



# ESF 7: LOGISTICS

*Emergency Support Function (ESF) #7 – Logistics describes regionally available resources and how they may be requested and shared among jurisdictions.*

<b>Coordinating Agencies</b>	Local Emergency Management Agencies (EMAs)
<b>Cooperating Agencies</b>	All Local Government Departments and Agencies Assigned Responsibilities in Local Emergency Operations Plans (EOPs)  Volunteer Organizations  Private Sector Entities and Organizations
<b>State and Federal Agencies</b>	Kansas Division of Emergency Management (KDEM)  Missouri State Emergency Management Agency (SEMA)  Federal Emergency Management Agency (FEMA)  Others State and Federal Departments and Agencies Assigned Responsibilities in State/Federal Emergency Plans

*Agency roles are described in Section VI – Organization & Assignment of Responsibilities*



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*COMPLIANCE NOTE: CPG-101 version 2 indicates the following for all "support annexes" and documents: "for consistency, the recommended structure for all annexes is the same as that of the basic plan." (page 3-15 of CPG-101 vs. 2). In order to eliminate unnecessary redundancy, the ESFs include only those sections that have direct application and relevance to each respective support function. Sections that are not included in each of the ESFs (e.g. Introductory Materials; Admin, Finance, and Logistics; and Plan Development and Maintenance) are addressed in the Base Guide section of the Regional Coordination Guide.*

# I. PURPOSE

1. As described in the Base Guide of the Regional Coordination Guide (RCG) and summarized in **Attachment A**, the goal of all regional coordination activities conducted in the Kansas City metropolitan area is to ensure jurisdictions have the ability to:
  - a. Exchange and/or Clarify Information
  - b. Develop and Disseminate Common Messages
  - c. Share Available Resources and Assist Impacted Jurisdictions
  - d. Develop a Regional Common Operating Picture
  - e. Participate in the Coordination of Multi-Jurisdictional Actions
  - f. Participate in the Facilitation and Discussions Pertaining to the Prioritization of Resources within the Region
2. Emergency Support Function (ESF) #7 is intended to provide a **general** overview of emergency logistics (i.e. how to request, manage, etc.) in the region, including a description of the process to request and deploy resources purchased through regional homeland security dollars. The discipline or function specific mechanisms for logistics in the RCG will be addressed in each respective ESF, as applicable.
3. ESF #7 describes various mutual aid and assistance agreements and strategies for local jurisdictions in the region. **Attachment D** includes a sample Mutual Aid Agreement (MAA) and Resource Request Forms that can be adapted by each jurisdiction, as necessary.
4. Specifically, ESF #7 describes the following:
  - a. Regionally available resources
  - b. Resource coordination and sharing among jurisdictions
  - c. Procuring resources from outside the Region
  - d. Regional personnel augmentation
  - e. Personnel and resource accountability and badging

## II. SCOPE

1. ESF #7 is one component of the RCG, which consists of a Base Guide and fifteen (15) ESFs developed for use by all of the jurisdictions, agencies and organizations in the nine (9) county metropolitan area as described in the Base Guide.
2. ESF #7 is designed to address all-hazards and emergency scenarios with the potential to require some degree of regional coordination as described in the RCG Base Guide and summarized in **Attachment A**.
3. ESF #7 is intended to support, but never supersede, the authorities established in local Emergency Operations Plans (EOPs), and other plans and protocols maintained by both public and private agencies and organizations involved in the execution of ESF #7 related activities.
4. To the extent possible, information contained in the RCG Base Guide and other ESFs will be referenced and not repeated in ESF #7.
5. ESF #7 will address or reference, where appropriate, the following Core Capabilities and desired outcomes associated with ESF #7 related activities. It incorporates the region's 2012 Threat and Hazard Identification and Risk Assessment (THIRA). The THIRA, which builds off the 2010 Regional Capabilities Assessment, re-evaluated the region's threats, hazards, and capabilities against the Core Capabilities outlined in the National Preparedness Goals.

The Regional THIRA expands on existing local and multi-state Hazard Identification and Risk Assessments (HIRAs) and other risk methodologies by broadening the factors considered in the process, incorporating the whole community throughout the entire process and by accounting for important community-specific factors. Copies of both the 2010 Regional Capabilities Assessment Report and THIRA may be obtained from MARC.

**Table 1: ESF 7 Core Capabilities**

CORE CAPABILITY	ESF #7 – LOGISTICS	OTHER REGIONAL PLANS AND ESFs
<p><b>Mass Care Services</b></p> <p><i>2012 KC THIRA Desired Outcomes, as applicable:</i></p> <p><i>Within 12 hours, establish, staff and equip emergency shelters for 10 percent of impacted population and their household pets.</i></p> <p><i>By D+7, move from emergency shelters to non-congregate care alternatives and provide relocation assistance or interim housing solutions for families unable to return</i></p>	<ul style="list-style-type: none"> <li>• Coordinate resources, supplies, and services from core capability providers via contracts, mission assignments, interagency agreements, and donations.</li> <li>• Supports the prioritization, coordination, and communication of mass care resource requirements.</li> <li>• Communicates plans, requirements, and strategies to core capability providers.</li> <li>• Support of requirements for physically accessible sheltering, feeding, and related activities to support survivors of disasters, including individuals with</li> </ul>	<ul style="list-style-type: none"> <li>• ESF #6 – Mass Care, Emergency Assistance, Temporary Housing, and Human Services</li> </ul>



CORE CAPABILITY	ESF #7 – LOGISTICS	OTHER REGIONAL PLANS AND ESFs
<p><i>to their pre-disaster homes.</i></p>	<p>disabilities.</p>	
<p><b>Critical Transportation</b></p> <p><b>2012 KC THIRA Desired Outcomes, as applicable:</b></p> <p><i>Within 90 minutes of an incident, assess and initiate transportation response priority objectives to provide transportation (including accessible transportation services) for response priority objectives, including the evacuation of people and animals and the delivery of vital response personnel, equipment and services into affected areas by identifying transportation resources within the nine-county area prior to a disaster. Identify the need for and request resources from normal mutual aid partners, regional partners and state resources.</i></p> <p><i>Establish physical access through appropriate transportation corridors within eight hours for emergency response. Within one hour, identify the need for and request resources from normal mutual aid partners, regional partners and state resources.</i></p>	<ul style="list-style-type: none"> <li>• Coordination of transportation that includes equipment and procedures for moving material from storage facilities and vendors to incident victims, particularly with emphasis on the surge and sustainment portions of response.</li> </ul>	<ul style="list-style-type: none"> <li>• ESF #1 - Transportation</li> </ul>
<p><b>Infrastructure Systems</b></p> <p><b>2012 KC THIRA Desired Outcomes, as applicable:</b></p> <p><i>Within 24 hours, local jurisdictions develop and implement stop gap measures to decrease disaster impacts to critical infrastructure, systems and services and begin priority restoration for emergency response, life-sustainment and congregate care services facilities.</i></p>	<ul style="list-style-type: none"> <li>• Coordination of logistical support to fire, law enforcement and other first response services.</li> </ul>	<ul style="list-style-type: none"> <li>• ESF #4 – Firefighting</li> <li>• ESF #13 – Public Safety &amp; Security</li> </ul>
<p><b>Operational Communications</b></p> <p><b>2012 KC THIRA Desired Outcomes, as applicable:</b></p> <p><i>Ensure the capacity for timely interoperable voice and data communications in support of</i></p>	<ul style="list-style-type: none"> <li>• Coordination of the procurement of communications equipment and services.</li> </ul>	<ul style="list-style-type: none"> <li>• ESF #2 - Communications</li> </ul>



CORE CAPABILITY	ESF #7 – LOGISTICS	OTHER REGIONAL PLANS AND ESFs
<p><i>security, situational awareness, and operations by any and all means available between all affected communities, agencies and response entities as dictated by the incident.</i></p>		
<p><b>Public and Private Services and Resources</b></p> <p><i>2012 KC THIRA Desired Outcomes, as applicable:</i></p> <p><i>Within 24 hours, mobilize and deliver governmental, nongovernmental, and private sector resources within and outside of the affected area to save lives, sustain lives, meet basic human needs, stabilize the incident, and transition to recovery, to include moving and delivering resources and services to meet the needs of disaster survivors.</i></p>	<ul style="list-style-type: none"> <li>• Coordination of resource support for survivors.</li> <li>• Resource management that includes determining requirements, sourcing, ordering and replenishment, storage, and issuing of supplies and equipment.</li> <li>• Facilities management that includes locating, selection, and acquisition of incident facilities, as well as storage and distribution facilities.</li> <li>• Establishment and coordination of logistics support facilities to include the management of services related to lodging and feeding of incident support personnel.</li> <li>• Personal property management to include policy and procedures guidance for maintaining accountability of material and identification and reutilization of property acquired to support a response operation.</li> <li>• Management/coordination of electronic data interchanges to provide end-to-end visibility of response resources.</li> <li>• Plan for transitional support to recovery operations concurrent with response operations.</li> </ul>	<ul style="list-style-type: none"> <li>• Regional Resource Annex</li> <li>• ESF #14 – Community Recovery</li> </ul>

## III. SITUATION OVERVIEW

### A. Local Resources & Mutual Aid

- a. Both the State of Kansas and Missouri encourage local jurisdictions to render assistance to each other in times of disaster according to provisions of mutual aid arrangement or agreements. See Missouri Chapter 44 Civil Defense Section 44.090; See Kansas Statutes and Authorities (KSA) 48-950
- b. **Local Mutual Aid & Assistance:** Mutual aid agreements and other types of assistance agreements facilitate the rapid sharing of emergency aid and resources among governments and

organizations. These can involve pre-existing agreements or may require the creation of new instruments/agreements to address emerging events or parties outside of existing compacts. Local jurisdictions and organizations in the region should utilize existing compacts, as appropriate. For situations outside of existing compacts/agreements, a sample MAA and Request Form is provided in **Attachment D**, and can be modified and adapted according to local procedures and rules.

- Elements in Mutual Aid and Assistance Agreements (MAAs): The U.S. Department of Homeland Security has identified through NIMS a number of important elements that should generally be included in MAAs:
  - ✓ Definitions of key terms.
  - ✓ Procedures for requesting and providing aid.
  - ✓ Payment, reimbursement, and allocation of costs.
  - ✓ Notification procedures.
  - ✓ Roles and responsibilities of individual parties.
  - ✓ Protocols for interoperable communications.
  - ✓ Relationships to other MAAs.
  - ✓ Recognition of licensures and certifications.
  - ✓ Sharing agreements.
  - ✓ Workers' compensation.
  - ✓ Liability and immunity.
  - ✓ Provisions to update and terminate the agreement.

## **B. Regionally Available Resources & Mutual Aid**

- a. The local EMAs in the Region maintain information regarding the resources available in their individual jurisdictions. This information is included in local EOPs and supporting documents (i.e., SOGs, checklists, operating manuals, etc). Local plans also assign primary and support responsibilities to government departments with resources and personnel available to support emergency activities.
- b. Specialized equipment has been purchased through several types of federal grants by MARC on behalf of the RHSCC to increase the Region's overall preparedness levels. These investments were accomplished in accordance with the Regional Homeland Security Coordinating Committee's (RHSCC) Strategy Plan.
- c. Equipment has been procured by the Mid America Regional Council and received by local agencies who accept responsibility for having trained personnel, maintaining the resource and having it deployable within the region for a designated period of time. Once equipment is accepted by a local jurisdiction, they are tracked by the receiving agency (e.g., fire departments, law enforcement agencies, hospitals, etc.).
- d. These resources have been strategically deployed to select local agencies throughout the metropolitan area such as Emergency Medical Services (EMS) agencies, fire departments, law enforcement agencies, health departments, hospitals and others. The resources include specialized equipment for response to a variety of hazards potentially impacting the metro, such as Mass Casualty Incident (MCI) equipment and trailers, Hazardous Materials (HazMat) equipment and trailers, communications equipment, command vehicles, and many others. The **Regional Resource Annex** includes a list of these resources, as well as information regarding their deployment. The following below outlines the Terms of Agreement (Equipment and



Vehicles) for the agencies that agree to house/receive these resources that have been purchased with regional funds:

- **Acceptance of Emergency Services Grant Equipment:** The Agency agrees to make the equipment available for regional response and for regional exercises, as appropriate, for a period of four years following the effective date of the Agreement.
  - **Acceptance of Emergency Services Grant Trailer:** The Agency agrees to make the equipment available for regional response and for regional exercises, as appropriate, for a period of five years following the effective date of the Agreement.
  - **Acceptance of Emergency Services Grant Vehicle:** The Agency agrees to make the vehicle available for regional response and for regional exercises, as appropriate, for a period of ten years following the effective date of the Agreement. As applicable, the Agency will also exchange and replace any expendable supplies stored with the vehicle as soon as possible after use to ensure that the vehicle is fully operational for an emergency event within the region.
  - **Disposition of Equipment, Trailer or Vehicle:** When original or replacement vehicle, trailer or equipment acquired with homeland security funds is no longer needed for the original project or program, the vehicle, trailer and equipment may be retained, sold, or disposed if it is not needed in any other homeland security sponsored project or program. Vehicle, Trailer and equipment with a current fair market value of less than \$5,000 may be retained, sold or disposed with no further obligation to MARC after the term of this Agreement has expired. Any transfer of ownership or selling of vehicle or equipment with a current fair market value greater than \$5,000 must be done in accordance with grant guidance and policies and must be coordinated through MARC. Records must be maintained regarding ultimate disposition of the vehicle, trailer and equipment.
- e. During a Level 2 or 3 incident, resource coordination and sharing within the Region will be facilitated by the Regional Coordination System as outlined in the Base Guide. See **Attachment A: Regional Resource Coordination Summary**.
- f. **Personnel and resource accountability and badging:** the KCTEAM Accountability System provides area response agencies the necessary hardware and software to print identification badges unique to the Kansas City metropolitan area. The system was designed primarily for use in two different types of situations: “pre-incident” and “just-in-time” during an incident. As these situations have differing hardware, software, procedures and outcomes, policies for each situation guide the proper use, deployment and verification of the KCTEAM Accountability System. **Attachment E** includes the 2012 KCTEAM Policy Guidance and additional pre-incident badging policies for various disciplines.
- g. **Resource Typing:** To the extent feasible, the jurisdictions in the Region will work to type resources according to the NIMS resource typing definitions. Typed definitions for many of the response resources within these groups have been completed and are continuously being updated, revised, and expanded. Specific information on the NIMS typed resource definitions may be found at:  
<http://www.fema.gov/emergency/nims/ResourceMngmnt.shtm#content>.



- h. Regional Mutual Aid & Assistance:** When possible, the sharing of resources and personnel between jurisdictions will be accomplished via established first responder and discipline-specific mutual aid systems that exist in the region (i.e., fire mutual aid). These include, but are not limited to: Regional Public Works Mutual Aid Agreement, Plan Bulldozer, State-wide Mutual Aid provisions (i.e. MoScope, KSA 48-950), hospital mutual aid agreements, American Red Cross/Medical Reserve Corp MOU, and ARC Safe & Well MOU with area hospitals.
- For situations outside of existing compacts/agreements, a sample MAA and Request Form is provided for local jurisdictions and partners in **Attachment D**, and can be modified and quickly adapted according to local procedures and rules.
  - In major events, state and federal resources may be available to assist the jurisdictions in the Region, but their availability may not be immediate. As a general rule, the jurisdictions in the metro should be prepared to manage the event without state and federal resources for at least 48 – 72 hours. While the broader systems and processes of the RCS define the appropriate courses of action for regional coordination, future updates to the RCG and ESF 7 may consider a pre-arranged regional compact or agreement to greatly expedite (especially when resources and services are likely to be needed immediately) and ease the implementation of regional coordination activities between local jurisdictions. In future updates, **Attachment D** may be modified to accommodate this need.

### C. State and Federal Resources & Mutual Aid

- a.** In addition to local and regional resources, state and federal resources may be available to assist with the event. Requests for state and federal resources will be made by local EOCs (both County and City EOCs in Missouri and County EOCs in Kansas) to their respective State EOCs. State declarations may be made by the Governors based on guidance from SEMA in Missouri and KDEM in Kansas, when a significant involvement of state resources or personnel is anticipated.
- b.** A variety of state assistance may be available to local officials, including National Guard resources and the resources and technical assistance of state agencies as described in State EOPs. Local EOCs will work closely with their state counterparts to request needed and available state resources.
- c.** Requests for federal assistance are made by the Governor through the Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA). Major disasters are declared by the President based on the request of the Governor with the recommendation of FEMA. A Presidential declaration activates the full range of disaster assistance outlined in the Robert T. Stafford Act, as amended. Other federal declarations can be made by the Administrator of the Small Business Administration (SBA) for loan programs to those affected by disasters, and by the Secretary of Agriculture for agricultural disaster situations.
- d.** In addition, some federal assistance may be available without a Presidential declaration. For example, to protect life, local commanders of Department of Defense (DOD) organizations have the authority to respond without a federal declaration. Other federal assistance available without a declaration includes the provision of technical expertise from agencies such as the United States Army Corps of Engineers (USACE).
- e. State and Federal Mutual Aid:** When state declared emergencies have been made, mutual aid assistance to the Region will be provided through the Emergency Management Assistance



Compact (EMAC), a mutual aid agreement and partnership allowing jurisdictions to assist one another during emergencies. Additional information on EMAC is included in the RCG Base Guide.

- **Federal Reimbursement, Liability, and Compensation:** Aid agreements expedite emergency response by establishing protocols for requesting and providing assistance and determining policies and procedures for reimbursement and compensation in advance, thereby eliminating or lessening the extent to which these issues must be negotiated with each new event. Formalized, pre-event aid agreements can also expedite FEMA reimbursement for services, equipment, and supplies delivered via mutual aid. FEMA will reimburse mutual aid costs if the aid was requested (i.e., no spontaneous responders), the assistance requested directly related to a disaster eligible for FEMA assistance, and occurred under a signed, written mutual aid agreement.

The aid agreement must apply in all situations, not just to events that trigger a federal Stafford Act emergency/disaster declaration or that are eligible for federal aid. Only the entity requesting mutual aid is eligible to apply for grant assistance directly from FEMA; entities providing aid must seek reimbursement from the requesting entity. FEMA may reimburse for verbal aid agreements, but these must be documented in writing post-event and signed by an official of each entity as a condition to receive FEMA reimbursement. To eliminate confusion and avoid eligibility concerns, having written documentation with appropriate authorizations prior to rendering and/or receiving aid is strongly recommended.

#### D. Volunteer and Private Sector Resources & Agreements

- a. Many volunteer and community organizations in the Region have resources and personnel available to assist with emergencies. Most are members of the KC-Metro Volunteer Organizations Active in Disaster (VOAD). The KC-Metro VOAD serves as the primary agency through which volunteer resources may be requested – for more information regarding voluntary agency resources, see **Regional Resource Annex** and **ESF #6 – Mass Care, Emergency Assistance, Temporary Housing, and Human Services**.
- b. There are numerous private sector resources in the metro area potentially available to assist local jurisdictions with resources and personnel during emergency events (e.g., Plan Bulldozer). Many local jurisdictions have memoranda of understanding and other agreements with local vendors and suppliers to provide assistance. To the extent possible, local jurisdictions are encouraged to enter into pre-disaster contracts and agreements that address disaster situations and services.
- c. Additional private sector resources may be donated to support emergency activities. Donated resources will be requested, tracked and distributed through the protocols described in the ESF #6 attachment *Donations Management Plan*.

## IV. PLANNING ASSUMPTIONS

### General Assumptions

1. The timely and coordinated acquisition and use of resources will have a direct impact on the ability of other emergency services agencies to perform their tasks.
2. Depending on the event, there may not be sufficient supplies, equipment, personnel and other resources in the Region available to manage a major or long-term emergency situation.
3. Resources may be severely limited in a major disaster and will have to be assigned on a priority basis.
4. Resource management activities will be highly dependent on the event, resource accessibility, transportation systems, and the locations of suppliers.
5. The sharing of resources between jurisdictions in the metro area is encouraged and the shared use of regional resources greatly increases the Region's capabilities to respond to a major event.

In major events, state and federal resources may be available to assist the jurisdictions in the Region, but their availability may not be immediate. The jurisdictions in the metro should be prepared to manage the event without state and federal resources for 48 – 72 hours.

## V. CONCEPT OF OPERATIONS

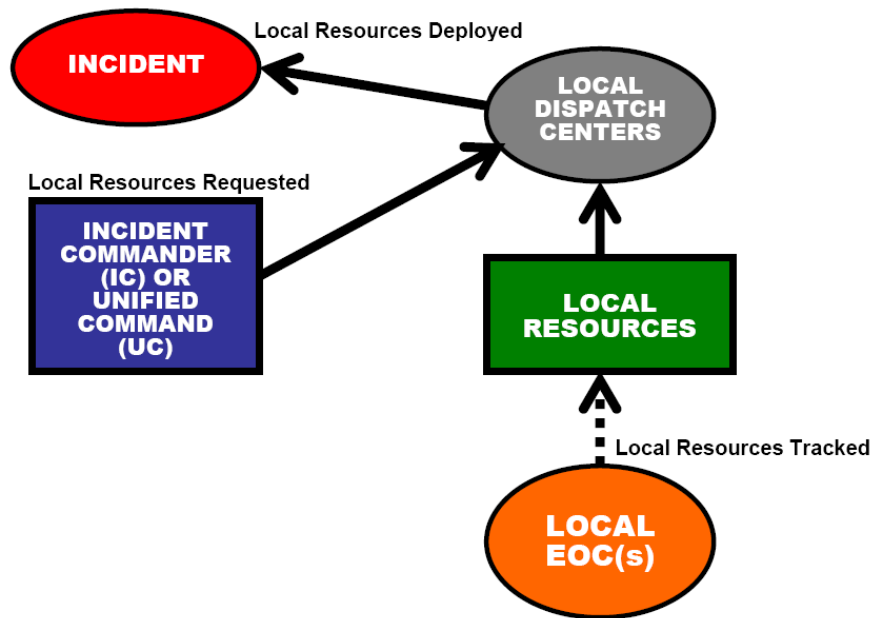
### Requesting & Deploying Resources

The agencies and organizations involved in the event will use various methods to exchange and coordinate resource management information, including conference calls, e-mails and other technologies, such as WebEOC.

#### A. Local Resources

1. Each jurisdiction in the metro area maintains resources and personnel for emergency response and when incidents occur, the impacted jurisdiction(s) will activate and deploy appropriate assets located in their jurisdiction. During a local incident/event, resource management activities will typically be coordinated by local jurisdictions utilizing local resources and normal mutual aid partners.
2. As illustrated in **Figure 1**, requests for emergency resources at the local level will typically be made by contacting their own local dispatch centers, who will identify and deploy the appropriate local resources.

**Figure 1: Deploying Local Resources**



**B. Regional Resources**

1. As local resources are exhausted, impacted jurisdictions will first utilize established regional processes and mechanisms, as applicable and available, to request resources. These will oftentimes be discipline-specific as noted in the table below:

**Table 2. Established Regional Resource Request Processes**

Regional Resource/Service	Regional Point of Contact <i>(i.e. regional gatekeeper and/or facilitator)</i>	Related Plans, ESFs, and/or Documents describing process.
<b>Regional Interoperable Communications Resources</b>	<b>Johnson County Emergency Communications Center -- Regional Communications Coordinator (COMC)</b>  (913) 826-1000	<ul style="list-style-type: none"> <li>• ESF 2 - Communications</li> <li>• Regional TICP</li> </ul>
<b>Firefighting</b>	<b>Missouri: Lee Summit Fire Department</b>  (816) 969-7407  <b>Kansas: Johnson County Emergency Communications Center</b>  (913) 826-1000	<ul style="list-style-type: none"> <li>• ESF 4 - Firefighting</li> </ul>



Regional Resource/Service	Regional Point of Contact <i>(i.e. regional gatekeeper and/or facilitator)</i>	Related Plans, ESFs, and/or Documents describing process.
<b>Private-Sector Heavy Equipment</b> (see Plan Bulldozer)	<b>Heavy Constructor’s Association of the Greater Kansas City Area</b> <b>(need to have MOU in place)</b>  (816) 753-6443	<ul style="list-style-type: none"> <li>• ESF 3 – Public Works &amp; Engineering</li> </ul>
<b>Regional Health and Medical Resources</b>	<b>Regional Healthcare Coordination System</b> ( <i>Region A Hospital Coordinator</i> )  Dan Manley: (816)701-8209 or (816) 392-0710	<ul style="list-style-type: none"> <li>• ESF 8 – Public Health &amp; Medical</li> <li>• Mass Casualty Incident Plan</li> <li>• Kansas City Regional Evacuation Guide</li> </ul>
<b>Regional Technical Search and Rescue System/Resources</b> (specialized capabilities, including individuals trained to conduct high angle rescue, confined space rescue, trench rescue, structural collapse and mass transportation rescue)	<b>Missouri: Lee Summit Fire Department</b>  (816) 969-7407  <b>Kansas: Johnson County Emergency Communications Center</b>  (913) 826-1000	<ul style="list-style-type: none"> <li>• ESF 9 – Search and Rescue</li> </ul>
<b>Regional HAZMAT Teams</b>	<b>Missouri: Lee Summit Fire Department</b>  (816) 969-7407  <b>Kansas: Johnson County Emergency Communications Center</b>  (913) 826-1000	<ul style="list-style-type: none"> <li>• ESF 4 - Firefighting</li> <li>• ESF 10 – Oil &amp; Hazardous Materials</li> </ul>
<b>KC-Metro Disaster Tactical Response Team (KCMDTRT)</b>	<b>Kansas: Overland Park, Kansas Police Department’s Communications Center</b>  (913) 895-6300  <b>Missouri: Kansas City, Missouri Police Department’s Communications Center's On-Duty Supervisor</b>  (816) 889-6160	<ul style="list-style-type: none"> <li>• ESF 13 – Public Safety &amp; Security</li> <li>• SIA - Terrorism</li> </ul>



Regional Resource/Service	Regional Point of Contact <i>(i.e. regional gatekeeper and/or facilitator)</i>	Related Plans, ESFs, and/or Documents describing process.
<b>Regional Explosive Ordinance Disposal (EOD) Teams</b>	<p><b>Contact the closest team to your jurisdiction.</b></p> <ul style="list-style-type: none"> <li>• Kansas City, Missouri Police Department (KCPD): 816-889-6160</li> <li>• Independence Police Department (IPD): 816-836-3600</li> <li>• Lee’s Summit Police Department (LSPD): 816-969-7390</li> <li>• Kansas City, Kansas Police Department (KCKPD): 913-573-6000</li> <li>• Overland Park Police Department (OPPD): 913-895-6300</li> <li>• Olathe Police Department (OPD): 913-971-7500</li> <li>• Leavenworth Police Department (LPD): 913-651-2260</li> </ul>	<ul style="list-style-type: none"> <li>• ESF 13 – Public Safety &amp; Security</li> <li>• SIA - Terrorism</li> </ul>
<b>Kansas City Regional Mortuary Operational Response Group (KCRMORG) Personnel &amp; Equipment</b>	<p><b>Missouri: Lee Summit Fire Department</b> (816) 969-7407</p> <p><b>Kansas: Johnson County Emergency Communications Center</b> (913) 826-1000</p>	<ul style="list-style-type: none"> <li>• ESF 8 – Public Health &amp; Medical</li> <li>• Regional Mass Fatality Plan</li> </ul>
<b>Regional Mass Care Resources</b>	<p><b>American Red Cross</b> (816) 931-8400</p>	<ul style="list-style-type: none"> <li>• ESF 6 – Mass Care, Emergency Assistance, Temporary Housing, and Human Services</li> </ul>

2. As local resources become exhausted, assistance will be requested from other unaffected or less affected jurisdictions in the region through the RCS as described in the RCG: Base Guide. Per the RCS, the impacted local jurisdiction may convene the Regional Incident Coordination Group (RICG). The RICG will facilitate the identification and coordination of resource and support capabilities in the Region. The regional points of contact (i.e. COMC, Lee Summit Fire Department, Johnson County Emergency Communications Center, etc.) for **established** regional coordination processes (see table above) will typically become a key component of the RICG. For resource activities/needs that **do not** have an established regional process, the RICG will be organized according to the needs of the incident (note: the functions/resources that are needed drive who participates in the RICG), as described in the RCG: Base Guide and **Attachment A**.



- If needed, during emergency events affecting both states, the Lee’s Summit Fire Department (on the Missouri side) and the Johnson County Communications Center (on the Kansas side) may serve as centralized hubs for dispatching resources. The dispatch centers will maintain communications with local EOCs, who will work to coordinate the sharing and deployment of regional resources.
  - A listing of specific regional resources and assets should be maintained by local dispatch centers and is included in the **Regional Resource Annex**.
3. The information maintained in the WebEOC regional boards may also be useful in identifying resources and personnel not in use by one jurisdiction and needed by another. Other technologies and information sharing systems utilized by the region may also serve to assist jurisdictions in identifying available resources (see ESF #5 Information and Planning). The WebEOC Regional Resource Requests board as shown in **Attachment C** may be used by EOCs to post and monitor the need for resources and personnel.
  4. If resources and/or services are needed to assist an impacted jurisdiction, the assisting and impacted local jurisdiction(s) will implement resource sharing and deployment protocols based on their own respective procedures, policies, plans and/or agreements.
    - a. If local resource request procedures are not available or in place, the Resource Request Forms in **Attachment D** of this ESF provide sample forms and procedures that can be adapted to the situation and jurisdictions involved.
    - b. As discussed in “Situation Overview”, mutual aid and assistance and/or contractual agreements should be executed prior to the deployment of resources. A sample MAA and Request Form is provided in **Attachment D**, and should be modified and adapted according to local procedures and rules.
  5. Local resources will be tracked by EOCs using local mechanisms and when appropriate, WebEOC. While the Regional Incident Coordination Group will assist in the identification, coordination, and, under extreme catastrophic situations (Level 3), facilitate the prioritization of resources, this regional coordinating body will **not** engage in the actual administration, deployment or tracking of those resources. Those aforementioned duties and authorities will remain with the local jurisdictions. See **Attachment A**.
  6. If required by the regional coordination needs of the event (i.e. Level 2 or 3), a centralized regional coordination facility for the RICG may be established by the jurisdictions involved to assist in coordinating resource management and other activities. As described in ESF #5 (Information and Planning), a centralized coordination facility may be established to assist local jurisdictions in maintaining regional coordination activities, including sharing resources to accomplish critical emergency services (for more information on the centralized coordination facility, see ESF #5 – Information and Planning).
  7. When appropriate, Regional Coordination Support Specialists (see ESF #5 – Information and Planning) deployed to assist affected jurisdictions may be used to help identify available resources, as well as assist affected jurisdictions in requesting and deploying resources. Regional Coordination Specialists may also help to identify similar needs in different communities that might be met by the pooling of resources.



### C. State and Federal Resources

1. The need for additional resources from outside the Region will be based on the availability of local and regional resources. If regional resources are inadequate, local EOCs will forward a request for resources to their respective State EOCs.
2. If the situation warrants activation of state and federal resources, local EOCs will work closely with their respective State EOCs to ensure coordination with state and federal agencies, and appropriate resource coordination and support for emergency operations in the Region.

## VI. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The roles and responsibilities of government local agencies are formally assigned and defined in local EOPs and their supporting guidelines, as well as in the plans and procedures maintained by volunteer agencies and the private sector. The responsibilities described below are not meant to be all inclusive, but rather to complement the responsibilities assigned in local plans and reinforce the activities described in ESF #7.

### Coordinating Agencies (Local EMAs)

Local Emergency Management Agencies will serve as the Coordinating Agency for ESF #7 and are responsible for ensuring the Cooperating Agencies consider regional coordination when accomplishing resource management activities.

Local Emergency Management Agencies (EMAs) in the metro area will coordinate overall emergency operations in their jurisdictions, including resource management activities. As Coordinating Agencies, the EMAs are tasked with working to ensure the regional coordination of resource management activities. To the extent practical and possible, EMAs will work to accomplish the following:

1. Include up-to-date information regarding resources in the WebEOC regional boards.
2. Maintain ongoing communications with other jurisdictions (e.g., conference calls, group emails or meetings, when needed) to help ensure regional coordination.
3. Initiate and maintain coordination with the other jurisdictions in the Region. During Level 2 and 3 incidents/events, local EMAs from the impacted jurisdiction will typically convene the Regional Incident Coordination Group and utilize the Regional Coordination System.
4. Coordinate the potential pooling of local resources to meet a regionally identified need.



5. Work to ensure consistent and useful emergency public information is released regarding resource management activities, in particular, information regarding volunteer and donations management activities as described in ESF #6.
6. Provide information to state and federal agencies regarding the need for additional resources.
7. Coordinate the activities of the Cooperating Agencies to ensure regional issues are considered and ensuring the Cooperating Agencies provide information as needed for the regional WebEOC boards.
8. Work to ensure equipment and personnel information is appropriately entered into WebEOC and accessible to the appropriate regional stakeholders.

## Cooperating Agencies

*(All Local Departments and Agencies Assigned Responsibilities in Local Emergency Operations, Plans (EOPs), Volunteer and Community Organizations, Private Sector Entities)*

As needed and tasked by the Coordinating Agencies, the Cooperating Agencies will provide resources, personnel and special expertise to support ESF #7 activities. The Cooperating Agencies are tasked with working to ensure regional coordination by:

1. Providing information regarding available and needed resources for the regional WebEOC boards.
2. Communicating with the Cooperating Agencies in other jurisdictions regarding the availability of resources.
3. Considering the potential pooling of local resources to meet a regionally identified need.
4. As needed, participating in regional coordination activities, such as conference calls and meetings. Depending on the needed resources and situation, representatives from the cooperating agencies may be active participants of the Regional Incident Coordination Group.

## All Coordinating and Cooperating Agencies

All Coordinating and Cooperating Agencies will work to accomplish the following in support of resource management activities:

1. Include regional coordination activities in their standard operating procedures, guidelines and/or checklists.
2. When requested and if available, assign and deploy representatives to local EOCs to assist with resource management activities.
3. Provide ongoing status reports regarding resources needed and available as requested by local EOCs.
4. Maintain up-to-date rosters for notifying personnel and 24-hour staffing capabilities.



5. Perform other emergency tasks as requested by local EMAs and EOCs.
6. Work to ensure training is available for appropriate personnel in NIMS, the use of WebEOC and other training, as appropriate.
7. Work with the Coordinating Agency to ensure recordkeeping procedures are in place to accurately track resources and personnel.

## VII. ATTACHMENTS

- A. Regional Coordination Guide Summary
- B. First Hour Checklist for Regional Emergencies – Logistics
- C. Sample Regional Resource Request Board
- D. Sample Memorandum of Understanding and Resource Request Forms
- E. KCTEAM Accountability System

### **Regional Resource Annex**

A major component to ESF 7 is the Regional Resource Annex. Please see the Regional Resource Annex for a listing of resources and key contacts.

## Attachment A. Regional Coordination Guide Summary

### Overview

- The RCG provides an overall framework for regional coordination activities and may be initiated and maintained when there is a need for the jurisdictions in the metro area to provide common messages, and share information and resources.
- The protocols described in the RCG are intended to assist participating jurisdictions, agencies and organizations (whether government, volunteer or private sector) in augmenting their emergency resources and maximizing their emergency capabilities.
- The RCG is not intended to be an operational document. Operational emergency activities are coordinated through local Emergency Operations Centers (EOCs) and described in local Emergency Operations Plans (EOPs), standard operating guides, and the operating procedures maintained by local emergency response agencies.
- The RCG is flexible and scalable and was developed for use during any type or size of incident or event. Use of the principles and actions described in the RCG will be determined by the incident or event and the needs of the involved jurisdictions, agencies and organizations. Furthermore, the RCG is applicable for both planned events (i.e. MLB All-Star Game), which are scheduled nonemergency activities; and incidents (i.e. natural and manmade hazards), which are occurrences that require a response to protect life and property. Because events can sometimes turn into incidents, and because regional coordination may be needed in both instances, the application and use of these terms and their meaning throughout the RCG may be interchangeable and are not necessarily mutually exclusive.
- Local participation in the activities described in the RCG is voluntary. Therefore, the RCG represents a voluntary agreement among participating organizations, and as such, no participating organization has “control” or authority over another participating organization except where stated elsewhere in federal, state or local laws.

### Key Concepts & Organizations

Some disaster events may overwhelm the resources of a single jurisdiction or impact multiple jurisdictions within the region, necessitating assistance from regional partners or collective decision-making to meet the needs of the situation. The **Regional Coordination Guide** (RCG) was developed to document and outline these protocols for regional action in order to maximize the sharing and coordination of information and resources and to improve the surveillance, early detection and mitigation of hazards and threats. These regional protocols can be best understood to comprise a **Regional Coordination System** (RCS). The RCS is a comprehensive concept to describe the mechanisms for how planning and response occur on a regional level, and to ensure the efforts of jurisdictions impacted or potentially impacted by a disaster are appropriately inter-connected and complementary, rather than duplicative. It reinforces interoperability among area jurisdictions and organizations, and makes response efforts more efficient and effective by coordinating available resources, services, and aid.

Furthermore, another foundational component of the RCS is the Regional Incident Coordination Group (RICG). This group is meant to be adaptable and scalable to any incident/event, and will serve as the primary coordinating body during a significant disaster event necessitating regional coordination. The nature of the incident/event and corresponding and evolving response and recovery needs will largely determine which participants will make up the RICG at any given time during the incident/event.

### KEY CONCEPTS

**Resources:**

Resources are defined as personnel, vehicles, established teams, equipment, supplies and facilities available for assignment.

**Impacted Jurisdiction(s):**

The area defined as the "Impacted Jurisdiction" encompasses the jurisdiction and all the political subdivisions located within that jurisdiction, including special districts. The "Impacted Jurisdiction" is the jurisdiction that has or will be adversely impacted by an incident/event.

**Assisting Jurisdiction(s) and/or Disciplines:**

The Assisting Jurisdiction and/or discipline(s) provides timely emergency resources, services, and manpower to the Impacted Jurisdiction(s) -- and in some cases, the Host Jurisdiction -- in accordance to the provisions set forth by the RCS.

**Host Jurisdiction(s) and/or Facility:**

In situations where evacuation and/or mass care operations are necessary, the Host Jurisdiction serves as the jurisdiction that receives and shelters residents and animals coming from the Impacted Jurisdiction(s), and provides mass care and other needs as appropriate.

**Regional Incident Coordination Group (RICG):** This group is meant to be adaptable and scalable to the incident/event. The nature of the incident/event and corresponding and evolving response and recovery needs will largely determine which participants will make up the RICG at any given time during the incident/event. Specifically, the RICG may be comprised of those designated representatives from the Impacted and Assisting/Host jurisdictions' key leadership, emergency management, first responder disciplines (i.e. Law Enforcement, Fire, EMS, SAR, HAZMAT), public health/medical, other regional disciplines, nongovernmental organizations, and ESF representatives (i.e. Transportation, Mass Care, Communications, Public Works, etc.). Other groups and organizations may be included, depending on the type and scale of the incident.

## Activation & Initiating Regional Coordination

Although the criteria for initiating regional coordination are subjective, the Regional Coordination System (RCS) encourages a proactive approach to enhance regional vigilance/surveillance, information sharing, and, if necessary, a coordinated approach to incident/event management.

- Activation procedures may vary depending on the nature of the incident/event. The activation of the RCS, as the Regional Coordination Levels below indicate, are only meant to provide possible courses of action that can easily be adapted to the situation.

### **Pre-Planned Events**

For pre-planned events, the decision to utilize components of the RCS will vary. However, because the RCS is scalable and flexible, the Region can utilize the RCS as long as it is not in conflict with existing laws and/or agreements between all of the involved parties.

The RCS may be activated:

- When planning for large or high profile public gatherings that affect multiple jurisdictions.
- When similar past events have required multi-agency coordination within the Region.

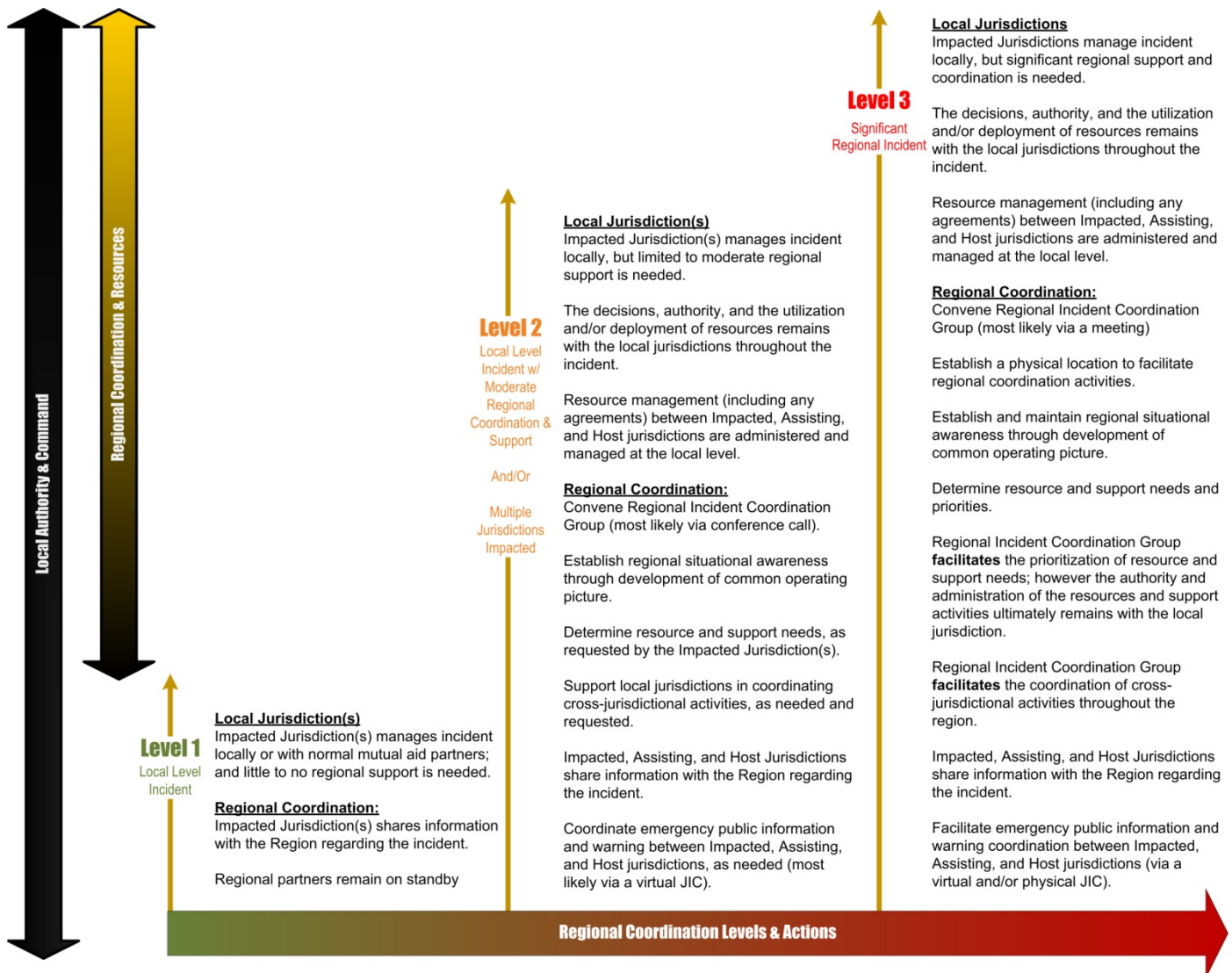
### **Notice and No-Notice Incidents (Hazards and Threats)**

The RCS may be activated:

- When an impacted local jurisdiction's chief executive OR designee initiates the activation of the RCS.
- During a Level 1, 2, or 3 Regional incident/event. (i.e. When there is the possibility or reality that more than one jurisdiction could become involved in the incident response and recovery)
- When the incident could expand rapidly and involve cascading events.

## **Implementing Regional Coordination: Regional Coordination Levels**

The type, scope and nature of the incident/event will dictate when it has regional significance and when regional coordination activities are initiated. Regional coordination within the RCS can be understood to occur across three "levels". The levels are meant to illustrate how regional coordination activities should increase in operational function and complexity as the magnitude or severity of incidents increases. The levels are not meant to be concrete with distinct transition points from Level 1 to Level 2 to Level 3, but rather are defined by planning considerations to generally describe how regional coordination needs and activities differ with the scale of an incident. The figure below provides a summary of key actions for each level. For specific information and detail, see RCG: Base Guide.



(Note: For specific actions for each level, see RCG: Base Guide.)





## Attachment B. First Hour Checklist for Regional Emergencies – Logistics

The following actions should be carried out as needed based on the specifics of the incident by local officials tasked with responsibilities for accomplishing emergency functions. In addition to the ESF #7 checklist below, the **RCG: Base Guide** includes an initial checklist of actions for all emergency functions and discusses the immediate actions for situational awareness, gaining regional awareness, overall response status, and emergency public information (see **RCG: Base Guide**).

**Gaining Resource Management (ESF #7) Situational Awareness**

- Assess the need for resources to manage the event (i.e., personnel, equipment, supplies, facilities, etc.)
- Determine the availability of the needed resources.
- Determine the need for resource sharing among jurisdictions in the region.

**Determining Resource Management Initial Response Actions**

- Identify and deploy resources and personnel on a priority basis.
- If necessary, establish staging areas, distribution sites and mobilization centers from which resources may be distributed.
- Maintain an inventory system to track supplies and equipment used in the disaster.
- Maintain accurate records of resources and personnel utilized and funds expended on emergency activities.
- Consider sharing resources and personnel with other jurisdictions in the region to help manage ESF #7-related activities.
- If resource are shared, ensure proper agreements (MOUs, Contracts, etc.) are in-place.
- If appropriate, consider pooling regional resources to open facilities (e.g., alternate care sites, shelters, warehouses, etc.) to serve more than one jurisdiction in the region?

# Attachment C. Regional Resource Request Board

## SAMPLE – REGIONAL RESOURCE REQUESTS BOARD

The following WebEOC board may be used to track regional requests for resources. This board is an example only. Local agencies and organizations *should contact the Emergency Management Agencies in their jurisdictions for specific login information to WebEOC and access to the appropriate boards.*

County Incident

### KC METRO REGIONAL RESOURCE REQUESTS

Warning: WebEOC contains information that is FOR OFFICIAL USE ONLY and may be exempt from public release under the Freedom of Information Act (U.S.C. 552), the Kansas Open Records Act (K.S.A. 45-215 et seq.) and Missouri Public Records Law (M.R.S 610-023). It is to be controlled, transmitted, distributed and disposed of in accordance with appropriate security policy, and is not to be released to the public, the media, or other personnel who do not have a valid need to know without prior approval of an authorized local government official.

Date/Time	Requesting Agency	Resource Request	Status	Details
	Cass County	Test Resource	Cancelled	Details

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# Attachment D. Sample Mutual Aid Agreement & Resource Request Forms

**Guidelines:** For situations outside of existing compacts/agreements, this sample MAA and accompanying Resource Request Form may be modified and adapted according to local procedures and rules. Prior to implementation, a qualified and appropriate legal representative of the jurisdiction should carefully review the document. Terms should not be in conflict with Missouri Chapter 44 Civil Defense Section 44.090 and/or Kansas KSA, 48-950, and any other applicable laws, as appropriate.

## SAMPLE EMERGENCY MUTUAL AID ASSISTANCE AGREEMENT

This Agreement made entered into this \_\_\_\_\_ day of \_\_\_\_\_ 2013 by and between the undersigned and duly organized political subdivisions of the State of \_\_\_\_\_, in order to grant assistance to one another where such assistance is necessary to protect life and property, or otherwise cope with such emergencies or disasters beyond the capabilities and resources of individual political subdivisions; and

**WHEREAS**, the political subdivisions cooperating under this Agreement are authorized by law to enter into and carry out the provisions provided herein, and

**WHEREAS**, each of the parties entering into this Agreement has expertise unique to the management of disasters/emergencies that would be difficult and time consuming to accumulate during the onset of a disaster/emergency, and

**WHEREAS**, the unique expertise and experience maintained by each political subdivision cooperating under this Agreement would be beneficial to each other should the need arise, and

**WHEREAS**, the pertinent provisions of State Law provide for and encourage a written Agreement memorializing such Agreements to provide mutual aid and assistance;

**NOW, THEREFORE**, it is agreed by and between the parties hereto as follows, to wit:

### SECTION 1. DEFINITIONS

A. “AGREEMENT” – this document which sets forth the agreement to facilitate the rendering of assistance to protect life and property; or otherwise cope with such emergencies or disasters beyond the capabilities and resources of individual member political subdivisions.

B. “ACTUAL INCIDENT AGREEMENT” – a contract between two member political subdivisions entered into at the time of emergency or disaster in which the Assisting Party agrees to provide specified resources to the Requesting Party under the terms and conditions specified in this Agreement.



C. “REQUESTING PARTY” – the member political subdivision requesting aid in the event of an emergency or disaster pursuant to the terms and conditions of this Agreement.

D. “ASSISTING PARTY” – the member political subdivision furnishing equipment, services and/or manpower to the Requesting Party pursuant to the terms consistent with those in this Agreement.

E. “AUTHORIZED REPRESENTATIVE” – an officer or employee of a member political subdivision authorized in writing by that entity to request, offer, or provide assistance under the terms of this Agreement.

F. “EMERGENCY” – any occurrence, or threat thereof, whether natural, or caused by man, in war or in peace, which results or may result in substantial injury or harm to the population, substantial damage to or loss of property, or substantial harm to the environment.

G. “DISASTER” – any natural, technological, or civil emergency that causes damage of sufficient severity and magnitude to result in a declaration at the Local, State, and/or Federal Level, and is likely to clearly exceed local capabilities and require a broad range of State and Federal assistance.

H. “MEMBER POLITICAL SUBDIVISION” – any political subdivision or authorized officer or agency within the \_\_\_\_\_ Region which maintains its own emergency services organization and has agreed to the terms of this Agreement.

## **SECTION 2. TERMS OF AGREEMENT**

The parties hereto agree and acknowledge that this Agreement shall become effective upon the date of execution by the parties represented here with, and the initial term of this Agreement shall be for one (1) year from the date of execution. Unless a party notifies the other parties of its intention not to renew and continue this Agreement, such term shall be automatically extended for a further period of one (1) year and shall only be terminated as thereafter provided. In the event of such continuation on a year-to-year basis, all of the terms and provisions hereof shall continue in full force and effect during said extensions.

It is further agreed, that in the event any party wishing to withdraw from this Agreement, absent mutual consent, shall be deemed to be relieved of any obligations or benefits hereunder upon written notice by the withdrawing party to the other cooperating parties providing ten (10) days notice of said withdrawal and termination of this Agreement.

## **SECTION 3. PROCEDURES FOR PROVISION OF MUTUAL AID**

When a member political subdivision either becomes affected by, or is under imminent threat of an emergency or disaster and, as a result, has officially declared an emergency, it may request emergency-related mutual aid assistance by: (1) submitting a Request for Assistance to an Assisting Party or to the State EOC, or (2) orally communicating a request for mutual aid assistance to an Assisting Party or to the State EOC, followed as soon as feasible by written confirmation of the request. Mutual aid shall not be requested by a member political subdivision unless resources available within the stricken area are deemed to be inadequate. All requests for mutual aid must be transmitted by the Authorized Representative of the member political subdivision. No member political subdivision shall be required to provide mutual aid.

**A. REQUIRED INFORMATION:** Each Request for Assistance shall provide the following information to the extent known by the Requesting Party:

- **Local Disaster Emergency Declaration(s):** Identification of all local entities that have formally declared an emergency.
- **Stricken Area and Status:** A general description summarizing the condition of the community (e.g. whether disaster or emergency is imminent, in progress or has already occurred) and of the damage sustained to date.
- **Incident Command:** Identification of the Incident Commander(s) and the person(s) to which Assisting Party supervisory personnel will report upon arrival at the designated staging location, if applicable.
- **Request for Assistance:** Identification of amount and type of personnel, equipment, materials, and supplies needed and a reasonable estimate of the length of time they will be needed by Requesting Party, including:
  - **Services and Infrastructure:** Identification of available public services and infrastructure systems in Requesting Party's geographical limits, if any, as well as identification of those public services and infrastructure systems made unavailable by the emergency and which Requesting Party is requesting assistance reestablishing.
  - **Facilities:** Identification of the type(s) of sites, structures or buildings outside of Requesting Party's geographical limits being requested to serve as relief centers, shelters, or staging areas for incoming emergency personnel, goods and services.
  - **Length of Deployment:** Unless a shorter or longer duration is identified in the initial Request for Assistance, the normal initial duration of Assisting Party's assistance shall be seven days and may be extended, if necessary, in seven day increments.

**B. REQUESTS DIRECTLY TO ASSISTING PARTY:** The Requesting Party may directly contact the Authorized Representative of the Assisting Party. The Requesting Party shall be responsible for keeping the State EOC(s) advised of the status of mutual aid activities.

**C. REQUESTS ROUTED THROUGH, OR ORIGINATING FROM THE STATE EOC:** The Requesting Party may directly contact the State EOC. The State EOC may then contact other member political subdivisions on behalf of the Requesting Party. Once identified, each Assisting Party must communicate directly with the Requesting Party.

**D. ASSESSMENT OF AVAILABILITY OF RESOURCES AND ABILITY TO RENDER ASSISTANCE:** When contacted by a Requesting Party, or by the State EOC on behalf of a Requesting Party, the Authorized Representative of any member political subdivision agrees to assess local resources to determine available personnel, equipment and other assistance. If the equipment and personnel of the Assisting Party are unavailable or already engaged in response activities at the time a call for assistance is received, that party shall not be under any obligation to the Requesting Party or to any other person or persons to furnish resources (i.e. personnel and equipment), unless the request is renewed after the party's equipment and personnel again become available to respond.

**E. INCIDENT COMMAND SYSTEM & NIMS:** The parties agree that the Requesting Party shall coordinate and utilize a standard ICS, to the greatest extent possible, for an emergency requiring mutual aid assistance under this Agreement. Requesting Party's ICS shall be consistent with the concepts and principles of the National Incident Command System (NIMS) developed



by the U.S. Department of Homeland Security. Utilization of ICS shall not be interpreted as increasing or decreasing the authority, responsibility, and accountability inherent to personnel or resources deployed by Assisting Party under the terms of this Agreement.

**F. SUPERVISION AND CONTROL:** When providing assistance under the terms of this Agreement, the personnel, equipment, and resources of any Assisting Party will be under the operational direction (the authority to assign tasks, designate objectives, and synchronize and integrate actions) of the \_\_\_\_\_, which shall advise supervisory personnel of the Assisting Party of work tasks, for assignment to personnel. Direct supervision and oversight (indicates the on-site, close contact whereby the supervisor is able to respond quickly to the needs of the supervisee) of personnel, equipment and resources shall remain with the designated supervisory personnel of the \_\_\_\_\_.

**G. FOOD, HOUSING, AND SELF-SUFFICIENCY:** Unless specifically instructed otherwise, the Requesting Party shall have the responsibility of providing food and housing for the personnel of the Assisting Party from the time of their arrival at the designated location to the time of their departure. However, Assisting Party personnel and equipment should be, to the greatest extent possible, self-sufficient while working in the emergency or disaster area. The Requesting Party may specify only self-sufficient personnel and resources in its Request for Assistance.

**H. COMMUNICATIONS:** Unless specifically instructed otherwise, the Requesting Party shall have the responsibility for coordinating communications between the personnel of the Assisting Party and the Requesting Party. Assisting Party personnel should be prepared to furnish communications equipment sufficient to maintain communications among their own respective operating units.

**I. RIGHTS AND PRIVILEGES:** Whenever the officials, employees and volunteers of the Assisting Party are rendering aid pursuant to this Agreement, such persons shall have the powers, duties, rights, privileges, and immunities, and shall receive the compensation, incidental to their employment or position.

**J. TERM OF DEPLOYMENT:** The initial duration of a Request for Assistance is normally seven days and may be extended, if necessary, in seven day increments. However, the duration may be shorter or longer depending on the event.

**K. SUMMARY REPORT:** Within ten days of the return of all personnel deployed following an event, the Requesting Party will prepare a Summary Report of the event, and provide copies to each Assisting Party. The Report shall include a chronology of events and description of personnel, equipment and materials provided by one party to the other.

#### **SECTION 4. REIMBURSEMENT**

The terms and conditions governing reimbursement for any assistance provided pursuant to this Agreement shall be in accordance with the following provisions, unless otherwise agreed upon by the Requesting and Assisting Parties.

**A. PERSONNEL:** During the period of assistance, the Assisting Party shall continue to pay its employees according to its then prevailing ordinances, rules, and regulations. The Requesting Party shall reimburse the Assisting Party for all direct and indirect costs, including actual costs paid and fringe benefits, as long as those costs are reasonable and do not exceed that which would





be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs, unless agreed to otherwise by the parties. Additional expenses incurred such as room and board, travel expenses, and other expenses will be reimbursed if approved by Requesting Party at the time the Actual Incident Agreement is executed.

**B. BACKFILL PERSONNEL:** In such cases where a permanent employee of the Requesting Party is performing disaster-related work, and it is necessary to provide a person to fill their normal position and duties, a backfill employee or hire may be necessary. Under the provisions of this Agreement, backfilled employees or hires will not be included or directly addressed in this Agreement, and should be agreed to otherwise between parties outside of this Agreement.

**C. EQUIPMENT:** The Assisting Party shall be reimbursed by the Requesting Party for the use of its equipment during the period of assistance according to pre-established local or state hourly rates; or by actual replacement, operation, and maintenance expenses incurred, when necessary. For those instances in which some costs may be reimbursed by the Federal Emergency Management Agency, the eligible direct costs shall be determined in accordance with 44 CFR 206.228, or other regulations in effect at the time of the disaster. If the equipment used to perform emergency work is extraordinarily damaged resulting from performance of this emergency work, the Requesting Party shall agree to replace the equipment with the same age, capacity, and condition, less the salvage value, unless damage is caused by willful negligence and misconduct on the part of the Assisting Party's operator or if the damage could have been reasonably avoided.

**D. MATERIALS AND SUPPLIES:** The Assisting Party shall be reimbursed for all materials and supplies furnished by it and used or damaged during the period of assistance, except for the costs of equipment, fuel, maintenance materials, and labor, which shall be included in the equipment rate established above. The measure of reimbursement shall be determined in accordance with 44 CFR 206.228 or other regulations in effect at the time of the disaster. In the alternative, the parties may agree that the Requesting Party will replace, with like kind and quality as determined by the Assisting Party, the materials and supplies used or damaged. If such an agreement is made, it shall be reduced to writing in the Actual Incident Agreement.

**E. RECORD KEEPING:** The Assisting Party shall maintain records and submit invoices within 60 days for reimbursement by the Requesting Party in accordance with existing policies and practices. Requesting Party finance personnel shall provide information, directions, and assistance for record keeping to Assisting Party personnel.

**F. PAYMENT:** Unless otherwise mutually agreed, the Assisting Party shall invoice the Requesting Party for all reimbursable expenses with an itemized statement as soon as practicable after the expenses are incurred, as stated above. The Requesting Party shall pay the invoice, or advise of any disputed items, not later than sixty (60) days following receipt of the invoice, unless otherwise agreed upon.

**G. FEDERAL OR STATE AID:** Requesting Party's duty to reimburse Assisting Party for its assistance is in no way contingent upon the availability of Federal or State aid.

**H. WAIVER OF REIMBURSEMENT:** The Assisting Party reserves the right to assume or donate, in whole or in part, the costs associated with any loss, damage, expense or use of personnel, equipment and resources provided. Assisting Party shall inform the Requesting Party of the waiver as soon as practical after the expenses are incurred, but not later than sixty (60) days following the period of assistance. The Assisting Party shall send the Requesting Party written documentation that Assisting Party's governing body ratified and/or expressed approval of the



decision not to seek reimbursement.

## SECTION 5. INSURANCE

**[IMPORTANT-Insurance and liability will vary by state and jurisdictions. The following is an example of language that might be included, but should be modified according to state and local provisions.]**

Each party shall be responsible for its own actions or omissions and those of its employees. Unless otherwise agreed upon by Requesting Party and Assisting Party, it is agreed that each party shall be individually responsible for providing insurance coverage in accordance with the following provisions and subject to the terms of the Reimbursement section herein:

A. UNEMPLOYMENT & WORKERS' COMPENSATION COVERAGE: Each member political subdivision shall be responsible for its own actions and those of its employees and is responsible for maintaining its own unemployment insurance and workers' compensation insurance coverage, as required by law, for its employees.

B. AUTOMOBILE LIABILITY COVERAGE: Each member political subdivision shall be responsible for its own actions and is responsible for complying with the [INSERT RULE]\_\_\_\_\_. Member political subdivisions agree to obtain automobile liability coverage with a limit of at least \$\_\_\_\_\_ combined single limit and coverage for owned, non-owned, and hired vehicles, or maintain a comparable self-insurance program. It is understood that the member political subdivision may include in the emergency response, volunteer companies that have motor vehicles titled in the name of the volunteer company. It is the responsibility of each member political subdivision to determine if the volunteer company has automobile liability coverage as outlined in this section.

C. GENERAL LIABILITY, PUBLIC OFFICIALS LIABILITY, AND LAW ENFORCEMENT LIABILITY: To the extent permitted by law and without waiving sovereign immunity, each member political subdivision shall be responsible for any and all claims, demands, suits, actions, damages, and causes for action related to or arising out of or in any way connected with its own actions, and the actions of its personnel in providing mutual aid assistance rendered or performed pursuant to the terms and conditions of this Agreement. Each member political subdivision agrees to obtain general liability, public official's liability and law enforcement liability, if applicable, with minimum single limits of no less than \$\_\_\_\_\_, or maintain a comparable self-insurance program.

D. GENERAL INSURANCE POLICY REQUIREMENTS: All insurance policies required under this Agreement shall be in effect during the period of assistance. All policies shall be primary and not contributory. During the period of assistance, parties shall pay the premiums on the required policies and shall not allow the policies to be revoked, canceled, amended, or allowed to lapse without thirty (30) days notification to the other party, if possible, or shall otherwise provide such notification immediately upon learning that a policy has been, or will be, revoked, canceled, amended, or allowed to lapse.

## SECTION 6. INDEMNIFICATION

Each party to this Agreement shall assume the risk of any liability arising from its own actions or omissions or the actions or omissions of its employees and agents at all times. Neither party agrees to



insure, defend, or indemnify the other. To the extent a party does not maintain the proper levels of liability and other insurance coverage pursuant to the terms of this Agreement, the party's liability for being uninsured, or underinsured, shall not be construed as a waiver of its governmental or sovereign immunities.

## **SECTION 7. IMMUNITIES**

See State Laws [INSERT]\_\_\_\_\_.

## **SECTION 8. APPLICABLE LAW**

In the event that the construction, interpretation, and enforcement of this Agreement are subjected to adjudication in a court of law, the construction, interpretation, and enforcement of the terms of the Agreement, and each party's duties and responsibilities there under, shall be governed by the laws of the State of \_\_\_\_\_. In such event, the Courts of the State of \_\_\_\_\_ shall have jurisdiction over the Agreement and the parties.

## **SECTION 9. SEVERABILITY AND THE EFFECT ON OTHER AGREEMENTS**

Should any portion, section, or subsection of this Agreement be held to be invalid by a court of competent jurisdiction, that fact shall not affect or invalidate any other portion, section or subsection; and the remaining portions of this Agreement shall remain in full force and effect without regard to the section, portion, or subsection or power invalidated.

## **SECTION 10. AMENDMENTS**

Any changes, modifications, revisions, or amendments to this Agreement which are mutually agreed upon by the parties to this Agreement shall be incorporated by written instrument, executed, and signed by all parties to this Agreement with the same approvals, certifications, submissions and other requirements applicable to the original Agreement.

## **SECTION 11. SIGNATURES**

In witness whereof, the parties to this Agreement through their duly authorized officials or representatives, hereby execute this Agreement on the dates set out below, and in doing so certify that each has read, understood, and agreed to the terms and conditions of this Agreement as set forth herein and has the authority to enter into this legally binding contractual Agreement. The effective date of this Agreement is the date of the signature and seal last affixed to this page.



\_\_\_\_\_ COUNTY/CITY OFFICIALS

Date Signed: \_\_\_\_\_

\_\_\_\_\_  
Mayor/Commissioner

\_\_\_\_\_  
Attest

Title

\_\_\_\_\_  
Emergency Manager

\_\_\_\_\_ COUNTY/CITY OFFICIALS

Date Signed: \_\_\_\_\_

\_\_\_\_\_  
Mayor/Commissioner

\_\_\_\_\_  
Attest

Title

\_\_\_\_\_  
Emergency Manager



# SAMPLE “ACTUAL INCIDENT AGREEMENT” FORMS

Resource Request Forms should be modified and adapted according to local procedures and rules.

**PART I: REQUEST FOR ASSISTANCE**  
**PART II: ASSISTANCE TO BE PROVIDED**  
**PART III: REQUESTING PARTY’S APPROVAL**



### PART I: REQUEST FOR ASSISTANCE

**Incident Name:** \_\_\_\_\_ **Request Number:** \_\_\_\_\_

**Requesting Party Name:** \_\_\_\_\_

**Point of Contact Name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**1. General description of the event. (*Attach latest local Situation Report.*)**

**2. Identification of the emergency services function(s) for which assistance is needed (e.g., fire, law enforcement, emergency medical, transportation, communications, public works and engineering, building inspection, mass care, resource support, search and rescue, etc.) and the particular type of assistance needed. (*Please attach additional documentation as needed.*)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3. Identification of the critical infrastructure system(s) for which assistance is needed (e.g., sanitary sewer, potable water, storm water systems, etc.) and the type of work assistance required. (*Please attach additional documentation as needed.*)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**4. Amount and type of personnel, equipment, materials, and supplies needed and a reasonable estimate of the length of time they will be needed, including approx. place of arrival. (*Please attach additional documentation as needed.*)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**5. When Needed (Date & Time)** \_\_\_\_\_

**Authorized Requesting Party Official:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

*After completion of Part I, fax this form to the potential Assisting Party and/or to the State EOC.*



## PART II: ASSISTANCE TO BE PROVIDED

**Incident Name:** \_\_\_\_\_ **Request Number:** \_\_\_\_\_

**Assisting Party Name:** \_\_\_\_\_

**Assisting Party Point of Contact Name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

The request for assistance from \_\_\_\_\_ has been received.

**Date & Time Received:** \_\_\_\_\_

**Assistance Will Be Provided?**

- YES
- NO

If no, briefly explain why:

\_\_\_\_\_

\_\_\_\_\_

**1. Personnel.** (List or attach point-of-contact/team leader and all personnel)

\_\_\_\_\_

\_\_\_\_\_

**2. Equipment, Supplies, & Materials.** (List or Attach)

\_\_\_\_\_

\_\_\_\_\_

**3. Place of Arrival:** \_\_\_\_\_

**4. Estimated Date and Time of Arrival:** \_\_\_\_\_

**5. Estimated Date and Time of Departure:** \_\_\_\_\_

**6. Please attach additional information pertinent to this Actual Incident Agreement, such as, but not limited to: information or terms for procedures or provisions of mutual aid, reimbursements (i.e. waiver of reimbursement, payments), insurance, or any other items.**

The above and/or attached terms and information have been coordinated with the Requesting Party.

- YES
- NO

**Authorized Assisting Party Official:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

*After completion of Part II, fax this form to the Requesting Party and/or to the State EOC.*



### PART III: REQUESTING PARTY'S APPROVAL

**Incident Name:** \_\_\_\_\_ **Request Number:** \_\_\_\_\_

In accordance with this Actual Incident Agreement and the terms and conditions described in Part II, this agreement is hereby:

- ACCEPTED
- DECLINED

**Authorized Requesting Party Official:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

*After completion of Part III, fax this form to the Assisting Party and/or to the State EOC.*



## Attachment E. KCTEAM Accountability System

### **KCTEAM Accountability System Overview**

The KCTEAM Accountability System provides area response agencies the necessary hardware and software to print identification badges unique to the Kansas City metropolitan area. The system was designed primarily for use in two different types of situations: “pre-incident” and “just-in-time” during an incident. As these situations have differing hardware, software, procedures and outcomes, distinctive policies for each situation are necessary to guide the proper use, deployment and verification of the KCTEAM Accountability System. This document is intended to establish these sets of policies as uniform guidelines for agencies employing the System. Participating agencies have adopted these guidelines and agreed to abide by them.



KCTEAM Policy  
Guidance (2012).pdf

**For access to the full document, please click here:**

Discipline-Specific Pre-Incident Badging Policy Guidelines are provided below:



## **Emergency Management Agency Pre-Incident Badging Policy Guidelines**

**Sponsoring Committee: Metropolitan Emergency Managers Committee (MEMC)**

**Approval date: July 11, 2013**

**Background:** During large-scale or significant regional disasters in the Kansas City metropolitan area, impacted jurisdictions may request emergency management staff from non-impacted jurisdictions in the region to augment and support EOC or other operations. To facilitate EOC or on-scene access, these responding emergency management staff should be pre-identified and authorized as a potential deployable asset for their jurisdiction. The region has invested in a KCTEAM Accountability System with Pre-Incident Badges as one way for jurisdictions to pre-identify and manage personnel that may be deployed to support other jurisdictions within the Kansas City region.

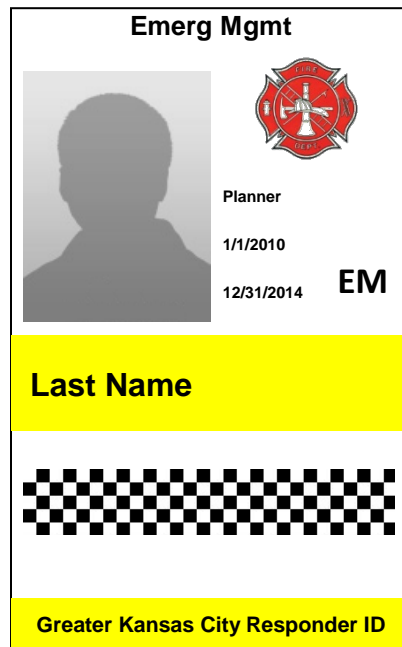
**Policy:** This policy was developed by the Metropolitan Emergency Managers Committee (MEMC) Leadership; all participating agencies have agreed to this policy and instituted it as part of their standard operating procedures. This policy contains four elements, Database Management, Issuing Badges, Badge Format/Member Qualifications and Training which are discussed in detail below. These elements represent the minimum requirements for a jurisdiction to utilize KCTEAM Badges for its emergency management personnel. Jurisdictions may implement additional requirements as they see fit, so long as they do not conflict with the elements stated here. The state recognized Emergency Management Coordinator (or their designee) for designated political sub-jurisdictions will be the key Point of Contact for developing and administering their emergency management agency/office's KCTEAM Badging Policy. Nothing in this policy shall obligate a jurisdiction to utilize KCTEAM badges, but rather sets forth basic guidelines should they choose to do so.

1. Database Management: Each Emergency Management Agency/Office shall be provided access to the KCTEAM system as a sub-administrator; each agency/office or their appointed sub-administrator is responsible for maintaining its database of current personnel within [www.kcresponder.com](http://www.kcresponder.com). The process for assigning and printing credentials will be determined by the Emergency Management Agency/Office.

2. Issuing/Revoking Badges: Each participating jurisdiction's key Point of Contact will be responsible for issuing KCTEAM badges to appropriate emergency management personnel in accordance with their own policies. All badges will have a standard expiration date of 4 years post-issuance date or less as required by the issuing emergency management office. If a badge-holder resigns their position, their badge shall be revoked and returned to the issuing EM office as part of their normal separation procedures. If a jurisdiction's Point of Contact resigns their position, their replacement should review their jurisdiction's KCTEAM badging policy and determine whether previously issued badges shall remain in effect or be returned and re-issued as appropriate.

To print badges, each jurisdiction will coordinate with one of the regional badge printing stations. If required, reimbursement costs for badge printing expenses will be negotiated between each EM office and the badge printing station.

3. Badge Format and Member Qualifications: The “emergency management badge” profile will be used for all KCTEAM EM badges and will identify the cardholder as “EM” and their jurisdiction. Figure 1. below is an example of badge layout.



**Figure 1. Emergency Management Badge Layout**

Professional qualifications can be contained on each issued badge. Since the KCTEAM online system does not have the ability to identify changes to qualifications, any significant changes to a member’s qualifications will result in the issuance of a new badge.

4. Training: Prior to receiving a KCTEAM badge, all personnel will be trained to appropriate standards as determined by the local Point of Contact to be a deployable asset.

**Effect.** This policy guideline shall be effective immediately upon approval by the MEMC. It shall be reviewed at least annually and updated as necessary.



## Metropolitan Emergency Communication Council (MECC) Pre-Incident Badging Policy Guidelines

**Sponsoring Committee: Metropolitan Emergency Managers Committee (MEMC)**

**Approval date: July 11, 2013**

**Background:** During mass casualty or other disaster related events, the region's amateur radio operators may be asked to staff the amateur radio stations throughout the region to provide backup and overflow communications capabilities. There is currently no mechanism to ensure personnel arriving to provide radio communications support have the proper security credentials to enter into a scene or facility providing support to a response or recovery event. The Metropolitan Emergency Communication Council (MECC) leadership has developed a protocol in order to utilize KCTEAM Badges as the security mechanism accepted by all participating emergency management organizations to allow access to events for amateur radio operator personnel. The MECC agreed to manage this process as recognized by the local Emergency Management Agency/Office under which that particular group is affiliated and as outline in Emergency Support Function (ESF) #2 - Communications of the Regional Coordination Guide.

**Policy:** This policy was developed by the MECC Leadership and approved by the Metropolitan Emergency Managers Committee (MEMC); all participating agencies have agreed to this policy and instituted it as part of their standard operating procedures. This policy contains four elements, Database Management, Issuing Badges, Member Qualifications and Training which are discussed in detail below. Nothing in this policy shall obligate a jurisdiction to utilize KCTEAM badges, but rather sets forth basic guidelines should they choose to do so.

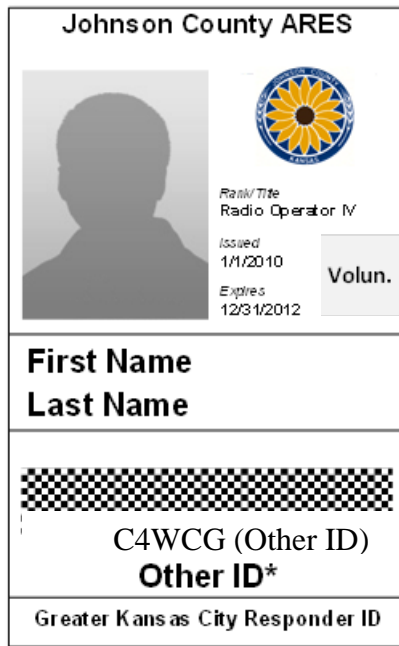
1. Database Management: Amateur radio groups will request access to the KCTEAM system through their affiliated county/jurisdiction Emergency Management Agency/Office. Upon acceptance of the request, Emergency Managers will provide each individual amateur radio group affiliated with their jurisdiction access to the KCTEAM system as a sub administrator. The amateur radio group will then be responsible for maintaining a current database of personnel within [www.kcteamresponder.com](http://www.kcteamresponder.com). The process for assigning and printing credentials will be determined by the county/jurisdiction Emergency Management Agency/Office.

2. Issuing/Revoking Badges: Each group will coordinate with one of the regional badge printing stations to print badges. Reimbursement costs for card printing expenses will be negotiated between each EM office and the badge printing station. All KCTEAM MECC badges will have a standard expiration date of 4 years post-issuance date or less as required by the issuing EM office. If an operator resigns from their position, their card shall be revoked and returned to the issuing EM office as part of their normal check out procedures. MECC shall be responsible for ensuring this is included in their policies.

3. Badge format and Member Qualifications: Amateur radio personnel are categorized as volunteers; the "volunteer badge" profile will be used for all KCTEAM MECC badges and will indicate the organization and affiliated jurisdiction on the card. Professional qualifications will be

listed on each issued card within the “Rank/Title” section of the card. MECC will utilize the regional amateur radio typing standard to identify qualifications (see Attachment 1). Since the KCTEAM online system does not have the ability to identify changes to qualifications, any significant changes to a member’s qualifications will result in the issuance of a new badge. The “Other ID” section of the card will list the cardholder’s individual call sign.

Figure 1. below is an example of badge layout.



**Figure 1. MRC Badge Layout**

**4. Training:** Prior to receiving a KCTEAM badge, all personnel will be trained to the standard as outlined in the resource typing standard.

**Effect.** This policy guideline shall be effective immediately upon approval by the MEMC. It shall be reviewed at least annually and updated as necessary.

## Attachment 1: Amateur Radio Operator Credentialing Requirements and Resource Typing

During a large scale event the need for additional communications resources can quickly overwhelm the locally available operators. The logical resolution is to request support from the un-impacted areas nearby. The result is an Emergency Management staff working with operators who they don't know and thus aren't confident in their skill set. The reason for this is amateur radio operators do not have a method for demonstrating their skills and relating them to their value during a response.

This problem is not unique to radio communications but true of almost all disciplines. The resolution proposed as part of the National Incident Management System is Resource Typing. The concept of resource typing is to classify both personnel and assets so that when a resource is requested the requesting agency gets what they need. As of yet FEMA has not applied their typing scheme to Amateur Radio.

To resolve this issue, a panel of amateur radio leadership in the KC Metro area developed a set of personnel typing requirements for amateur radio operators that follow the NIMS Resource Typing format. Below are the proposed training and skill set requirements for each of the four operator types. These should be considered MINIMUM requirements for each classification. If a group should so choose they could add additional skills and abilities as they see fit. The main objective is to make it easy for the receiving EM office to have some sense of what a particular operator's skills are and to provide confidence that a particular operator would be comfortable and able to complete a task or challenge that might be assigned to them.

Each resource must have their type qualification signed off by their sponsoring organization's leader and the designated Emergency Management official from their home jurisdiction.

### Radio Operator IV

- Technician Class License (or higher)
- IS-100.b - Introduction to Incident Command System, ICS-100
- IS-700 National Incident Management System (NIMS), An Introduction
- Government Issued Photo ID (Driver's License, Student ID, etc.)

### Radio Operator III

- All of Radio Operator IV plus the following:
- IS-200.b - ICS for Single Resources and Initial Action Incidents
- IS-802 Emergency Support Functions – ESF 2 Communications
- IS-800.B National Response Framework, An Introduction
- Demonstrated ability to act as net control.
- Emcomm Group issued ID (ARES, RACES, etc.)



## Radio Operator II

- All of Radio Operator III plus the following:
- General Class License (or higher)
- Proficiency in one mode other than voice (i.e. digital, code, RTTY, ATV, etc.)
- Introduction to Emergency Communication – ARRL Course #: EC-001

Or all of the following:

- IS-1 Emergency Manager, An Orientation to the Position
- IS-120.a An Introduction to Exercises
- IS-130 Exercise Evaluation and Improvement Planning
- IS-288 The Role of Voluntary Agencies in Emergency Management
- Background check in home jurisdiction, if required
- Have a jurisdictionally (City, County, Region or State) issued Communications ID

## Radio Operator I

- All of Radio Operator II plus the following:
- Hold a leadership role in an Emcomm group. This can be a board position like President, or appointment like Field Day Coordinator, Training Officer, etc.
- Have a demonstrated ability to lead and direct radio operators, demonstrated by either coordinating public service events, or creation & execution of live radio training or exercises with groups of 10-15 or more.
- [Public Service and Emergency Communications Management for Radio Amateurs](#)-ARRL Course #: EC-016

Or all of the following:

- IS-240.a Leadership & Influence
- IS-241.a Decision Making & Problem Solving
- IS-250 Emergency Support Function 15 (ESF-15) External Affairs
- IS-244.a Developing and Managing Volunteers
- IS-139 Exercise Design





## Community Emergency Response Team (CERT) Pre-Incident Badging Policy Guidelines

**Sponsoring Committee: Metropolitan Emergency Managers Committee (MEMC)**

**Approval date: July 11, 2013**

**Background.** Within the Kansas City region, local jurisdictions have trained and equipped Community Emergency Response Teams (CERT) for disaster preparedness for hazards that may impact their area. CERT members are trained in basic disaster response skills, such as fire safety, light search and rescue, team organization and disaster medical operations. CERT members can be used in various ways to support disaster response and recovery operations.

During large-scale or regional disasters, CERT teams may be requested to deploy outside their home jurisdiction to provide support to a regional partner. The region has invested in a KCTEAM Accountability System with Pre-Incident Badges as one security and credentialing mechanism to allow supporting CERT personnel appropriate access to a disaster scene. In order to meet assurances that supporting CERT personnel are properly trained, vetted and suited to their job assignment, a consistent methodology for issuing KCTEAM badges is needed. This KCTEAM badge-use policy guideline sets forth that methodology.

**Policy.** This policy guideline was developed by the CERT Coordinators of the MEMC and approved by the MEMC; all participating agencies have agreed to these guidelines and instituted them as part of their standard operating procedures. This policy contains four elements, Database Management, Issuing Badges, Badge Format/Member Qualifications and Training which are discussed in detail below. These elements represent the minimum requirements for a jurisdiction to utilize KCTEAM badges for its CERT personnel. Jurisdictions may implement additional requirements as they see fit, so long as they do not conflict with the elements stated here. Nothing in this policy shall obligate a jurisdiction to utilize KCTEAM badges, but rather sets forth basic guidelines should they choose to do so.

1. Database Management: Each participating CERT coordinator is responsible for maintaining a current database of their personnel within [www.kcresponder.com](http://www.kcresponder.com). Logons for the system will be requested and issued through county/jurisdiction emergency management agencies.

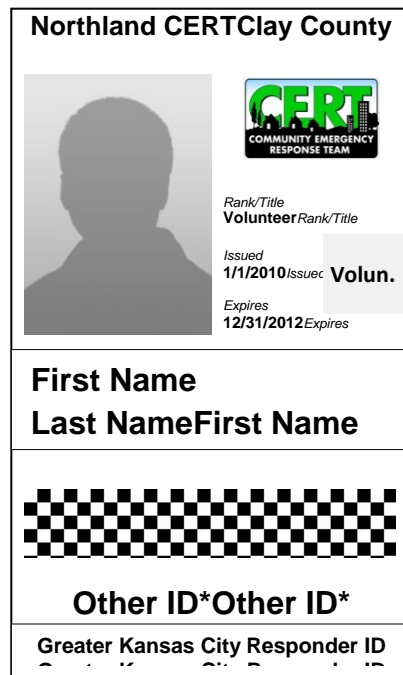
2. Issuing/Revoking Badges: All CERT members must meet four requirements to receive a KCTEAM badge:

- a. Pass a local background check
- b. Complete and graduate from a locally sponsored CERT course
- c. Complete IS-100 and IS-700
- d. Be 18 years of age or older

All KCTEAM CERT badges will have a standard expiration date of one year post-issuance date. If a volunteer is removed from or resigns their position, their card shall be revoked as part of their

normal check out procedures. Each CERT coordinator shall be responsible for ensuring this is included in local policies. CERT Coordinators will coordinate with their county/jurisdiction Emergency Management or closest badge printing station to print badges.

**3. Badge Format and Member Qualifications:** CERT personnel are categorized as volunteers; the “volunteer badge” profile will be used for all KCTEAM CERT badges and will identify the cardholder as “CERT” and the jurisdiction they are affiliated with. Figure 1. below is an example of badge layout.



**Figure 1. CERT Badge Layout**

Additional qualifications/titles shall be not written on each issued card. Jurisdictions may include qualifications within the badge barcode and are responsible for ensuring qualifications are maintained up-to-date. If additional qualifications are used, they should be simplistic, realistic, and usable and tailored to describe skill sets desired of a deployable resource. Since the KCTEAM online system does not have the ability to identify changes to qualifications, any significant changes to a member’s qualifications will result in the issuance of a new badge.

**4. Training:** As a prerequisite to receiving a KCTEAM badge, all personnel will complete and graduate from a locally sponsored CERT course and be trained in IS-100 and IS-700.

**Effect.** This policy guideline shall be effective immediately upon approval by the MEMC. It shall be reviewed at least annually and updated as necessary.