAT	Disaster Medical Assistance Team
DMORT	Disaster Mortuary Operational Response Team
DMCR	Disaster Management Central Resource
DO	Duty Officer
DOD	Department of Defense
DOE	Department of Energy
DOJ	Department of Justice
DOT	Department of Transportation
DPP	Domestic Preparedness Program
DRC	Disaster Recovery Center
DTCTPS	Domestic Terrorism/Counter Terrorism Planning Section (FBI HQ)
DWI	Disaster Welfare Inquiry System
<u>E</u>	
EAS	Emergency Alert System
ECBC	Edgewood Chemical Biological Center (formerly SBCCOM)
EHS	Extremely Hazardous Substance
EMA	Emergency Management Agency
EMAC	Emergency Management Assistance Compact
EM	Emergency Management
EMI	Emergency Management Institute
EMS	Emergency Medical Services
EO	Executive Order
EOC	Emergency Operations Center
EOD	Explosive Ordnance Disposal
EOP	Emergency Operations Plan

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EPA	U.S. Environmental Protection Agency
EPCRA	Emergency Planning and Community Right-to-Know Act
EPI	Emergency Public Information
EPPC	Environmental and Public Protection Cabinet
ERG	Emergency Response Guide
ERT	Emergency Response Team/Environmental Response Team
ERT-A	Emergency Response Team - Advance Element
ESF	Emergency Support Function
EST	Emergency Support Team
EU	Explosives Unit
<u>E</u>	
FAD	Foreign Animal Disease
FBI	Federal Bureau of Investigation
FCC	Federal Communications Commission
FCO	Federal Coordinating Officer
FEMA	Federal Emergency Management Agency
FNF	Fixed Nuclear Facility
FNS	Food and Nutrition Service
FOC	Field Operations Center
FOG	Field Operating Guide
FRERP	Federal Radiological Emergency Response Plan
FRMAC	Federal Radiological Monitoring and Assessment Center
FS	Forest Service
<u>G</u>	
GAR	Governors Authorized Representative
GIS	Geographical Information Systems

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H

HA	Hazard Analysis
HazMat	Hazardous Material(s)
HEPA	High Efficiency Particulate Air (as in filters)
HMRT	Hazardous Materials Response Team
HMRU	Hazardous Materials Response Unit

I

IA	Individual Assistance
IAP	Incident Action Plan
IC	Incident Commander
ICC	Incident Command Center
ICP	Incident Command Post
ICS	Incident Command System
IMS	Incident Management System
IMAT	Incident Management Assistance Team
IMT	Incident Management Team
IND	Improvised Nuclear Device
IST	Incident Support Team
IT	Information Technology

J

JCAHO	Joint Commission on Accreditation of Healthcare Organizations
JFO	Joint Field Office
JIC	Joint Information Center
JIS	Joint Information System
JOC	Joint Operations Center
JTF-CS	Joint Task Force for Civil Support

K

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KAR	Kentucky Administrative Regulations
KCCRB	Kentucky Community Crisis Response Board
KERC	Kentucky Emergency Response Commission
KEWS	Kentucky Emergency Warning System
KRS	Kentucky Revised Statutes
KYEM	Kentucky Emergency Management
KYTC	Kentucky Transportation Cabinet
<u>L</u>	
LE	Law Enforcement
LEO	Law Enforcement Officer
LNO	Liaison Officer
LO	Logistics Officer
LSA	Logistics Staging Area
<u>M</u>	
MA	Mutual Aid
MAA	Mutual Aid Agreement
MHz	Megahertz
MMRS	Metropolitan Medical Response System
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
MSCA	Military Support to Civil Authorities
MSR	Major Supply Route
<u>N</u>	
NAP	Nuclear Assessment Program
NAWAS	National Warning System
NBC	Nuclear, Biological, and Chemical
NCP	National Contingency Plan

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NDMS	National Disaster Medical System
NEST	Nuclear Emergency Search Team
NETC	National Emergency Training Center
NFA	National Fire Academy
NFIP	National Flood Insurance Program
NHC	National Hurricane Center
NIMS	National Incident Management System
NIPC	National Infrastructure Protection Center
NMRT	National Medical Response Team
NOAA	National Oceanic and Atmospheric Administration
NRC	National Response Center or Nuclear Regulatory Commission
NRF	National Response Framework
NRP	National Response Plan
NRT	National Response Team
NSC	National Security Council
NTIS	National Technical Information Service
NWS	National Weather Service
<u>O</u>	
ODP	Office for Domestic Preparedness (DHS)
OIG	Office of the Inspector General (USDA)
OSC	On-Scene Commander
OSFM	Office of State Fire Marshall
OSHA	Occupational Safety & Health Administration
<u>P</u>	
PA	Public Assistance
PAZ	Protective Action Zone
PDA	Preliminary Damage Assessment

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PDD	Presidential Decision Directive
PHMSA	Pipeline and Hazardous Materials Safety Administration
PHS	Public Health Service
PIO	Public Information Officer
PL	Public Law
POC	Point of Contact
POD	Point of Distribution
PPE	Personal Protective Equipment
PSA	Public Service Announcement
PSAPs	Public Safety Answering Points
PUC	Public Utilities Commission
<u>R</u>	
RACES	Radio Amateur Civil Emergency Services
RAP	Radiological Assistance Program
RCRA	Research Conservation and Recovery Act
RDD	Radiological Dispersion Device
REAC/TS	Radiation Emergency Assistance Center - Training Site
REACT	Radio Emergency Assistance Communications Team
RERP	Radiological Emergency Response Plan
RERT	Radiological Emergency Response Team
RNAT	Rapid Needs Assessment Team
ROC	Regional Operations Center
RQ	Reportable Quantity
RRIS	Rapid Response Information System (FEMA)
RRT	Regional Response Team also Rapid Response Team
RSA	Revised Statutes Annotated

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S

SA	Staging Area
SAC	Special Agent in Charge (FBI)
SAR	Search and Rescue
SARA	Superfund Amendments and Reauthorization Act of 1986 (also known as EPCRA)
SBA	Small Business Administration
SBCCOM	Soldier and Biological Chemical Command (U.S. Army) (now known as ECBC)
SCBA	Self-Contained Breathing Apparatus
SCO	State Coordinating Officer
SCUBA	Self-Contained Underwater Breathing Apparatus
SEB	State Emergency Board
SEOC	State Emergency Operations Center
SERC	State Emergency Response Commission
SERT	State Emergency Response Team
SIOC	Strategic Information and Operations Center (FBI HQ)
SITREP	Situation Report (also SitRep)
SLG	State and Local Guide
SO	Safety Officer
SOG	Standard Operating Guide
SOP	Standard Operating Procedure
SP	State Police
SWP	State Warning Point
<u>I</u>	
TAG	The Adjutant General
TCP	Traffic Control Point
TEPW	Training and Exercise Planning Workshop

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TPQ	Threshold Planning Quantity
TT	Travel Trailer
<u>U</u>	
UC	Unified Command
UCS	Unified Command System
UHF	Ultra High Frequency
USACE	US Army Corps of Engineers
USAR	Urban Search and Rescue (also US&R)
USDA	United States Department of Agriculture
US&R	Urban Search and Rescue
<u>V</u>	
VA	Department of Veterans Affairs
VHF	Very High Frequency
VOAD	Volunteer Organizations Active in Disaster
VS	Veterinary Services
<u>W</u>	
WMD	Weapon(s) of Mass Destruction
WMD-CST	WMD Civil Support Team
WS	Wildlife Services

Appendix B: Terms and Definitions

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

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

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

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

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

Area Command - An organization established (1) to oversee the management of multiple incidents that are each being handled by an ICS organization or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed, and ensure that objectives are met, and strategies followed. Area Command becomes Unified Area Command when incidents are multijurisdictional. Area Command may be established at an emergency operations center facility or at some location other than an incident command post.

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

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

Catastrophic Disaster - For the purposes of this plan, a catastrophic disaster is defined as an event that results in large numbers of deaths and injuries, causes extensive damage or destruction to facilities that provide and sustain human needs, produces an overwhelming demand on State and local response resources and mechanisms, causes a severe long term

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effect on general economic activity and severely affects State, local, and private sector capabilities to begin and sustain response activities.

CERCLA Hazardous Substance - A Superfund Hazardous Substance listed in Table 302.4 of 40 CFR Part 302.4, which mandates facilities to comply with specific release notification requirements under CERCLA and Title III. (reportable quantity chemicals).

Chain of Command - A series of command, control, executive, or management positions in hierarchical order of authority.

Chemical Agent - A chemical substance that is intended to kill, seriously injure, or incapacitate people through physiological effects. Generally separated by severity of effect: lethal, blister, and incapacitating.

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

Chief - The ICS title for individuals responsible for management of function sections: Operations, Planning, Logistics, and Finance/Administration.

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

Civil Disturbance - The degeneration of a law-abiding group into an unruly, unmanageable and law challenging mob.

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

Command Staff - In an incident management organization, the Command Staff consists of the Incident Command and the special staff positions of Public Information Officer, Safety Officer Liaison Officer, and other positions as required, who report directly to the Incident Commander. They may have an assistant or assistants, as needed.

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

Consequence Management - Measures to protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses, and individuals affected by the consequences of terrorism. State and local governments exercise primary authority to respond to the consequences of terrorism (Source: Federal Response Plan

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[FRP] Terrorism Incident Annex, page TI-2, April 1999). The Federal Emergency Management Agency (FEMA) has been designated the lead agency for consequence management to ensure that the FRP is adequate to respond to terrorism. Additionally, FEMA supports the Federal Bureau of Investigation (FBI) in crisis management.

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

Continuity of Operations (COOP) - Efforts in which individual departments and agencies ensure the continuance of essential functions/services during emergencies or disasters. COOP also includes activities involved with relocation to alternate facilities.

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

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

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

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

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

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

Decontamination - The process of making people, objects, or areas safe by absorbing, destroying, neutralizing, making harmless, or removing the hazardous material.

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Deputy - A fully qualified individual who, in the absence of a superior, can be delegated the authority to manage a functional operation or perform a specific task.

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

Disaster Medical Assistance Team (DMAT) - Team from The Office of the Assistant Secretary for U.S. Health/Office of Emergency Preparedness - National Disaster Medical Assistance (OASH/OEP-NDMS), that assists in providing care for the ill and injured victims at the site of a disaster or emergency.

Disaster Mortuary Operational Response Team (DMORT) - Is a federalized team of private citizens associated with the National Foundation for Mortuary Care, which respond under ESF-8, Health, and Medical Services through FEMA. The DMORT is responsible for maintaining temporary morgues, victim identification and processing, preparing, and disposing of remains. DMORT also provides technical assistance and personnel to recover, identify, and process deceased victims.

Disaster Recovery Center (DRC) - A center established in or near a disaster area to provide information and/or deliver assistance to disaster victims. DRCs are established when a Presidential Disaster Declaration is issued. Local, State, and Federal agencies will staff the DRC (i.e., social services, State public health, and the IRS).

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

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

Division - The partition of an incident into geographical areas of operation. A division is located within the ICS organization between the branch and resources in the Operations Section.

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

Donations Coordinator/Manager - The person designated by the Director of Emergency Management who will coordinate the donations effort. This person will oversee the phone bank, Donations Coordination Center and coordinate efforts of the reception and distribution center(s).

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

Emergency - An unexpected situation or event, which places life and/or property in danger and requires an immediate response to protect life and property. Any occasion or instance in which the Governor determines that State assistance is needed to supplement local response efforts and capabilities to save lives and protect property and public health and safety, or to lessen or avert the threat or impact of a catastrophe in any part of the State.

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

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

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

Emergency Medical Services (EMS) - Local medical response teams, usually rescue squads or local ambulance services, which provide medical services during a disaster.

Emergency Operations Center (EOC) - A protected site from which government officials and emergency response personnel exercise direction and control in an emergency. The Emergency Communications Center (ECC) is normally an essential part of the EOC.

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

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

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

Emergency Support Function (ESF) - A functional area of response activity established to facilitate the delivery of State or Federal assistance required during the immediate response phase of a disaster to save lives, protect property and public health, and to maintain public safety.

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

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

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

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

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

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

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

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

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

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

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

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

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

Group - Established to divide the incident management structure into functional areas of operation.

Hazard - Any situation that has the potential for causing damage to life, property, and the environment.

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

Hazardous Material (HazMat) - A substance or material, which may pose an unreasonable risk to safety, health, or property. HazMat may be chemical, biological, etiological (infectious materials), radiological, or explosive in nature.

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

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

Incident - An occurrence or event, natural or human-caused, which requires an emergency response to protect life or property.

Incident Action Plan (IAP) - The plan that is usually prepared at the beginning of each operational period that contains general control objectives reflecting the overall operational strategy and specific action plans for the next operational period.

Incident Command Post (ICP) - The location where primary command functions are made. May be the Emergency Operations Center (EOC), Joint Field Office (JFO), or Logistical Staging area. As command transfers, so does the ICP.

Incident Command Staff - Members of the Incident Command System including the Safety Officer, Liaison Officer, Operations Section Chief, and Public Information Officer who report directly to the Incident Commander. Members of the Command Staff may have assistants.

Incident Command System (ICS) - A combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure with responsibility for management of assigned resources to effectively direct and control the response to an incident. The structure can be expanded, if a situation requires larger resources, without requiring new, reorganized command structure.

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

Incident Management Team (IMT) - The IC and appropriate Command and General Staff personnel assigned to an incident.

Incident Objectives - Statements of guidance and direction necessary for selecting appropriate strategy and the tactical direction of resources.

Infrastructure Protection - Proactive risk management actions intended to prevent a threat from attempting to or succeeding at destroying or incapacitating critical infrastructures. For instance, threat deterrence and vulnerability defense.

Intelligence Officer - The intelligence officer is responsible for managing internal information, intelligence, and operational security requirements supporting incident management activities.

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

Job Aid (JA) - A document or checklist designed to provide the user with help in completing a specific task.

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

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Joint Information Center (JIC) - A central point that houses Joint Information System operations for coordination of incident information, public affairs activities, and media access to information regarding the latest developments in an incident.

Joint Information System (JIS) - Integrates incident information and public affairs into a unified organization that provides consistent, coordinated, accurate, accessible, timely, and complete information to the public and stakeholders during incident operations.

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

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

Kentucky Emergency Operations Plan (State EOP) - The State plan designed to cover all natural and man-made emergencies and disasters that threaten the State.

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

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

Liaison - A form of communication for establishing and maintaining mutual understanding and cooperation between people or organizations.

Liaison Officer - An Incident Command's point of contact for representatives of other governmental agencies, nongovernmental organizations, and the private sector (with no jurisdiction or legal authority) to provide input on their agency's policies, resource availability, and other incident-related matters.

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

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

Local Government - A political subdivision of the State that is usually at the county or municipal levels.

Logistics - Providing resources and other services to support incident management.

Logistics Section - The section responsible for providing facilities, services, and material support for the incident.

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

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

Mass Care - Provides life-sustaining services to the affected population, including sheltering, feeding, hydration, distribution of emergency supplies, and reunification of adults and children.

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

Mitigation - Mitigation actions eliminate or reduce the probability of some disaster occurrences and include long-term activities that lessen the undesirable effects of unavoidable hazards or reduce the degree of hazard risk. Some mitigation examples include flood plain management and public education programs. Mitigation seeks to prevent disasters and to reduce the vulnerability of people to disasters that may strike. Hazard mitigation should follow all disasters.

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

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

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

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

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

National Contingency Plan (NCP) – The National Oil and Hazardous Substances Pollution Contingency Plan's (NCP) purpose is to provide the organizational structure and procedures for preparing for and responding to discharges of oil and releases of hazardous substances, pollutants, and contaminants (Protection of Environment, 40 C.F.R. § Part 300) .

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

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

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

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

National Incident Management System (NIMS) - A system mandated by HSPD-5 that provides a consistent nationwide approach for state, local and tribal governments, the private-sector, and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity.

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

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National Response Center (NRC) - A part of the federally established National Response System and staffed 24 hours a day by the U.S. Coast Guard. It is the designated federal point of contact for reporting all oil, chemical, radiological, biological, and etiological discharges into the environment, anywhere in the United States and its territories.

National Response Framework (NRF) - A guide to how the nation responds to all types of disasters and emergencies. It is built on scalable, flexible, and adaptable concepts identified in the National Incident Management System to align key roles and responsibilities.

National Response Team (NRT) - Provides technical assistance, resources and coordination on preparedness, planning, response, and recovery activities for emergencies involving hazardous substances, pollutants and contaminants, oil, and weapons of mass destruction in natural and technological disasters and other environmental incidents of national significance.

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

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

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

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

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

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

Operations Section - The section responsible for all tactical incident operations. In ICS, it normally includes subordinate branches, divisions, and/or groups.

Operations Section Chief (OSC) - senior official designated to oversee the technical operational procedures relating to containment, control, removal of the hazardous material(s) release(s). This position is always staffed during hazardous material incident responses.

Persistent Agent - An agent that, upon release, retains its casualty-producing effects for an extended period of time, usually anywhere from 30 minutes to several days. A persistent agent usually has a low evaporation rate, and its vapor is heavier than air. Therefore, its vapor cloud

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tends to hug the ground. It is considered to be a long-term hazard. Although inhalation hazards are still a concern, extreme caution should be taken to avoid skin contact as well.

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

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

Planning Section - Responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the Incident Action Plan. This section also maintains the information on the current and forecasted situation and on the status of resources assigned to the incident.

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

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

Preparedness - Preparedness activities develop emergency response capabilities. Planning, exercising, training, mitigation, developing public information programs, alerting, and warning are among the activities conducted under this phase of emergency management to ensure the most effective and efficient response in a disaster. Preparedness seeks to establish capabilities to protect people from the effects of disasters to save the maximum number of lives, minimize injuries, reduce damage, and protect property. Procedures and agreements to obtain emergency supplies, material, equipment, and people are developed.

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

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

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Private Sector - Organizations and entities that are not part of any governmental structure. It includes for-profit and not-for-profit organizations, formal and informal structures, commerce, and industry and private voluntary organizations.

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

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

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

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

Public Information Officer (PIO) - A member of the Command Staff responsible for interfacing with the public and media or with other agencies with incident-related information requirements.

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

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

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

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

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

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

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

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

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

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

Response - Response is the actual provision of emergency services during a disaster. These activities can reduce casualties, limit damage, and help to speed recovery. Response activities include directing emergency operations, evacuation, shelter, and other protective measures.

Revised Statutes Annotated (RSAs) - The specific form of State Law, codified and recorded for reference.

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

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

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

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

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

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

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

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

Standard Operating Procedures (SOP) - A SOP is an instructional document constituting a directive that provides prescriptive steps towards accomplishing a specified action or task. SOPs can supplement SOGs by detailing and specifying how assigned tasks are to be carried out.

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

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

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

State Warning Point (SWP) - The State facility (KYEM SEOC) that receives warnings and other emergency information over NAWAS and relays this information in accordance with current directives.

Subject Matter Experts (SMEs) - Other agencies, organizations, groups, and individuals who have authorities, technical expertise, and/or capabilities required for disaster operations. Those agencies, organizations, groups, or SMEs may be requested to participate in planning and

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operations activities, designate staff to serve as representatives to the ESF/Functional Area or Group, and/or provide services.

Superfund - Trust fund established under the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA) and extended under the 1986 Superfund Amendments and Reauthorization Act (SARA) to provide money for cleanups associated with inactive hazardous waste disposal sites (See Superfund Amendments and Reauthorization Act of 1986, PL99-499).

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

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

Terrorism - Under the Homeland Security Act of 2002, terrorism is defined as activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources and is a violation of the criminal laws of the United States or any State or other subdivision of the United States in which it occurs and is intended to intimidate or coerce the civilian population or influence a government or affect the conduct of a government by mass destruction, assassination, or kidnapping.

Threat - An indication of possible violence, harm, or danger.

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

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

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

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

Undesignated/Unsolicited Donation - Unsolicited/undesignated donation are those goods that arrive in the State but have not been requested by an agency.

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Unified Command - A team that allows all agencies (with geographical or functional responsibility for the incident) to co-manage an incident through a common set of objectives and strategies. Agencies' accountability, responsibilities, and authorities remain intact.

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

Unity of Command - The concept by which each person within an organization reports to one and only one designated person. The purpose of unity of command is to ensure unity of effort under one responsible commander for every objective.

Very high frequency (VHF) - Ranges from 30 MHz to 300 MHz. For public safety use, defines the frequency sub bands of 30-50 MHz and 150-174 MHz.

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

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

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

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

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

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

Weapon of Mass Destruction - Any destructive device, as defined in 18 USC 921, is any weapon that is designed or intended to cause death or serious bodily injury through the release, dissemination, or impact of toxic or poisonous chemicals, or their precursors; any weapon involving a disease organism; or any weapon that is designed to release radiation or radioactivity at a level dangerous to human life. (Source: 18 USC 2332a). In 18 USC 921, a destructive device is defined, with certain exceptions, to mean any explosive, incendiary, or poison gas, bomb, grenade, or rocket having a propellant charge of more than 4 ounces, or a missile having an explosive incendiary charge of more than 0.25 ounce, or a mine, or a device similar to the above any type of weapon by whatever name known that will, or that may be

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readily converted to, expel a projectile by the action of an explosive or other propellant, and that has any barrel with a bore of more 0.5 inch in diameter any combination of parts either designed or intended for use in converting any device into any destructive device described above and from which a destructive device may be readily assembled.