

# ESF 5: INFORMATION & PLANNING

*Emergency Support Function #5 – Information and Planning includes information regarding the Emergency Management Agencies (EMAs) in the region and provides guidance to assist EMAs in facilitating the exchange of information among jurisdictions and ensuring regional coordination activities are accomplished.*

<b>Coordinating Agencies</b>	Local Emergency Management Agencies (EMAs)
<b>Cooperating Agencies</b>	All Local Government Departments and Agencies as Assigned in Local Emergency Operations Plans (EOPs)  Volunteer Organizations  Private Sector Agencies 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 as Assigned in State and Federal Emergency Plans

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



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**COMPLIANCE NOTE:** *Comprehensive Preparedness Guide (CPG) 101, version 2, November 2010 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. Emergency Support Function (ESF) #5 – Information and Planning of the Kansas City Metropolitan Area Regional Coordination Guide (RCG) is intended to accomplish the following:
  - a. Identify and provide information regarding the Emergency Management Agencies (EMAs) and Emergency Operations Centers (EOCs) in the Region, including their capabilities and contact information.
  - b. Describe the actions taken by EMAs in the Region to coordinate local emergency activities and activate local EOCs.
  - c. Assist EMAs in considering regional issues and accomplishing regional coordination activities during local EOC operations.
  - d. Provide guidance to facilitate the exchange of information among local EMAs and EOCs during emergency incidents, including the types of information and how it will be shared.
  - e. Develop a mechanism to facilitate regional support and coordination to locally impacted EMAs when the needs of the incident/event overwhelm and/or exceed existing local capabilities.

# II. SCOPE

The activities described in ESF #5 will help local jurisdictions to consider regional issues and promote the use of a common regional framework for exchanging and coordinating information, resources, and services, as appropriate.

1. ESF #5 is one component of the RCG, which consists of a Base Guide and fifteen (15) ESFs developed for use by all of the jurisdictions in the metropolitan area. ESF #5 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.
2. For a summary of key regional coordination concepts included in the Base Guide, see **Attachment A**. To the extent possible, information contained in the RCG Base Guide and other sections of the RCG will be referenced and not repeated in ESF #5.
3. ESF #5 is designed to support, but never supersede, the authorities and control outlined in local Emergency Operations Plans (EOPs) within the Region.
4. ESF #5 will address or reference, where appropriate, the following Core Capabilities and desired outcomes associated with ESF #5 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 5 Core Capabilities**

CORE CAPABILITY	ESF #5 – INFORMATION & PLANNING	OTHER REGIONAL PLANS AND ESFs
<p><b>Planning</b></p> <p><i>2012 KC THIRA Desired Outcomes, as applicable:</i></p> <p><i>All emergency services agencies and jurisdictions have EOPs and have the capability to develop Incident Action Plans (IAPs) upon identification of an emergency and before the start of a second operational period, and at the end of every operational period afterwards including the whole community in EOP/IAP development as appropriate.</i></p>	<ul style="list-style-type: none"> <li>• During an actual or potential incident, coordinate planning activities.</li> </ul>	<ul style="list-style-type: none"> <li>• RCG: Base Guide</li> </ul>
<p><b>Situational Assessment</b></p> <p><i>2012 KC THIRA Desired Outcomes, as applicable:</i></p> <p><i>All jurisdictions have processes in place to provide all primary decision makers within two hours of an incident with decision-relevant information regarding the nature and extent of the hazard, any cascading effects, and the status of the response to inform decision making regarding immediate lifesaving and life-sustaining activities.</i></p>	<ul style="list-style-type: none"> <li>• Maintain regional situational awareness of an incident.</li> <li>• Provide an informational link to members of the whole community/region.</li> <li>• Serve as a coordinating conduit for situation reports, data, and other decision support tools.</li> <li>• Coordinate and facilitate decision-making regarding the nature and extent of an incident, and well as any cascading effects.</li> </ul>	<ul style="list-style-type: none"> <li>• RCG: Base Guide</li> </ul>
<p><b>Public Information and Warning</b></p> <p><i>2012 KC THIRA Desired Outcomes, as applicable:</i></p>	<ul style="list-style-type: none"> <li>• Coordinates information for the development of credible, culturally appropriate, and accessible messages to inform ongoing emergency services and</li> </ul>	<ul style="list-style-type: none"> <li>• ESF 15 - Emergency Public Information</li> </ul>



CORE CAPABILITY	ESF #5 – INFORMATION & PLANNING	OTHER REGIONAL PLANS AND ESFs
<p><i>All local jurisdictions have the ability to deliver prompt, reliable and actionable information to impacted populations in accessible formats based on their local demographics, taking into account functional and access needs, and coordinate with other jurisdictions for consistent regional messaging.</i></p>	<p>the public about protective measures and other life-sustaining actions and facilitate the transition to recovery.</p>	

## III. SITUATION OVERVIEW

### 1. Local Emergency Management Agencies (EMAs)

- a. The local jurisdictions in the Region have the ultimate responsibility and legal authority for managing emergencies in their communities. As described below, Counties in Kansas, and both Counties and Cities in Missouri, maintain resolutions or ordinances establishing local EMAs and describing emergency authorities. These resolutions and ordinances provide emergency authorities, describe the responsibility for implementing local EOPs, activating local EOCs and when needed, issuing a local state of emergency.
- b. The bi-state, metropolitan area has differing state emergency statutes governing local EMAs as follows:
  - o **Kansas** – Kansas Statutes Annotated (KSA) 48-904 through 48-936, as amended, provide the Chair of the Board of County Commissioners with the authority to declare a local State of Emergency and implement the County EOP. In addition, many of the municipalities in Kansas maintain City EOPs and work closely with their respective County EMAs to coordinate information, share resources and ensure local emergency declarations are made in a timely manner to support city emergency operations.
  - o **Missouri** – Missouri Revised Statutes (RSMO), as amended, Chapter 44, provides the Chief Elected Official in each political subdivision (Counties and Municipalities) with the authority to declare a local state of emergency. This statute requires that each political subdivision in the state have an Emergency Management organization and a local EOP.
- c. The **Regional Resource Annex** includes contact information for the EMAs and EOCs in the Region as set forth in these state statutes (i.e., County EMAs in Kansas and City and County EMAs in Missouri). The information will be updated by the responsible EMAs as needed; maintained by the Metropolitan Emergency Manager’s Committee (MEMC); and included as appropriate in the WebEOC regional boards (for more information, see “Regional Coordination Activities”).



## 2. Local Emergency Operations Centers (EOCs)

Local EOCs will work to support the tactical and operational decisions made in the field, and serve as the central location for interagency coordination and executive decision-making in each jurisdiction.

- a. The local EOCs managed by the EMAs in the metro will serve as the central locations for interagency coordination and executive decision-making in each jurisdiction. Policy and coordination functions will be accomplished from local EOCs, while tactical and operational decisions will be made in the field within the Incident Command (ICS)/National Incident Management System (NIMS) structure.
- b. Local EOCs will be established in impacted jurisdiction(s) to accomplish the following actions appropriate to the event, including but not limited to, or inclusive of:
  - Monitor, collect, record, analyze, display and distribute information
  - Support activities at the scene and in the field
  - Coordinate public information and warning
  - Prioritize and coordinate disaster-related activities
  - Conduct liaison and coordination activities with external entities
  - Notify and provide ongoing information to elected officials
  - Coordinate long-term recovery operations
  - Prepare action and policy plans
- c. The local EOCs in the Region will be activated and organized, as appropriate, to meet local needs. Local EOCs will be equipped to communicate with the field, as well as with volunteer, state, federal and private sector organizations by landline telephone, the Internet, radio, facsimile, and cellular telephone (for more information on communications capabilities in the Region, see ESF #2 – Communications).
- d. In addition, the local jurisdictions in the Region use a common Web-based EOC information management tool to collect, organize and distribute information, and assist with decision-making in their EOCs. This Web-based tool will serve as an important platform for facilitating regional information sharing and coordination between the involved EOCs.
- e. When an incident exceeds or threatens to exceed local resources, local EOCs are responsible for initiating and maintaining contact with their regional, state, and federal partners as described and illustrated in the RCG Base Guide.

## 3. Other Operational Centers

- a. In addition to local EOCs, other operational centers may be activated by agencies and organizations involved in the event, such as Departmental Operations Centers (DOCs) operated

by local Public Health Departments, Hospital Command Centers (HCCs) activated by hospitals, and operational centers established by affected private sector entities.

- b. These emergency operational centers work closely with local EOCs to ensure information sharing, resource support and the timely request of state and federal assistance. The capabilities of a Web-based EOC information management system will be used to establish linkages and share information among EOCs and other emergency operational centers in the Region.
- c. Both Kansas and Missouri maintain State Emergency Operations Centers (SEOCs) and local EOCs will maintain contact with their respective SEOCs, as well as other established operational centers appropriate to the event. Other state and federal operational centers specific to a particular ESF will be addressed in the appropriate ESF.

#### 4. Local Emergency Operations Plans (EOPs)

- a. As described in the Base Guide, the RCG is designed to support and enhance the local EOPs maintained by the individual jurisdictions in the Region. The RCG builds on the emergency functions in local EOPs by addressing the actions necessary for effective regional coordination.
- b. The local EOPs describe the organization and procedures used for coordinating local disaster response and recovery activities. These local EOPs may address the following:
  - Emergency decision making and the local declaration process
  - Local EOC activation, configuration, management and staffing
  - Notification and updating of staff and elected officials
  - On-scene command structure and its interface with the EOC
  - Requesting state and federal assistance
  - Overall coordination of mutual aid and resource tracking
  - Information collection, analysis and dissemination
  - Issuing situation reports, bulletins and advisories
    - Technology available in the EOC, such as WebEOC, GIS mapping, notification systems, etc.
    - Other emergency coordination functions performed in support of the event

As deemed appropriate, the EMAs in the Region will work with MARC to share their local EOPs, as appropriate.

## IV. PLANNING ASSUMPTIONS

### General Assumptions

1. In addition to the overarching coordination principles included in the RCG Base Guide, the following assumptions apply specifically to ESF #5:
  - a. Local EMAs will maintain the capability to activate, staff and manage an EOC appropriate for their community
  - b. Local EOCs will maintain the capability to exchange information with the other EMAs and EOCs in the metro area
  - c. Local EMAs will maintain a Direction and Control (or ESF #5) Annex that describes local direction and control, and information management activities
  - d. Local EMAs will include appropriate references in their local EOPs to the regional coordination protocols described in the Base Guide and ESF #5 of the RCG
  - e. Local EOCs will maintain contact with their respective State EOCs and request state and federal assistance when appropriate
  - f. Local EOCs will actively work to ensure appropriate regional coordination actions occur in support of the event
  - g. Technology such as the Internet and telephones will be available to support regional coordination activities
  - h. State EOCs and federal operational centers will be activated to support local EMA and EOC activities as required by the event

## V. CONCEPT OF OPERATIONS

### General

1. The regional coordination activities described in this section are designed to support local EOCs by enhancing their ability to effectively coordinate with the other agencies and organizations involved in the event.





2. As described in the Concept of Operations of the RCG Base Guide and summarized in **Attachment A**, the type and extent of regional coordination activities (i.e. Level 1, 2 or 3) initiated and maintained will depend on the capabilities of the jurisdictions involved and the scope and magnitude of the incident.
3. The local EMAs and organizations (i.e. Terrorism Early Warning Group, NGOs, etc.) in the Region will initiate and maintain regional coordination activities based on a recognized need to exchange and/or clarify information regarding the event; disseminate common emergency messages; provide assistance to impacted jurisdictions; participate in the coordination of multi-jurisdictional activities, as appropriate; and, under catastrophic regional conditions (i.e. Level 3), participate in the facilitation and discussions pertaining to the prioritization of resources and actions within the Region.
4. Technology will be maximized and virtual information sharing capabilities will be encouraged to accomplish regional coordination activities. Jurisdictions will maintain regional coordination primarily through the use of WebEOC, an online EOC information management tool. In addition, other technology such as teleconferencing, e-mails, facsimile, etc., as needed will be used to ensure coordination is accomplished by the jurisdictions involved.
5. In addition to the actions described in this section, **Attachment B** to ESF #5 provides a checklist of initial actions to be considered when the event involves local EOC activations and the need for regional coordination activities.

## Regional Information Sharing and Coordination Actions

Jurisdictions in the Region will use a variety of communications platforms to exchange and coordinate emergency information, such as the WebEOC regional boards.

1. As described in the RCG Base Guide, the goal of all regional coordination activities is to ensure the jurisdictions in the Region 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



## A. Regional Situation Report

1. The Kansas City Regional Situation Report is an informal process that will aid jurisdictions and/or organizations in identifying those areas of greatest damage and need. It involves gathering specific information from local county/municipal sources within the region (see **Attachment C: Kansas City Regional Situation Report** and accompanying form). As these reports are shared and analyzed, this information will assist the region in developing a common operating picture of the incident (as it relates to the region) and determine what resources and services are needed throughout the affected area.
  - **The RICG will determine the information sharing protocol for the incident**  
Because continual information is critical, the Regional Incident Coordination Group (RICG) should 1) determine how often information should be shared; and 2) determine where and how information from the form (see **Attachment C: Kansas City Regional Situation Report**) should be posted or shared (e.g. Regional Metro Key Events Board, conference call, or at designated regional coordination meetings, as determined by the RICG).

## B. Conference Calls, E-mail, HSIN Connect Webinar, Fax

1. Initial coordination of activities will likely occur through conference calls, e-mails, fax, webinars or other technology solutions. The regional technology solutions below can be accessed by all jurisdictions during emergencies:
  - **FreeConference.com Conference Line:** Dial-in Number: 1 (267) 507-0400; Access Code: 443-8270
  - **HSIN Connect Webinar:** <https://share.dhs.gov/kcricg/> (jurisdictions do not need a HSIN account to access, but can enter as guests; Webinar limited to 400 attendees)
  - **E-mail:** A listing of EOC e-mail addresses is contained in the Regional Resource Annex.

## C. WebEOC

1. To maintain coordination and information sharing activities, local jurisdictions may rely on the capabilities of the regional WebEOC boards to share essential information and provide the framework for ongoing regional coordination.
2. Local jurisdictions will work to ensure relevant information is posted to the regional WebEOC boards regarding their jurisdiction's activities in response to the event. As appropriate, local EMAs will include updating the regional boards in their EOC Standard Operating Guides (SOGs) to help ensure information is available to facilitate regional coordination activities.
3. All of the regional WebEOC boards may contain important data for local consideration. However, for regional coordination purposes, it is especially critical that the EOCs in the Region monitor and maintain the boards included in **Attachment D** and listed below:
  - a. KC Metro Regional EOC Status (sends an automatic page to EMAs in the Region notifying them of EOC activations)
  - b. KC Metro Regional Sit Rep

### c. KC Metro Regional Key Events

4. The information maintained in these boards and in the Regional Resource Board described in ESF #7 – Logistics may be useful in developing a regional perspective and common operating picture of the event, and to identify capabilities (e.g., personnel and equipment) not being used by one jurisdiction that may be used to support another jurisdiction.
5. In addition, local EOCs are responsible for ensuring the maintenance of the Regional Press Release Board and Public Information Officer (PIO) Message Board to help ensure the involved jurisdictions relay consistent emergency messages to the public. The activation of local Joint Information Centers (JICs) and the regional coordination of public information are described in ESF #15 – Emergency Public Information.
6. Depending on the ESFs implemented (i.e., the functions needed to manage the event), other regional WebEOC boards may be equally critical. For example: during an evacuation and sheltering event, local EOCs may be more concerned with the Regional Shelter Status Board, as described in ESF #6 – Mass Care, Emergency Assistance, Temporary Housing and Human Services; while a major health and medical event may require that more attention be given to monitoring the Regional Hospital Key Events Board and Hospital Status Board, as described in ESF #8 – Public Health and Medical Services; while a major power outage may require additional monitoring and updating of the Regional Utilities Outage Board, as described in ESF #12 – Energy.

## D. Physical Meetings

1. One or more jurisdictions may identify the need to have physical meetings to accomplish specific objectives. In these cases, the jurisdiction(s) requesting initiation of the meeting will work to establish a time and location suitable for those involved.
2. When requested by a designated EMA or EOC, MARC may assist (if available) in compiling information from the jurisdictions involved to help provide a regional picture of the event. When requested and available, MARC may work on behalf of a local EMA or EOC to facilitate communication and help to ensure the identification of issues potentially requiring regional coordination.

## Regional Coordination Support

1. If some jurisdictions in the Region are more heavily impacted than others, assistance may be provided to help the affected EOC(s) accomplish regional coordination activities. Any EMA in the Region may request such assistance from other jurisdictions using the protocols for initiating the Regional Coordination System described in the RCG Base Guide. See **Attachment A: Regional Coordination Guide Summary**.
2. During a Level 2 or 3 event/incident, Local EMAs from the impacted jurisdiction(s) will typically convene the Regional Incident Coordination Group (RICG), as described in the Base Guide and **Attachment A**.



## A. Regional Coordination Support Specialists:

*A key component to the Regional Coordination System is the utilization of Regional Coordination Support Specialists. These specialists will serve to augment staff, provide critical services in their areas of expertise, and provide subject-matter expertise, as needed, to the impacted jurisdictions in need of assistance.*

1. The specific responsibilities of the individuals providing assistance to other jurisdictions (referred to as Regional Coordination Support Specialists) will be based on the event and the needs of the jurisdiction requesting assistance. The EMAs in the metro area are working to train their personnel on the use of WebEOC, thereby helping to ensure adequate personnel are available to assist in accomplishing regional coordination activities.
2. **Regional Coordination Support Specialists - Staff Augmentation and Subject Matter Expertise:**

In some cases, assistance in accomplishing regional coordination activities will be provided by EMA personnel from unaffected or lesser affected jurisdictions in the Region. However, when requested by the jurisdiction in need of support, Regional Coordination Support Specialists may also include departmental or agency representatives with a key role in the event (e.g., public health, transportation, law enforcement, TEW Group, fire, public information, volunteer agencies, hospitals, utilities and others).

  - When supporting local jurisdictions, Regional Coordination Support Specialists will serve to augment staff, as appropriate, or provide technical subject matter expertise.
  - To the extent possible, the deployment of Regional Coordination Support Specialists will be made through established memorandum of understanding protocols, as appropriate.
  - Regional Coordination Support Specialists will be deployed at the discretion of the jurisdictions. When deployed for short periods of time or during the initial onset of an incident, jurisdictions in the Region may decide to provide support personnel (if available and practical) to other jurisdictions in need of assistance without expectation of reimbursement. This may especially be the case when a state declaration has not been issued. In all cases, the terms/agreement concerning the utilization of Regional Coordination Support Specialists will be between the two jurisdictions.
  - Time spent by all personnel deployed to provide regional coordination assistance should be carefully tracked and recorded separately to help ensure appropriate records are available in the event reimbursement is made available. As needed and appropriate, jurisdictions are encouraged to develop appropriate memoranda of understanding detailing the provision of mutual aid assistance to other jurisdictions in emergencies.
  - The individuals serving as Regional Coordination Support Specialists may work in a virtual environment (i.e., via WebEOC, conference calls, emails, etc.), or they may be deployed to local EOCs to work on behalf of the affected jurisdiction(s) to assist with regional coordination and other activities as requested.
3. **Regional Coordination Support Specialists - RICG Support Staff:**

Regional Coordination Support Specialists may also be utilized to serve as support staff in the event the RICG determines the need to activate a physical location to coordinate activities (e.g. Level 3).

During a significant incident, it is likely that support staff will be needed to assist the RICG in the following actions:

- a. Facility setup and maintenance
- b. Developing and maintaining a common operating picture for the region
- c. Monitoring and entering information in the WebEOC regional boards
- d. Developing an overall strategy and if appropriate, an Incident Action Plan (IAP) for ongoing regional coordination activities
- e. Other activities as requested by the RICG

## **B. Alternate EOCs and Central Coordination Facilities**

1. Jurisdictions will develop appropriate memoranda of understanding (MOUs), if it is agreed that one jurisdiction's EOC will serve as the alternate EOC for another jurisdiction. If a jurisdiction's primary and alternate EOCs are unable to function, the EOCs and resources of other participating EMAs in the Region may be used to provide support.
2. In addition to pre-existing MOUs, upon request, an unaffected EOC may provide physical space and/or communications capabilities to support another jurisdiction's EOC operations. Such support may also include the provision of mobile resources (e.g., communications vehicles, generators, etc.), as practical and appropriate for the incident.
3. If the emergency affects several EOCs in the Region, a central coordination facility may be established in an unaffected (or less affected) jurisdiction to support the local EOC operations of affected jurisdictions. This strategy may allow local jurisdictions to pool resources in order to accomplish critical emergency services. For more information, see the "Catastrophic Incident Annex" currently under development.
  - The Federal Catastrophic Incident Annex may be reviewed at:  
[http://www.fema.gov/pdf/emergency/nrf/nrf\\_CatastrophicIncidentAnnex.pdf](http://www.fema.gov/pdf/emergency/nrf/nrf_CatastrophicIncidentAnnex.pdf)

Source: Federal Emergency Management Agency

  - In addition, the State of Missouri published a Catastrophic Incident Annex as part of their State EOP – local jurisdictions may obtain a copy by contacting the Missouri State Emergency Management Agency (SEMA). Request the Missouri EOP - NMSZ OPLAN.

The State of Kansas is currently working to develop a similar Incident Annex as part of the Kansas Response Plan (KRP).
4. During a Level 2 or 3 incident in the Region, the Regional Incident Coordination Group may identify and establish a physical regional coordination location to facilitate regional coordination activities, as appropriate.

## Recovery Activities

The involved jurisdictions will continue regional coordination activities as needed into and throughout the recovery phase. Regional coordination actions in the recovery phase will include the continued posting of information to the WebEOC regional boards and the sharing of information between jurisdictions. For more information, see ESF #14 – Community Recovery.

# VI. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

## Coordinating Agencies (Local EMAs)

Local Emergency Management Agencies will serve as the Coordinating Agency for ESF #5 activities - EMAs are tasked with working to ensure regional coordination actions are accomplished.

1. Local Emergency Management Agencies (EMAs) in the metro area will coordinate overall ESF #5 activities in their jurisdictions and are tasked with working to ensure regional coordination by:
  - a. Including up-to-date information regarding local EOC activities in the regional WebEOC boards.
  - b. Initiating and maintaining 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.
  - c. Considering the potential pooling of local resources to meet a regionally identified need (e.g., mass care operations).
  - d. Initiating communications with other jurisdictions regarding the availability of resources to support emergency operations.
  - e. Maintaining ongoing communications with other jurisdictions, such as conference calls and meetings to help ensure regional coordination.
  - f. Working to ensure consistent and useful emergency public information is released by all of the jurisdictions involved.
  - g. Providing information to state and federal agencies regarding the need for additional resources and serve as a liaison with state and federal entities.



- h. Coordinating the activities of the Cooperating Agencies to ensure regional issues are considered during local EOC operations.
  - i. Ensuring the Cooperating Agencies provide information as needed for the regional WebEOC boards.
  - j. Work to ensure appropriate record-keeping procedures are in place to appropriately track emergency-related expenditures and personnel use.
2. **Attachment B** to this ESF includes a first hour checklist for regional emergencies, which may be used by the ESF #5 Coordinating Agencies to determine regional response priorities.

## Cooperating Agencies

*(All Government, Volunteer and Private Sector Agencies and Organizations with Emergency Responsibilities)*

1. As needed, Cooperating Agencies will provide resources, personnel and special expertise to support ESF #5 activities. Cooperating Agencies are tasked with working to ensure regional coordination by:
  - a. Providing information regarding their activities for the regional WebEOC boards.
  - b. Communicating with the Cooperating Agencies in other jurisdictions regarding ESF #5 related issues.
  - c. Considering the potential pooling of local resources to meet a regionally identified need.
  - d. Participating in regional coordination activities, such as conference calls and meetings.
  - e. Maintaining communications with agencies in other jurisdictions regarding the availability of resources to manage emergency activities.
  - f. Working to ensure consistent and useful emergency public information is provided regarding agency activities and coordinating the release of information with the other jurisdictions in the Region.

## All Coordinating & Cooperating Agencies

1. Will accomplish the following additional tasks in support of ESF #5 activities:
  - a. Provide ongoing status reports as requested by local EOCs and EMAs.
  - b. Include regional coordination activities in their standard operating procedures, guidelines and/or checklists.
  - c. When requested, deploy representatives to local EOCs to serve as Regional Coordination Support Specialists.
  - d. Maintain up-to-date rosters for notifying personnel and 24-hour staffing capabilities.





- e. Ensure appropriate personnel are trained in NIMS and the use of WebEOC.
- f. Perform other emergency actions as requested by local EOCs and EMAs.

## VII. ATTACHMENTS

- A. Regional Coordination Guide Summary
- B. First Hour Checklist for Regional Emergencies – Information and Planning
- C. Regional Sit Report
- D. Regional WebEOC Boards

### **Regional Resource Annex**

The following ESF 5 related items are maintained in the Regional Resource Annex.

- 1. Local EMAs and EOCs in the Region



## 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.

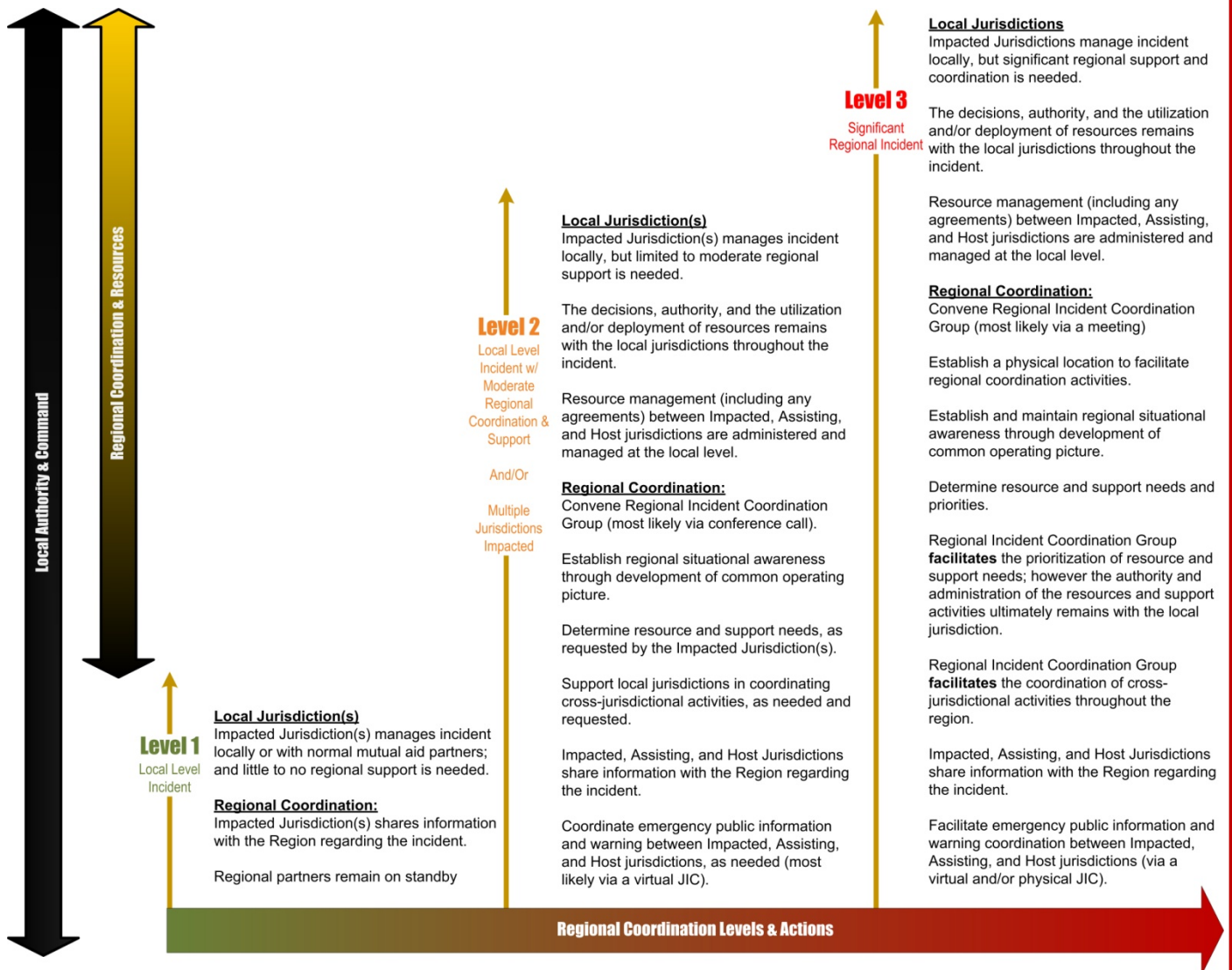
### **Notice and No-Notice Incidents (Hazards and Threats)**

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 – Information and Planning

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 5 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**).

### Determining ESF #5 (Information and Planning) Initial Response Actions

- Activate the local EOC and call-up the EOC Team as needed.
- Maintain communications with the State EOC and request state assistance if dictated by the situation.
- Work to coordinate the activities of all responding agencies.
- Initiate RCS, as appropriate (see Attachment A and RCG: Base Guide)
- Develop an Incident Action Plan (IAP) and submit appropriate situation reports to the region and state.
- Ensure personnel are available for 24-hour staffing of the EOC.
- Consider sharing resources and personnel with other jurisdictions in the region.
- Consider pooling regional resources and personnel to open facilities (e.g., shelters, alternate care sites, etc.) to serve more than one jurisdiction in the region.



# Attachment C. Regional Situation Report

## Kansas City Regional Situation Report

The Kansas City Regional Situation Report should begin immediately after the onset of a major incident so as to identify those areas of greatest damage and need. It involves gathering information from local county/municipal sources and focuses on timeliness and quantity of information (see Form: Kansas City Regional Situation Report). As these reports are shared and analyzed, this information will assist the region in developing a common operating picture of the incident (as it relates to the region) and determine what resources and services are needed throughout the affected area.

### Determine Information Sharing Protocol for the Incident

Because continual information is critical, the Regional Incident Coordination Group (RICG) should 1) determine how often information should be shared; and 2) determine where and how information from the form below should be posted or shared (e.g. Regional Metro Key Events Board, conference call, or at designated regional coordination meetings, as determined by the RICG).

<b>FORM: Kansas City Regional Situation Report</b>	
<b>Guidelines:</b>	
The following form can be shared with regional partners and/or can be utilized in guiding verbal regional situational assessments regarding the affected jurisdiction(s) during regional conference calls and/or meetings. This form highlights the key items that should be discussed in order to develop a common operating picture for the region during a major incident/event.	
<b>Incident:</b>	
<b>Date:</b>	
<b>Time:</b> <i>(indicate the approximate time this form was completed)</i>	
<b>Jurisdiction:</b>	<b>Reported By (Name):</b>
<b>Provide Descriptive Location or Address of Incident</b> <i>(as applicable)</i>	
<b>Estimated Time of Incident</b> <i>(as applicable)</i>	<b>Cause of Incident</b> <i>(as applicable)</i>



<p><b>Indicate Extent of Damages</b></p> <p><u>Access to impact area and road conditions</u></p> <p><u>Utility Status</u></p> <p><u>Damage or issues pertaining to Critical Infrastructure and Key Resources</u></p> <p><u>Damage or issues pertaining to residential structures</u></p> <p><u>Damage or issues pertaining to businesses</u></p>	<p><b>Indicate Extent of Injuries, Illness, and/or Fatalities</b> <i>(as applicable)</i></p> <p><u>Estimated Fatalities</u></p> <p><u>Estimated Injuries</u></p>
<p><b>Indicate Department/Organization specific operations that have been impaired in your jurisdiction</b> <i>(as applicable)</i></p>	<p><b>Indicate Immediate Concerns</b></p>
	<p><b>Indicate Immediate Needs</b> <i>(i.e. search and rescue, security, medical, water, food, etc.).</i></p>
	<p><b>Indicate Immediate Priorities</b> <i>(i.e. life safety, debris removal, mass care, etc.).</i></p>
<p><b>What actions have already been taken and by whom?</b> <i>(ESFs and/or operations that have been activated locally; EOC activation, etc.)</i></p>	
<p><b>Comments/Additional Information</b></p>	

# Attachment D. Regional WebEOC Boards

## SAMPLE – REGIONAL EOC STATUS BOARD

KC Metro Regional EOC Status						
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.						
Last Updated	Agency	Status	Incident Working	Main Phone Line	More Info	Update
09/25/2007 09:46:46	Cass County	0 Not Activated			<a href="#">Details</a>	<a href="#">Update</a>
08/22/2007 09:49:21	Clay County	0 Not Activated			<a href="#">Details</a>	<a href="#">Update</a>
09/26/2007 10:29:54	Jackson County	0 Not Activated			<a href="#">Details</a>	<a href="#">Update</a>
09/30/2007 18:36:02	Johnson County	0 Not Activated		913-782-3038	<a href="#">Details</a>	<a href="#">Update</a>
09/29/2007 13:52:43	KCMO	0 Not Activated		816.784.9300	<a href="#">Details</a>	<a href="#">Update</a>
08/22/2007 09:49:57	Leavenworth County	0 Not Activated			<a href="#">Details</a>	<a href="#">Update</a>
08/22/2007 09:50:12	Platte County	0 Not Activated			<a href="#">Details</a>	<a href="#">Update</a>
08/22/2007 09:50:03	Wyandotte County	0 Not Activated			<a href="#">Details</a>	<a href="#">Update</a>

Local agencies and organizations should contact the Emergency Management Agencies (EMAs) in their jurisdictions for specific login information to WebEOC and access to the appropriate boards.





SAMPLE – REGIONAL KEY EVENTS BOARD

**KC METRO REGIONAL KEY EVENTS**

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.

<b>09/11/2007 16:40:11</b>	KCMO EOC is securing No significant events	
<b>By: SB</b>		
<b>Position: KC-Master Control</b>		<b>Entry ID: 581</b>
<b>09/11/2007 08:40:02</b>	On the direction of the Director of Emergency Mgmt, D.A. Christian, the EOC has been activated at level 1 to monitor 9-11 observances and events of the day.	
<b>By: S Bean</b>		
<b>Position: KC-Master Control</b>	EOC	<b>Entry ID: 580</b>
<b>08/29/2007 14:04:15</b>	test and another test	
<b>Cass County</b>		
<b>By: Anne Carmack</b>		
<b>Position: 123</b>	123	<b>Entry ID: 572</b>

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SAMPLE – REGIONAL SITUATION REPORT (SITREP) BOARD

**KC METRO REGIONAL SIT REP BOARD**

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.

Sit Rep Number	Jurisdiction	Incident Type	Injured	Dead	Missing	Evacuated	Sheltered	Details
		<b>Regional Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

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