CALLOWAY COUNTY, KENTUCKY EMERGENCY OPERATIONS PLAN

Prepared by:

Calloway County Office of Emergency Management

Revised May 2024

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Signatories to the Calloway County Emergency Operations Plan (EOP)

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

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

Kenneth C. Imes
Calloway County Judge Executive

Date 6/19/24

Mayor Bob Rogers
City of Murray

Date 7/1/24

Mayor Lori Charlton
City of Hazel

Date 1 July 2024

Josh A. Kerr, Director
Calloway County Office of Emergency Management

Date 6/19/24

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Record of Revisions and Changes

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

Record of Distribution

Name	Tittle	Agency	Date of Delivery	# of Copies Delivered

Introduction

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

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

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

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

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

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

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

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

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

Purpose

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

- reduce the loss of life and property of Calloway County residents, property owners, businesses, and visitors due to natural, technological and/or made disasters

- provide an efficient and comprehensive structure that is compliant with the National Incident Management system

- manage emergency operations within Calloway County by coordinating the use of available governmental, private, industrial, civic, and volunteer resources

- assist Calloway County in recovering from emergency situations through an immediate and coordinated restoration and rehabilitation of affected persons and properties.

Scope

The scope of this plan:

- establishes official policies, program strategies and planning assumptions for disaster preparedness, response, recovery, and mitigation

- provides a county-wide scope and encompasses coordination with the governments and resources of Calloway County, the City of Murray and the City of Hazel

- provides an all-hazard organizational structure for emergency operations

- provides basic direction and control for all levels of a disaster to establish a consistent and unified approach to emergency management operations

- assigns specific functional responsibilities to the appropriate local departments and agencies in Calloway County, City of Murray and City of Hazel, as well as groups from the private sector and volunteer organizations

- defines the means of coordinating municipal, state, and federal partners to achieve the maximum utilization of available resources

Situation Overview

The following describes how Calloway County has prepared for disasters:

- Calloway County Office of Emergency Management is the lead emergency planning agency for Calloway County and has developed basic planning policies, guidelines, and an Emergency Operations Plan

- the Calloway County Judge Executive and/or the Mayor of Murray and/or the Mayor of Hazel will declare a local State of Emergency in their respective jurisdictions in consultation with the Calloway County Emergency Management Director

- the Emergency Operations Plan is maintained by the Calloway County Emergency Management Director and is updated in accordance with KRS Chapter 39B.060, 106 KAR 1:201, and guidelines from the Kentucky Division of Emergency Management

- the Emergency Operations Plan is distributed to all Emergency Operations Center (EOC) staff, support staff, and upon request to appropriate parties, and is available on the Calloway County Office of Emergency Management website at www.callowaycountyky.gov

- the Emergency Operations Plan outlines primary organizational structure, roles, and responsibilities of all partner agencies

- each Emergency Support Function (ESF) has been developed through planning sessions and is continually reviewed by the primary agency

- each lead and support agency is required to develop, update, and distribute operational procedures and ensure consistency with the Emergency Operations Plan and define specific internal procedures

- the Emergency Operations Plan will be updated as changes occur or according to state and federal requirements

- the Calloway County Director of Emergency Management will act for the Chief Elected Official(s) to coordinate incident response by and between all county/local agencies and all local political subdivisions in conformance with KRS Chapter 39B

Planning Situations and Assumptions

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

- a disaster may occur with little or no warning and may escalate rapidly

- disaster effects may extend beyond county boundaries and many areas of the state may experience casualties, property loss, disruption of normal life support systems, and loss of regional, economic, physical, and social infrastructures

- emergency response personnel may become casualties and experience damage to their homes and personal property and become "victims" of the disaster

- disasters differ in character by magnitude, severity, duration, onset, distribution, area affected, frequency, and probability, increasing the difficulty of plan development

- all organizations in Calloway County will continue to respond to disaster events utilizing SOPs until deterioration occurs of effective inter- and intra-organizational communications, involvement of multiple response agencies becomes essential, and/or internal resources are exhausted

- the Emergency Management command and control structure in Kentucky is based on a bottom-up approach to response and recovery resource allocation - municipal organization to the Calloway County EOC, to the State EOC, to the federal government - with each level exhausting its resources prior to elevation to the next level

- disaster support from agencies outside the county may take 72 hours or more to arrive

- effective disaster preparedness requires continual public awareness and education programs to enable citizens to take appropriate action

- evacuation and shelter strategies must be based on citizen cooperation, best-available shelter options until the shelter deficit can be reduced, and a regional approach to evacuation decision making is effectively implemented

- convergent groups of responders, public, and outside resources hinder the local effort. This includes traffic congestion, unsolicited supplies and donations, and extra strain on degraded lifelines and facilities

- there may be competition among citizens and communities for scarce resources

- the Cities of Murray and Hazel will integrate their operations with the county

- given limited transportation capacity, a large vulnerable regional population, and a shelter deficit, evacuation time may be insufficient to meet clearance time thresholds for regional evacuations

- some form of inter- and intra-county communications is available including communications with the State EOC

- local resources will be made available to respond to incidents affecting any area of the county

- local governments will fully commit their resources before requesting assistance from the state, but may be unable to satisfy all emergency resource requests during an incident

- state assistance will be requested when incident response relief requirements exceed the county's capability. State assistance will be provided under the provisions of the National Response Framework (NRF)

- the federal government will provide funds and assistance to areas of the County declared major disaster areas by the President

Phases of Emergency Management

Four Phases of Emergency Management

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   MITIGATION   ───────────▶   PREPAREDNESS
       ▲                            │
       │                            ▼
    RECOVERY    ◀───────────    RESPONSE
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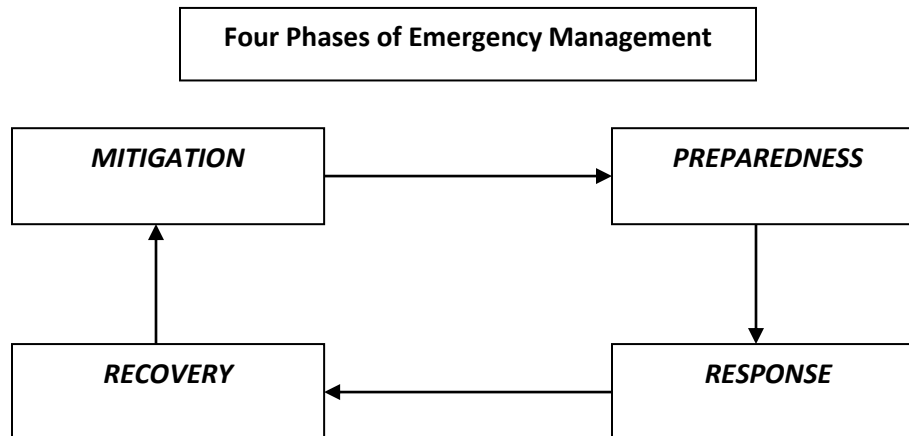
There are many common features of technological and natural disasters and attack, suggesting that many of the same management strategies can apply to all emergencies. The comprehensive management of emergency situations occurs in four phases.

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

Mitigation

Mitigation is the cornerstone of emergency management and consists of the continuing activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation measures are often developed in accordance with lessons learned from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard-related data to determine where it is safe to build or locate temporary facilities. Mitigation can include efforts to utilize temporary facilities. Mitigation can include efforts to educate governments, businesses, and the public on measures they can take to reduce loss and injury.

Preparedness

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

Response

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

- applying intelligence and other information to lessen the effects or consequences of an incident
- increased security operations
- continuing investigations into the nature and source of the threat

- ongoing public health and agricultural surveillance and testing processes

- immunizations, isolation, or quarantine

- specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice

Recovery

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

- identify needs and define resources

- provide housing and promote restoration

- address long-term care and treatment of affected persons

- implement additional measures for community restoration

- incorporate mitigation measures and techniques, as feasible

- evaluate the incident to identify lessons learned

- develop initiatives to mitigate the effects of future incidents

Hazard and Threat Analysis Summary

Calloway County is located in Western Kentucky, just west of Kentucky Lake (Tennessee River, impounded by Kentucky Dam.) The county covers 386 square miles with a population of 37,103 (U.S. Census Bureau, 2020).

County Demographics (2020 Census)

County Seat: Murray

Total Population: 37,103

Total Square Miles: 386

Total Housing Units: 17,874

       Total Own: 9,539

       Total Vacant: 3,069

       Total Rent: 5,266

Cities in County

The following communities are located within Calloway County:

       City of Murray

       City of Hazel

Critical Infrastructure

       College/University:

              Murray State University

       Hospitals:

              Murray-Calloway County Hospital | 803 Poplar Street | Murray

       Skilled Nursing/Assisted Living Facilities:

              Spring Creek Post Acute Care & Rehab | 1401 South 16th Street | Murray

Brookdale Senior Living Center | 905 Glendale Road | Murray

Hickory Woods Senior Living Center | 84 Utterback Road | Murray

Southern Grace Assisted Living | 549 Robertson Road South | Murray

Murray Independent School District:

Murray Elementary School | 111 Broach Street | Murray

Murray Middle School | 801 Main Street | Murray

Murray High School | 1800 Sycamore Street Murray

Murray/Calloway County Technology Center | 126 Robertson Road South | Murray

Calloway County School District:

Calloway County Preschool | 2106-A College Farm Road | Murray

East Calloway Elementary School | 1169 Pottertown Road | Murray

North Calloway Elementary School | 2928 Brinn Road | Murray

Southwest Calloway Elementary School | 3426 Wiswell Road | Murray

Calloway County Middle School | 2112 College Farm Road | Murray

Calloway County High School | 2108 College Farm Road | Murray

Calloway County Alternative Instructional Facility | 2003 College Farm Road | Murray

Childcare Facilities:

Busy Bee's Child Care | 350 Utterback Road | Murray

Canterbury Day School | 1501 Chaucer Drive | Murray

Christian Childcare Center | 810 Whitnell Avenue | Murray

Creative Beginnings of Murray | 905 Poplar Street | Murray

Farmington Y's Guys | 7730 State Route 121 South | Farmington

First Baptist Church Mother's Day Out | 203 South 4th Street | Murray

Harbor Kids Learning Center | 2771 State Route 94 East | Murray

Kidz Korner Learning Center | 4185 Wiswell Road | Murray

Kingdom Kids Learning Center | 207 Robertson Road South | Murray

Lily Pad Learning Center | 1616A 121 North | Murray

Milestones Learning Center | 310 CC Lowry Drive | Murray

Murray Early Head Start | 110 Alexander Hall | Murray

Shining Stars Daycare | 309 Chestnut Street | Murray

Under the Son Learning Center | 109 South 13th Street | Murray

Summary

Calloway County has come to understand the risks of terrorism and natural hazards in a variety of ways. Our greatest experience lies in the area of dealing with the effects of natural hazards, particularly weather-related incidents. Since 2015, Calloway County has had 6 Presidential Declarations surrounding such weather-related incidents. Calloway County has also responded to disaster events in other Kentucky counties on a consistent basis.

Being situated far from the state capitol, as well as being located in a region with potential to be isolated from much of the state due to surrounding rivers, requires this county to be ready to respond in the event of natural hazards or man-made actions that threaten the safety of the public; and to have mutual aid agreements in place. The County is fortunate to have a strong cadre of professional and volunteer responders, and the support of and resources at Murray State University, where the county's Emergency Operations Center is activated when needed.

A comprehensive Hazard Analysis that focuses on natural hazards, with much supporting detail, has been compiled by the Purchase Area Development District (PADD) and may be found in their "Jackson Purchase Hazard Mitigation Plan", revised 2023. An abbreviated analysis that also includes non-natural hazards follows below.

Hazard Analysis

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

- severe weather;
- earthquake
- hazardous materials incidents;
- transportation issues;
- energy-related issues
- terrorism; and
- dam failure

Severe Weather

Since January 2013 Calloway County experienced the following weather-related events:

- 11 Tornados
- 25 Flash Flooding Events
- 37 High/Strong Wind Events
- 5 Cold/Wind Chill Events
- 8 Excessive Heat Events

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

Calloway County has experienced other events as well that have not risen to the level of Presidential Declarations, which serve as keen reminders of the county's vulnerabilities requiring planning and preparation for response. The National Weather Service has recorded 11 tornados in Calloway between January 2013 and October 2023. While most of these have been weak tornados, historical records show 1964 and 1968 each saw an F-4 storm. A greater number of severe thunderstorms have occurred, which can leave significant damage. Winter storms can also be very disruptive. Flooding is an occasional threat, more from flash flooding of roadways than from out-of-bank waterways inundating homes.

Earthquake

The earthquake threat is significant, but fortunately Calloway County has not experienced a damaging earthquake in modern history. However, the County is situated in an area that may be affected at any time by a damaging earthquake along the new Madrid Fault or the Wabash Fault, or an uncharted fault. The damage resulting from any earthquake depends upon the location of the earthquake's epicenter and the amount of energy released. Should there be a repeat of the great 1811-1812 New Madrid event it is likely that catastrophic damage would result to far western Kentucky, extending into Calloway.   An Incident-Specific EOP has been drafted to plan for this possible occurrence.

Hazardous Materials

Calloway County has one major chemical plant and 10 additional facilities reporting to the State Emergency Response Commission and the Calloway County Emergency Planning Committee that they manufacture, store, or used one or more of the substances covered in Section 302, Title III of Public Law 99-499, Emergency Planning and Community Right-To-Know Act of SARA.   Individual emergency response plans (formerly known as "Tab Q-7 Plans") have been developed for each of these 11 facilities and are included in the Incident-Specific annex. In addition, typically 20 to 30 "Tier-2" facilities that have a significant but lower risk register with the LEPC each year as required by law. Several minor hazardous materials incidents typically occur each year.

Calloway County also has a major underground gas pipeline that could present a fire and hazardous materials situation.

As a result of these hazards, Calloway County, the City of Murray, and Murray State University support and participate in HazMat-1, a specialized team of trained and certified hazmat technicians and support personnel from the region fire departments and industry.   This regional team has equipment housed at Paducah. The County has also adopted a Hazardous Materials Release Cost-Recovery Ordinance (03-0218-B).

Transportation

Calloway County has no Interstate or other controlled-access major transportation routes. US 641 north-to-south of Murray, and Kentucky route 80 east-to-west, are four-lane vital arteries that cross through Calloway County. The other significant highways that cross the County are Kentucky 94 and 121. Limited detour routes are the case in several locations, so major vehicle collisions and resulting road closures or closures due to severe weather can cause significant disruption in transportation.

One railroad spur line runs south from the industrial park area just north of Murray, into Tennessee. There are no through-lines. Rail traffic is very limited.

Kentucky Lake, on the east side of Calloway County, serves as a significant water transportation artery. The Port of Murray serves as a barge-loading facility for grain.

Calloway County has one public airport, Kyle-Oakley Field, located just north and west of Murray. There are two known privately owned and operated air strips in rural Calloway County.

In terms of transportation issues that may require emergency action, blockage of highways is the primary concern. A related issue is the fact that due to numerous waterways Calloway County has a large number of bridges. Loss of a bridge can result in transportation impediments for months.

Energy-Related Issues

Modern life and commerce is highly dependent on the reliable supply of energy resources. Calloway County was harshly reminded of this fact during the January 2009 Ice Storm, when the TVA electrical feed to the entire County and region was lost for several days. This electrical outage also disrupted the ability of petroleum outlets to supply gasoline and diesel fuel. A number of possible events could trigger similar or even worse energy disruptions: winter storms or tornadoes, earthquake, terrorist action, industrial accidents or equipment failures, etc. Energy supply is also dependent on international political and economic factors. Long-term or widespread energy loss will result in significant community disruption that will require emergency response. This may include rationing, acquisition of

emergency supplies or equipment, etc. Mitigation measures for backup supplies (generators, fuel storage, etc) have been taken for critical facilities, but these are relatively short-term in effectiveness.

Terrorism

Being located well away from metropolitan areas and sites of national prominence, it is tempting to consider Calloway County as being invisible to terrorists. However, even a home-grown deranged person can create great havoc and casualties, as tragic news stories frequently remind us. Firearm use is conceivable, as is CBRNE (Chemical, Biological, Radiological, Nuclear, Explosives) which are agents that may be illegally employed to promote a specific philosophy or goal. Possible targets in the County include transportation corridors, historical sites, government and education centers, industrial plants, energy storage sites, water treatment plants, and agricultural production sites. An area that has to be considered as a possible focal point is the Murray State University campus. The Hester Hall dormitory at MSU suffered an arson fire in 1998 that resulted in one fatality and one severe injury. Several hoaxes or false alarms, i.e. "white powder" incidents or bomb threats, have occurred on or near campus. Similar false-alarm events have occurred at the public schools. Any claim or report of a terrorist-type device must be taken seriously and investigated, and this will require the attention of law-enforcement and other responders and will produce economic disruption and inconvenience to the public.

Dam Failure

Calloway County has no major dams but does have 5 low-risk and 2 moderate-risk small dams which present potential risks to the community. Major dams in the surrounding region are Kentucky Dam and Barkley Dam; any failure of these would not bring flooding to Calloway, but failure of Kentucky would have economic disruption from loss of tourism, damage to boating infrastructure, and bank destabilization. Pickwick Dam is upstream on the Tennessee River and empties into Kentucky Lake, which is the eastern border of Calloway County. Failure of Pickwick Dam could potentially bring minor to moderate flooding to the eastern portion of the County.

For more detailed information on the hazards and threats within Calloway County and the impacts they can have on its communities, reference the Jackson Purchase Hazard Mitigation Plan.

Concept of Operations

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

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

Organization and Assignment of Responsibilities

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

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

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

ICS with ESF Integrated
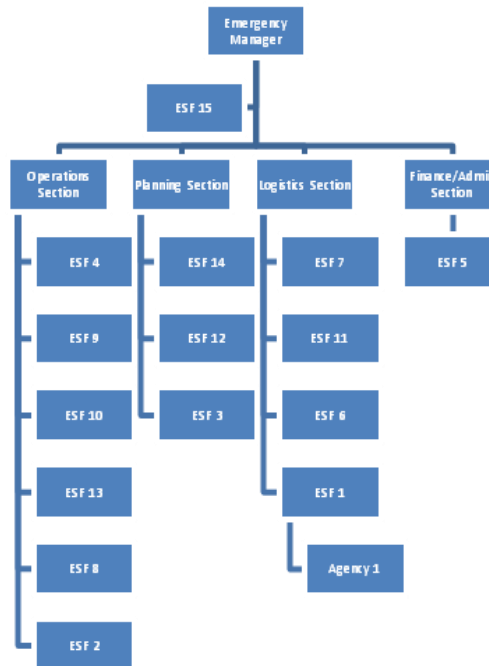
Federal Government

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

State Government

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

Local Government

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

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

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

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

- ensure that all employee work areas are safe, clear of equipment and supplies, which may compromise access/egress routes, and that no equipment or supplies can injure employees

- participate in emergency management training, drills, and exercises to test County plans and procedures

- train department employees on disaster plans and procedures to ensure operational capabilities and facilitate an effective response

- ensure that equipment and tools are protected from seismic activity (computer and file server tie-downs, secure file cabinets, shelving, and storage areas, etc.)

- ensure that adequate disaster supplies and equipment are available for department staff

- develop mutual support agreements with other "like" departments or organizations in other jurisdictions

- develop procedures to re-establish department operations, including notification of critical personnel, assessment of damage and resources, relocation of critical department functions, and estimated time to open for business

- provide department resources (supplies, equipment, services, personnel), as coordinated through the EOC

- develop procedures to document all costs of disaster response and recovery

Calloway County Government

The roles and responsibilities of Calloway County government includes:

- providing for continuity of the county in order to continue legislative duties

- passing ordinances and motions pursuant to emergency proclamations

- appropriating revenue and expenditures as needed for disaster mitigation, preparedness, response, and recovery

- conducting public meetings and actions to assist in reassuring and informing the public, and identifying public needs

- providing for auditing of the emergency financial operations of county government and for emergency performance audits

- assisting in public information and the dissemination of emergency information through county offices, coordinated with the Emergency Operations Center and Public Information Officers

- directing citizen's requests for assistance to appropriate governmental agencies

- providing public information officers or support personnel as required

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

- re-establishing county operations

- providing resources (supplies, equipment, services, personnel), as coordinated through the EOC

- supporting response and recovery activities as required

Calloway County Judge Executive and Magistrates

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

- formulating major policy decisions for the county

- preserving the continuity of the executive branch of county government

- coordinating emergency operations and provide liaison as required

- coordinating and managing the use of all available resources in the county

- issuing emergency proclamations for the county when needed

- reporting damages of department facilities, equipment, or resources to the Calloway County Emergency Operations Center

- requesting Mutual Aid for the county when needed
- requesting support for the county from the Kentucky Division of Emergency Management

Calloway County Office of Emergency Management

The roles and responsibilities of the Calloway County Office of Emergency Management include:

- establishing and managing the Emergency Operations Center (EOC)
- advising and assisting county and city officials on direction and control of emergency operations and acting as liaison with appropriate organizations, as required
- acting as coordinating agent and preparing requests for emergency resources to the Commonwealth of Kentucky Division of Emergency Management or Federal agencies
- providing advice and assistance for the preparation and dissemination of emergency information
- collecting emergency operations information, analyze data, and prepare operational reports
- coordinating with the Department of Military Affairs and Commonwealth Office of Technology to ensure that a system of communications is in place that is capable of meeting the emergency operations requirements of county government
- maintaining, operating, coordinating, and recommending the appropriate use of Emergency Alert System (EAS) messages through the National Weather Service as it pertains to the county
- advising executive heads of Calloway County Fiscal Court, the City of Murray and the City of Hazel on direction and control of their emergency operations, and coordination with county operations and plans
- acting as Applicant Agent for Calloway County in the recovery process following a Presidential declared disaster
- advising Calloway County officials on emergency administrative and recovery procedures and requirements
- developing and coordinating the preparation and use of emergency plans necessary to county government's accomplishing essential emergency management phases of mitigation, preparedness, response, and recovery
- advising and assisting Calloway County officials in obtaining and using military support to civil authority.

Murray-Calloway County EMS

The roles and responsibilities of the Murray-Calloway County Emergency Medical Services include:

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

Calloway County Sheriff's Office

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

- coordinating crime prevention and detection programs and the apprehension of criminals
- providing efficient service to the public through crowd and traffic control, emergency aid and safety programs
- preventing and controlling civil disorder

- providing security to the Calloway County EOC, shelters, food and water distribution staging areas, and transportation, as needed

- providing personnel and equipment to assist in the rapid dissemination of warnings and emergency

- providing the use of available resources required to conduct search and rescue

- reporting damages of department facilities, equipment, or resources to the Calloway County Emergency Operations Center

- providing representatives to the Emergency Operations Center as required

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

- supporting response and recovery activities

- returning department activities to normal levels unless involved with recovery activities

Calloway County 911 Dispatch

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

- working with appropriate telephone companies to assure high quality and continuous operation of the 911 system, and the timely restoration of 911 services in the event of service disruption

- reporting damages of department facilities, equipment, or resources to the Calloway County Emergency Operations Center

- providing representatives to the Emergency Operations Center as required

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

- supporting response and recovery activities

- returning department activities to normal levels unless involved with recovery activities

Calloway County Road Department

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

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

- closing flooded and damaged roadways

- providing repairs to damaged roadways

- providing personnel and equipment to assist in the rapid dissemination of warnings and emergency

- reporting damages of department facilities, equipment, or resources to the Calloway County Emergency Operations Center

- providing representatives to the Emergency Operations Center as required

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

- supporting response and recovery activities

- returning department activities to normal levels unless involved with recovery activities

Calloway County Attorney

The roles and responsibilities of the Calloway County Attorney include:

- advising Calloway County government officials on legal matters relating to emergency management authority and responsibility

- representing Calloway County government in all criminal and civil proceedings in which it may be a party, as a result of emergency planning and operations

- reporting damages of department facilities, equipment, or resources to the Calloway County Emergency Operations Center

- providing a representative to the Emergency operations Center when required

- providing public information officers or support as required

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

- supporting response and recovery activities

- returning department activities to normal levels unless involved with recovery activities

Calloway County Treasurer/Finance Officer

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

- providing assistance in the preparation of Calloway County government emergency operating reports by providing budgetary, fiscal and program development analysis, and data relevant to emergency operations and management provided by Calloway County government

- reporting damages of department facilities, equipment, or resources to the Calloway County Emergency Operations Center

- providing representatives to the Calloway County Emergency Operations Center as required

- providing public information officers or support personnel as required

- assisting in collecting information and compiling data for operational reports necessary to emergency resources

- returning department activities to normal levels unless involved with recovery activities

- providing assistance in emergency financial management

- providing assistance in the preparation of Calloway County government emergency financial reports

- providing for the receipt, disbursement and accounting of federal and other funds provided to Calloway County government for emergency welfare services

- providing emergency procedures for purchasing of equipment and supplies needed by all county Departments and other outside governmental agencies required to provide county government emergency services

- planning for and developing procedures to manage disaster procurement operations and staging areas as part of the EOC Logistics Section

- providing representatives to the Calloway County Emergency Operations Center as required

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

- supporting response and recovery activities

Calloway County Clerk

The roles and responsibilities of the Calloway County Clerk include:

- establishing and making available services to Calloway County agencies for the protection of Vital Records

- consulting with agencies regarding the management of Vital Records

- reporting damages of department facilities, equipment, or resources to the Calloway County Emergency Operations Center

- providing agencies with guidelines for recovery of records after an emergency

- assisting agencies in the recovery of damaged records after an emergency when feasible

- providing resources for elections as soon as is feasible

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

- supporting response and recovery activities

- returning office activities to normal levels unless involved with recovery

Calloway County Solid Waste

The roles and responsibilities of Calloway County Solid Waste include:

- conducting assessment of damages to recycling and/or solid waste services in Calloway County

- reporting to the Calloway County EOC any damage of department occupied facilities, equipment, or resources

- keeping the Calloway County EOC apprised of emergency repair and restoration of recycling and solid waste services

- reporting damages of department facilities, equipment, or resources to the Calloway County Emergency Operations Center

- supporting response and recovery activities as required

- returning department activities to normal levels as soon as possible unless involved with recovery activities

- providing representatives to the Emergency Operations Center when required

- providing public information officers or support personnel as required

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

- supporting response and recovery activities

- returning office activities to normal levels unless involved with recovery

Calloway County Animal Control

The roles and responsibilities of Calloway County Animal Control include:

- conducting assessment of damages to animal services in Calloway County

- keeping the Calloway County EOC apprised of emergency repair and restoration of animal control services

- reporting damages of department facilities, equipment, or resources to the Calloway County Emergency Operations Center

- providing public information officers or support personnel as required

- supporting response and recovery activities as required

- providing representatives to the Emergency Operations Center when required

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

- supporting response and recovery activities

- returning office activities to normal levels unless involved with recovery

Calloway County Coroner's Office

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

- conducting assessment of damages to affecting fatality management in Calloway County

- keeping the Calloway County EOC apprised of emergency repair and restoration of fatality management services

- reporting damages of department facilities, equipment, or resources to the Calloway County Emergency Operations Center

- supporting response and recovery activities as required

- providing representatives to the Emergency Operations Center when required

- providing public information officers or support personnel as required

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

- supporting response and recovery activities

- returning office activities to normal levels unless involved with recovery

Murray City Government

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

- providing continuity of city government in order to continue legislative duties

- passing ordinances and motions pursuant to emergency proclamations

- appropriating revenue and expenditures as needed for disaster mitigation, preparedness, response, and recovery

- conducting public meetings and actions to assist in reassuring and informing the public, and identifying public needs

- auditing the emergency financial operations of city government and emergency performance audits

- assisting in public information and the dissemination of emergency information through city offices, coordinated with the Emergency Operations Center and Public Information Officers of all affected jurisdictions in the county

- directing citizen's requests for assistance to appropriate governmental agencies

- providing public information officers or support personnel as required

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

- re-establishing city operations

- providing resources (supplies, equipment, services, personnel), as coordinated through the EOC

- supporting response and recovery activities

Murray City Mayor and City Council

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

- formulating major policy decisions for the city of Murray

- preserving the continuity of the executive branch of Murray city government

- coordinating emergency operations and provide liaison, as required

- coordinating and managing the use of all available resources in the city of Murray

- issuing emergency proclamations for the city of Murray when needed

- requesting Mutual Aid for the city of Murray when needed

- reporting damages of department facilities, equipment, or resources to the Calloway County Emergency Operations Center

- requesting support for the city of Murray from the Kentucky Division of Emergency Management

Murray Fire Department

The roles and responsibilities of the Murray Fire Department includes:

- responding to and providing fire protection/suppression and rescue operations to the city of Murray and pursuant to mutual aid agreements;

- responding trained and certified personnel to EMS runs pursuant to protocol;

- offering safety programs to the public;

- providing personnel and equipment to assist in the rapid dissemination of warnings and emergency;

- providing the use of available resources required to conduct search and rescue;

- reporting damages of department facilities, equipment, or resources to the Calloway County Emergency Operations Center;

- providing representatives to the Emergency Operations Center as required;

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

- supporting response and recovery activities; and
- returning department activities to normal levels unless involved with recovery activities.

Murray Police Department

The roles and responsibilities of the Murray Police Department include:

- coordinating crime prevention and detection programs and the apprehension of criminals
- providing efficient service to the public through crowd and traffic control, emergency aid and safety programs
- preventing and controlling civil disorder
- providing security to the Calloway County EOC, shelters, food and water distribution staging areas, and transportation, as needed
- provides personnel and equipment to assist in the rapid dissemination of warnings and emergency
- providing the use of available resources required to conduct search and rescue
- reporting damages of department facilities, equipment, or resources to the Calloway County Emergency Operations Center
- providing representatives to the Emergency Operations Center as required
- collecting information and compiling data for operational reports necessary to emergency
- supporting response and recovery activities
- returning department activities to normal levels unless involved with recovery activities

Murray 911 Dispatch

The roles and responsibilities of the Murray E911 Dispatch includes:

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

Murray Public Works Department

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

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

Murray Treasurer/Finance Officer

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

- providing assistance in the preparation of Murray city government emergency operating reports by providing budgetary, fiscal, and program development analysis and data relevant to emergency operations and management provided by Murray city government

- reporting damages of department facilities, equipment, or resources to the Calloway County Emergency Operations Center

- providing representatives to the Calloway County Emergency Operations Center as required

- providing public information officers or support personnel as required

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

- supporting response and recovery activities

- returning department activities to normal levels unless involved with recovery activities

- providing assistance in emergency financial management

- providing assistance in the preparation of Murray city government emergency financial reports

- providing for the receipt, disbursement and accounting of federal and other funds provided to Murray city government for emergency welfare services

- providing emergency procedures for purchasing of equipment and supplies needed by all city Departments and other outside governmental agencies required to provide city government emergency services

- planning for and developing procedures to manage disaster procurement operations and staging areas as part of the EOC Logistics Section

Murray City Clerk

The roles and responsibilities of the Murray City Clerk include:

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

- consulting with agencies regarding the management of vital records

- providing agencies with guidelines for the recovery of city records after an emergency

- providing assistance to agencies in the recovery of damaged city records after an emergency when feasible

Hazel City Government

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

- providing continuity of city government in order to continue legislative duties

- passing ordinances and motions pursuant to emergency proclamations

- appropriating revenue and expenditures as needed for disaster mitigation, preparedness, response, and recovery

- conducting public meetings and actions to assist in reassuring and informing the public, and identifying public needs

- auditing the emergency financial operations of city government and emergency performance audits

- assisting in public information and the dissemination of emergency information through city offices, coordinated with the Emergency Operations Center and Public Information Officers of all affected jurisdictions in the county

- directing citizen's requests for assistance to appropriate governmental agencies

- providing public information officers or support personnel as required

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

- re-establishing city operations

- providing resources (supplies, equipment, services, personnel), as coordinated through the EOC

- supporting response and recovery activities

Hazel City Mayor and City Council

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

- formulating major policy decisions for the city of Hazel

- preserving the continuity of the executive branch of Hazel city government

- coordinating emergency operations and provide liaison, as required

- coordinating and managing the use of all available resources in the city of Hazel

- issuing emergency proclamations for the city of Hazel when needed

- requesting Mutual Aid for the city of Hazel when needed

- reporting damages of department facilities, equipment, or resources to the Calloway County Emergency Operations Center

- requesting support for the city of Hazel from the Kentucky Division of Emergency Management

Hazel Treasurer/Finance Officer

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

- providing assistance in the preparation of Hazel city government emergency operating reports by providing budgetary, fiscal, and program development analysis and data relevant to emergency operations and management provided by Hazel city government

- reporting damages of department facilities, equipment, or resources to the Calloway County Emergency Operations Center

- providing representatives to the Calloway County Emergency Operations Center as required

- providing public information officers or support personnel as required

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

- supporting response and recovery activities

- returning department activities to normal levels unless involved with recovery activities

- providing assistance in emergency financial management

- providing assistance in the preparation of Hazel city government emergency financial reports

- providing for the receipt, disbursement and accounting of federal and other funds provided to Hazel city government for emergency welfare services

- providing emergency procedures for purchasing of equipment and supplies needed by all city Departments and other outside governmental agencies required to provide city government emergency services

- planning for and developing procedures to manage disaster procurement operations and staging areas as part of the EOC Logistics Section

Hazel City Clerk

The roles and responsibilities of the Hazel City Clerk include:

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

- consulting with agencies regarding the management of vital records

- providing agencies with guidelines for the recovery of city records after an emergency

- providing assistance to agencies in the recovery of damaged city records after an emergency when feasible

Fire Protection Districts

Calloway County Fire Protection District

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

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

Other Agencies

Calloway County Property Valuation Administrator (PVA)

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

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

Calloway County Health Department

The roles and responsibilities of the Calloway County Health Department include:

- coordinating and providing emergency health services, including communicable disease control immunizations and quarantine procedures
- providing staff and resources as the lead agency in Calloway County for Bio-Terrorism planning, response, recovery, and mitigation
- coordinating and providing environmental health services, including inspections for water and food contamination, vector control, inspections of temporary emergency housing and schools for proper sanitation, and disposal of disaster related solid waste

- conducting public information and education programs on emergency health treatment, prevention, and control
- reporting damages to facilities, equipment, or resources to the Calloway County Emergency Operations Center
- supporting response and recovery activities
- returning department activities to normal levels as soon as possible unless involved with recovery activities
- providing representatives to the Emergency Operations Center when required
- providing public information officers or support personnel as required
- collecting information and compiling data for operational reports necessary to emergency operations

City of Murray Municipal Water and Sewer

The roles and responsibilities of City of Murray Municipal Water and Sewer include:

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

Dexter-Almo Heights Water District

The roles and responsibilities of Dexter-Almo Heights Water District includes:

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

Center Ridge Water District

The roles and responsibilities of Center Ridge Water District includes:

- assessing damages to water and sewer service in Calloway County;
- reporting damages to facilities, equipment, or resources to the Calloway County Emergency Operations Center;
- keeping the Calloway County EOC apprised of emergency repair and restoration of water and sewer service;
- supporting response and recovery activities;
- returning department activities to normal levels as soon as possible unless involved with recovery activities;

- providing representatives to the Emergency Operations Center when required;

- providing public information officers or support personnel as required; and

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

South 641 Water District

The roles and responsibilities of South 641 Water District includes:

- assessing damages to water and sewer service in Calloway County;

- reporting damages to facilities, equipment, or resources to the Calloway County Emergency Operations Center;

- keeping the Calloway County EOC apprised of emergency repair and restoration of water and sewer service;

- supporting response and recovery activities;

- returning department activities to normal levels as soon as possible unless involved with recovery activities;

- providing representatives to the Emergency Operations Center when required;

- providing public information officers or support personnel as required; and

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

Murray Municipal Utilities / Murray Electric System

The roles and responsibilities of Murray Municipal Utilities includes:

- assessing damages to electrical and gas service in Calloway County;

- reporting damages to facilities, equipment, or resources to the Calloway County Emergency Operations Center;

- keeping the Calloway County EOC apprised of emergency repair and restoration of electrical and gas service;

- supporting response and recovery activities;

- returning department activities to normal levels as soon as possible unless involved with recovery activities;

- providing representatives to the Emergency Operations Center when required;

- providing public information officers or support personnel as required; and

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

West Kentucky Rural Electric Cooperative

The roles and responsibilities of West Kentucky Rural Electric Cooperative includes:

- assessing damages to electrical service in Calloway County;

- keeping the Calloway County EOC apprised of emergency repair and restoration of electrical service;

- reporting damages to facilities, equipment, or resources to the Calloway County Emergency Operations Center;

- supporting response and recovery activities;

- returning department activities to normal levels as soon as possible unless involved with recovery activities;

- providing representatives to the Emergency Operations Center when required;

- providing public information officers or support personnel as required; and

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

Calloway County VOAD

The roles and responsibilities of Calloway County VOAD include:

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

- reporting damages to facilities, equipment, or resources to the Calloway County Emergency Operations Center

- supporting response and recovery activities

- returning department activities to normal levels as soon as possible unless involved with recovery activities

- providing representatives to the Emergency Operations Center when required

- providing public information officers or support personnel as required

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

Communications

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

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

Public Safety

Calloway County has three E-911 dispatch centers:

- Murray E-911 handles most 911 calls within the city limits of Murray, except for those on the campus of Murray State University

- Murray State University Police Department dispatch handles 911 wireline calls originated on the campus;

- Calloway County E-911 handles calls from addresses in the county, outside the city limits of Murray including the City of Hazel.

Wireless calls may be answered by either Murray E-911 or Calloway E-911, or perhaps even Kentucky State Police or a Tennessee agency, depending on the location of the caller.

The three centers work together to resolve issues of jurisdiction and dispatch the appropriate response agency. Each can communicate directly with Kentucky State Police, Kentucky Commercial Vehicle Enforcement, or Kentucky Fish & Wildlife as needed. They provide some degree of redundancy, so that in the event of a serious failure at one system, operations could be moved to another.

Murray E911 is the primary dispatching service for:

- Murray Police Department

- Murray Fire Department

- Murray-Calloway County Hospital Ambulance Service for calls received from within the City of Murray.

Murray State University E911 is the primary dispatching service for:

- Murray State University Police Department

- Other agencies as needed for on-campus emergencies.

Calloway County E911 is the primary dispatching service for:

- Calloway County Sheriff Department

- Calloway County Fire - Rescue

- Calloway County Office of Emergency Management

- Murray-Calloway Hospital Ambulance Service for calls within the county and City of Hazel.

Most communications are by two-way radio between E911 dispatch centers and the emergency responders. Murray Fire Department, Calloway County Sheriff Office and Calloway County Fire-Rescue have each established a network of repeaters and satellite receivers throughout the community to enhance responders' abilities to communicate with one another. The various public safety agencies within Calloway County have written agreements to share frequencies.

Amateur Radio

Calloway County Office of Emergency Management has access to amateur radio communications through its association with the Murray State University Amateur Radio Club and The Purchase Area Amateur Radio Society.

The Murray State University Amateur Radio Club is a student organization of active amateur radio operators with the purpose of supporting and promoting the use of amateur radio on the campus of Murray State University and the local community by:

- offering a forum by which licensed amateur radio operators and other interested individuals can meet on a monthly basis to discuss amateur radio technologies and practices as well as learn new methods of communicating;

- offering classes for interested individuals to become amateur radio operators;

- providing a testing site for the various levels of amateur radio licensing;

- providing amateur radio communications at various community events; and

- supplying amateur radio communications during major disaster/emergency incidents.

The Purchase Area Amateur Radio Society is a non-profit organization of active amateur radio operators with the purpose of supporting and promoting the use of amateur radio in Calloway and surrounding counties by:

- offering a forum by which licensed amateur radio operators and other interested individuals can meet on a monthly basis to discuss amateur radio technologies and practices as well as learn new methods of communicating;

- offering classes for interested individuals to become amateur radio operators;

- providing a testing site for the various levels of amateur radio licensing;

- providing amateur radio communications at various community events; and

- supplying amateur radio communications during major disaster/emergency incidents.

The Murray State University Amateur Radio Club is associated with the Calloway County Office of Emergency Management and meets the 1st Tuesday of each month at the Industry & Technology Building on the campus of Murray State University.

The Purchase Area Amateur Radio Society is associated with the Calloway County Office of Emergency Management and meets the 3rd Monday of each calendar quarter at their headquarters located at 102 N 5th Street in Murray.

Department of Military Affairs Radio Communications System (DMARCS)

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

Kentucky State Police Mutual Aid and Interoperability Memorandum of Understanding

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

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

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

Immediate Mutual Aid Interoperability is the capability for agencies to tune into a dedicated frequency using the "Conventional Analog Mode" protocol that is shared among one or more public safety agencies. Public safety agencies can use either Talk-Around Mode or the Mutual Aid Repeaters to establish interoperable voice communications with other first-responders at the scene of an emergency. It allows first responders to establish an emergency communication link into the KSP Dispatch Center, and to request cross connects across the three separate frequency bands used by first responders in the commonwealth. Achieving immediate voice communication interoperability among disparate systems enables public safety workers to communicate with each other to manage their immediate responses to emergencies and situations where risk of life and limb are probable. These situations include, but are not limited to, natural disasters like:

- flooding
- forest fires
- tornados
- plant explosions
- terrorist attacks
- situations requiring mutual aid such as
    - hot pursuits
    - large traffic accidents
    - hostage situations
    - Amber alerts
    - earthquakes

The Mutual Aid Memorandum of Understanding establishes operational and technical guidelines to support immediate mutual aid interoperability between public safety-first responders that adds a new dimension to effectiveness and efficiency to improve all aspects of Emergency Management in protecting citizens and first responders.

The frequencies licensed by the FCC include the following:

- 150 MHz frequency band | PL = 156.7
  - VMA - 155.475 MHz Primary Call Channel
  - VCALL – 155.7525 MHz
  - VTAC 1 – 151.1375 MHz
  - VTAC 2 – 154.4525 MHz
  - VTAC 3 – 158.7375 MHz
  - VTAC 4 – 159.4725 MHz
- 450 MHz frequency band | PL = 162.2
  - UMA – 458.300/453.300 MHz Primary Call Channel

Kentucky Open Portal Solution (KyOPS)

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

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

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

KYWINS Messenger

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

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

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

Early Warning/Notifications/Alert System

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

- Several methods of providing warning are available in Calloway County. These sources include:

  o all hazards/weather radio with broadcasts by the National Weather Service;

  o AM/FM radio broadcasts; and/or

  o television via cable systems or regional stations;

  o sirens or speaker-sirens, within the City of Murray or City of Hazel; and

  o a telephone call-out system.

There are outdoor warning sirens located in Murray, Hazel, and on the campus of Murray State University. These sirens provide audible warning for only small portions of the county outside the cities. The Murray city sirens are maintained by the City of Murray and activated by the Murray E911 dispatch center. The Hazel sirens are maintained by the City of Hazel and activated by the Calloway County E911 dispatch center. The outdoor warning systems on the campus of Murray State University consist of speaker systems with backup sirens and are maintained by MSU and activated by the MSU E911 dispatch center. The Calloway County Office of Emergency Management coordinates quarterly testing of the sirens and advises the dispatch centers during severe storms as to activation.

The sirens are activated by E911 dispatch centers for tornado warnings issued by the National Weather Service, major hazardous materials incidents and for any other events for which early warning is deemed necessary by the Calloway County Emergency Management Director in consultation with the elected officials of Calloway County Fiscal Court, the City of Murray and the City of Hazel, Murray State University officials, emergency services and law enforcement officials. Policies and procedures for activation of early warnings are jointly developed by the Calloway County Office of Emergency Management and these agencies. Regular testing of the outdoor warning sirens is coordinated by Calloway County Office of Emergency Management on the first Friday of every third month (March, June, September, December); except that the March test may be moved to coincide with the state severe weather drill. Results of the tests are shared with agencies.

The procedure for testing, and for activation when appropriate, is:

- a three-minute wavering tone for the "warning" sound;

- a three-minute non-wavering tone for the "all clear" sound.

- Instead of a three-minute siren sound, the speaker systems at Murray State University announce using a spoken message. Normally this is pre-recorded, with several announcement messages available.

The Calloway County Emergency Management Director will prepare and disseminate a news release in advance of each test, explaining to the public that the test will be conducted and giving the meaning of the two different siren signals.

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

Calloway County subscribes to a telephone notification system that can be used by the Emergency Management Director, Deputy Director(s), or by Calloway County E911 dispatch to rapidly call all residents, or residents in a selected area, with a verbal warning message. This system uses publicly-available telephone records for its database. Residents with cell phones are invited to self-register to be notified with an associated location, by going to the Calloway County website at:

https://www.callowaycountyky.gov

The current provider for the telephone notification system is the Hyper-Reach product of the Asher Group company.

Direction and Control

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

The Mayor of Murray is responsible for emergency operations within the city limits of Murray

The Mayor of Hazel is responsible for emergency operations within the city limits of Hazel

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

Emergency Operations Plan (EOP) Implementation

This Plan will be implemented when-

- an emergency has been declared by the Chief Elected Officials, or their designee, of Calloway County, the City of Murray and/or the City of Hazel and/or

- an incident is considered imminent or probable and the implementation of this Emergency Operations Plan and the activation of the Calloway County Emergency Operations Center (EOC) is considered a prudent proactive response to the impending incident;

- directed by the Calloway County Emergency Management Director or designee.

Continuity of Operations and Government

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

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

- planning for alternative locations of essential operations when the ability to conduct the affairs at the regular or usual places is imprudent, ineffective or impossible, thus disrupting the normal operations of government and their agencies; and

- continuity of government (COG) or planning for emergency interim successors when elected and/or appointed officials are unavailable to assume the duties and powers of their office:

The objectives of continuity of operations plans include:

- ensuring the continuous performance of the essential functions/operations of a government/agency/business during an emergency;

- reducing the loss of life, minimizing damages, and minimizing losses;

- executing successful succession to office with accompanying authorities in the event a disruption renders government/agency/business leadership unavailable or incapable of assuming the authorities and performing the responsibilities of office;

- reducing or mitigating disruptions to operations;

- ensuring that governments/agencies/businesses have alternate facilities from which to continue to perform their essential functions during an emergency;

- protecting essential facilities, equipment, records and other assets;

- achieving a timely and orderly recovery from an emergency and resumption of normal operations and essential functions;

- training that includes an exercise of the plan to evaluate readiness; and

- provide basic organizational structure to include line of succession.

Alternative Locations for Essential Operations

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

Kentucky Revised Statutes 39D.020 addresses the issue of continuity of operations for Calloway County Fiscal Court, City of Murray and the City of Hazel

- the governing body of each county, urban-county, charter county, and city of this Commonwealth may meet at any place within or without the territorial limits of that political subdivision, at the direction of the elected chief executive officer or his or her successor;

- the governing body shall proceed to establish and designate by ordinance, resolution, or other manner, alternate or substitute places as the temporary locations of government where all, or any part, of the public business may be transacted and conducted during the emergency situation;

- the alternate or substitute places may be within or without the territorial limits of the county, urban-county, charter county, and city, and shall be within those of the state;

- if practicable, they shall be the places designated as the temporary locations of government in the current local emergency operations plan;

- while the public business is being conducted at a temporary location, the governing body and other officers of a county, urban-county, charter county, and city of this Commonwealth shall have and exercise, at that location, all of the executive, legislative, administrative, and judicial powers and functions conferred upon that body and officers under state law;

- the powers and functions, except judicial, may be exercised in the light of the exigencies of the emergency situation without regard to or compliance with time-consuming procedures and formalities prescribed by law and pertaining thereto; and

- all acts of the body and officers shall be as valid and binding as if performed within the territorial limits of their county, urban-county, charter county and city.

Continuity of Government

Each Department Head of the three governments will designate a Deputy to act in their place during an emergency.

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

- utilization of all available resources and manpower;

- pre-designation of alternates for key county and city officials;

- identification and appointment of standby officers to various county and city boards and committees;

- selection and preparation of alternate sites for government;

- preservation of vital records needed for government to function.

Kentucky Revised Statutes 39D.030 addresses the issue of continuity of government for Calloway County Fiscal Court, City of Murray and the City of Hazel.

- the governing body of each county, urban-county government, charter county government, and city shall enact the ordinances and resolutions necessary to provide for the continuity of government throughout the duration of a state of emergency; and

- the ordinances and resolutions shall provide a method by which temporary emergency appointments to public office are made, except as limited by express constitutional provisions, and shall define the scope of the powers and duties which may be exercised, and provide for termination of the appointment so made.

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

- "unavailable" means during a state of emergency that:

  - a vacancy in office exists and there is no deputy authorized to exercise all of the powers and discharge the duties of the office; or

  - the lawful incumbent of the office and any duly authorized deputy are absent or unable to exercise the powers and discharge the duties of the office.

- "emergency interim successor" is defined in KRS 39D.040(1) and refers to the person designated to exercise the powers and discharge the duties of that office until a successor is appointed or elected and qualified as provided by law, or until the lawful incumbent is able to resume the exercise of the powers and discharge the duties of the office;

- the local legislative bodies of cities, counties, urban-counties, and charter counties shall enact ordinances or orders governing the manner in which vacancies in offices and employment shall be filled, and for the prompt filling thereof during times of disaster and emergency, if the filling of these vacancies is not otherwise provided for by law;

- the legislative bodies shall enact ordinances providing for the appointment of not fewer than three (3) nor more than seven (7) emergency interim successors for each local office, department, and agency specified in the Kentucky Emergency Operations Plan and local emergency operations plans and annexes thereto;

- emergency interim successors, in the order of their successions, shall have the full power to exercise all powers of the office, department, or agency and to commit its resources during a time of emergency or disaster if the person normally exercising the position is unavailable;

- if the preceding emergency successor becomes available, he or she shall resume the duties being performed by the emergency interim successor, unless he or she chooses to permit the emergency interim successor to remain in the position until relieved;

- the administrative orders and ordinances shall not be inconsistent with this section;

Planning

Planning considerations for COOP and COG capability include:

- maintaining a high level of readiness;

- ensuring capability of implementing the plan elements with and without advance warning;

- becoming operational no later than 12 hours after activation;

- maintaining sustained operations for up to 30 days;

- taking advantage of existing government/agency field infrastructures;

- outlining the processes that government/agencies will follow to designate essential functions and resources;

- define short- and long-term goals and objectives;

- forecast budgetary requirements;

- anticipate and address issues and potential obstacles; and

- establish planning milestones.

The elements of a continuity of operations plan include:

- response procedures;

- roster of fully equipped and trained emergency personnel with authority to perform essential functions;

- an organizational charts that shows lines of succession;

- identification of essential functions;

- delegation of authority;

- provision of operational capability;

- reliable processes and procedures to acquire resources to continue essential activities;

- procedures for employee advisories and alerts and COOP plan activation with relocation instructions;

- personnel accountability;

- alternate facilities;

- interoperable communications;

- vital records and databases;

- tests, training, and exercises; and

- sustainability.

Emergency Support Functions

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

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

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

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

ESF Coordinator

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

- coordination before, during, and after an incident, including pre-incident planning and coordination;

- maintaining ongoing contact with ESF primary and support agencies;

- conducting periodic ESF meetings and conference calls;

- coordinating efforts with corresponding private-sector organizations; and

- coordinating ESF activities relating to catastrophic incident planning and critical infrastructure preparedness, as appropriate.

#	FUNCTION	DESCRIPTION
	EMERGENCY SUPPORT FUNCTIONS	
1	**Transportation**	Coordinates and organizes transportation resources for local and county agencies in preparing for, responding to, and recovering from incidents which impact the citizens of [Name] County.
2	**Communications**	Maintains a reliable communications capability for alert and notification instructions by key officials of [Name] County and communicates with local and state agencies in an incident.
3	**Public Works**	Coordinates the overall response of [Name] County to a major failure of infrastructure due to natural or man-made incidents.
4	**Firefighting**	Provides for the protection of life and property and to minimize actual or potential fire damage resulting from an incident, and to assist in rescue operations.
5	**Emergency Management**	Provides staff, facilities, and procedures for the coordination of local, state, federal and private response agencies during an impending or existing incident and to assist in formulating policy, establishing priorities, gathering, and analyzing information, monitoring the execution of plans, and directing response and recovery operations as necessary.
6	**Mass Care, Housing and Human Services**	Provides staff, facilities, and procedures for the coordination of local, state, federal, and private care and sheltering agencies during an impending or existing emergency or disaster. Assists in formulating policy, establishing priorities, gathering and analyzing information, monitoring the execution of plans, and directing response and recovery operations as necessary as they relate to the care and sheltering of evacuees.
7	**Resource Support**	Provides resource support consisting of emergency relief supplies, telecommunications, transportation services, security services, and personnel to support immediate response activities.
8	**Public Health and Medical Services**	Coordinates and directs health care activities within the county provides emergency care and treatment of casualties resulting from an incident, including CBRNE incidents that could occur during a war or terroristic attack. Helps continue provision of routine emergency and medical care for the general population. Provides emergency public health services that will prevent and/or mitigate the spread of infectious diseases. Provides mental health services for both victims and emergency responders.
9	**Search and Rescue**	Provides an organizational structure and guidance for search and rescue, by means of ground, marine, or air activity, of any person who becomes lost, injured, stranded, trapped, or has died, including searches for lost persons, downed or missing aircraft, structural explosions, or transportation accidents, and natural or man-made incidents, where search and rescue is an integral part of the overall operations.
10	**Hazardous Materials**	Protects human health and the environment from releases of hazardous materials in [Name] County.
11	**Agriculture**	Ensures the safety and security of the county's agricultural market (crop, livestock production, transportation, and processing) and ensures that animal and veterinary issues in natural disasters are supported. Provides guidance for dealing with animals impacted by disaster or disease.
12	**Energy**	Coordinates with the private sector for the emergency repair and restoration of critical public energy utilities (i.e., gas, electricity, etc.). Coordinates the rationing and distribution of emergency power and fuel as necessary.
13	**Law Enforcement and Security**	Maintains law and order, protects life and property, undertakes traffic control, provides law enforcement support to other law enforcement agencies, guards essential facilities and supplies, and coordinates law enforcement mutual aid.
14	**Long-Term Recovery and Mitigation**	Provides coordination and guidance for recovery operations to include restoration of damaged or destroyed public property, services, and assistance to private citizens affected by a major incident coordinates damage assessment activities, county/state declaration requirements and facilitate Damage Assessment Reports and Project Applications. Coordinates and administers the county's Public Assistance, Individual Assistance, and Hazard Mitigation programs.
15	**Public Information**	Keeps the citizens of [Name] County informed of the developing situation. Gives instructions for protective actions in a threatened or actual incident. Controls rumors and speculation and provides recovery operations instructions.

ESF Primary Agency Overview

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

- supporting the ESF coordinator and coordinating closely with the other primary and support agencies

- orchestrating Calloway County support within their functional area

- providing staff for the operations functions at fixed and field facilities

- notifying and requesting assistance from support agencies

- managing mission assignments and coordinating with support agencies, as well as appropriate county and city officials, the emergency operations centers, and applicable local agencies

- working with appropriate private-sector organizations to maximize use of all available resources

- supporting and keeping other ESFs and organizational elements informed of ESF operational priorities and activities

- conducting situational and periodic readiness assessments

- executing contracts and procuring goods and services as needed

- ensuring financial and property accountability for ESF activities

- planning for short- and long-term incident management and recovery operations

- maintaining trained personnel to support interagency emergency response and support teams

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

ESF Support Agency Overview

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

- conducting operations, when requested by the designated ESF primary agency or EOC Manager, consistent with their own authority and resources

- participating in planning for short- and long-term incident management and recovery operations and the development of supporting operational plans, SOPs, checklists, or other job aids, in concert with existing first-responder standards

- assisting in the conduct of situational assessments

- furnishing available personnel, equipment, or other resource support as requested by the ESF primary agency or EOC Manager

- providing input to periodic readiness assessments

- maintaining trained personnel to support interagency emergency response and support teams

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

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

Emergency Operations Center (EOC)

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

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

The primary Calloway County Emergency Operations Center (EOC) is located at 1511 Chestnut Street, 36.616355410116086, -88.32391630590257 in Murray, Kentucky in the Murray State University Police Department Building. It is a partnership between the Calloway County Judge Executive, the city of Murray, the city of Hazel, the Calloway County Office of Emergency Management and Murray State University. This location offers sufficient working space for members of the EOC staff, television capabilities, commercial telephone system, public safety communications, amateur radio communications, the state satellite telephone/radio system, kitchen, bathing and bathroom facilities, and is not located in a high threat zone. This facility has an emergency generator so that 24-hour operations can be maintained. There are working tools available at the EOC including flip charts, white boards, and maps. There is the ability to access internet resources.

The alternate EOC site is located in the MSU Collins Center for Industry & Technology, 1509 Chestnut Street in Murray, just southeast of the Public Safety building. This site is less secure but has more available space, subject to university class schedules. Room 146 (Training Center) is one room expected to be used, with external communications and some space also available in room 235 (Radio Lab); additional rooms may be available as well. This building also has an emergency generator so that 24-hour operations can be maintained. An antenna is provisioned on the roof for public safety communications (radios must be brought in); amateur radio capabilities including both VHF/UHF and HF (shortwave) are installed. The robust university Internet system, including wireless capability, is present. There are working tools available at the alternate EOC including flip charts, white boards, and maps. This site has restroom and small kitchen facilities. It is not located in a flood zone although did experience some flash flood damage at one time; the drainage situation that allowed that has since been mitigated.

EOC Activation Levels

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

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

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

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

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

Deactivation of EOC

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

Resource Management

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

Travel Trailers

Calloway County has received 1 travel trailer(s) from the Division of Kentucky Emergency Management to be utilized for preparedness and recovery efforts. Calloway County currently has the following trailer(s) for the function(s) (mobile command post, shelter, etc.) specified:

- VIN: 58TBH0BP9N15L3358 - Mobile Command Post

The resource management process can be separated into two parts:

- resource management as an element of preparedness, and;
- resource management during an incident.

Preparedness/Planning Activities

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

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

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

Calloway County utilizes the following protocol in preparedness for of resource management:

Step 1: Identify associated risks/consequences.

- severe weather
  - tornados
  - windstorms
  - earthquakes
  - flooding

- windstorms
- winter storms

- technological disaster
- man-made disaster
- hazardous materials incident
- major transportation accidents

Step 2: Identify probable resource needs.

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

Step 3: Identify potential sources of resources.

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

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

- provides the necessary information to ensure that the correct resource is requested, ordered and received in Calloway County during an emergency;
- provides a method by which disaster response resources can be tracked, documented and inventoried in terms of categories, kinds, components and typing definitions by Calloway County during an emergency; and
- provides the necessary information to insure that the correct resources are offered and respond from Calloway County to requesting jurisdictions.

Resource assets in the jurisdictions in Calloway County are organized for each emergency support function (ESF) with the following information:

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

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

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

- purchased and stockpiled;

- requested through hazard mitigation grants;

- secured through contracts and agreements with commercial vendors;

- requested through mutual aid agreements with other counties and agencies in the region; and

- anticipated in order to make an early request to the state Emergency Operations Center in the event of a disaster/emergency.

To insure that information concerning resources is current:

- members of emergency support functions should report new resources acquisitions to the ESF Coordinator as soon as possible;

- members of emergency support functions should report changes in status/availability of current equipment to the ESF Coordinator;

- members of emergency support functions should report changes resource shortages to the ESF Coordinator;

- ESF Coordinators should review the current resource list for new resource acquisitions, changes in status/availability of current resources and resource shortages as a standard agenda item during the regular meetings of Emergency Support Function planning committees;

- ESF Coordinators check with members of their planning committees for information on new resource acquisitions, changes in status/availability of current resources and resource shortages on a quarterly basis in January, April, July and October;

- ESF Coordinators forward all information on new resource acquisitions, changes in status/availability of current resources and resource shortages to Calloway County Office of Emergency Management upon receiving the information and on a quarterly basis on January 15, April 15, July 15 and October 15;

- Calloway County Office of Emergency Management updates the information in the resource management database; and the

- Calloway County Office of Emergency Management distributes the updated data base to the ESF Coordinators as it is received and quarterly on February 1, May 1, August 1 and November 1.

Incident Resource Management

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

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

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

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

Requesting Resources

All requests for resources from Calloway County Fiscal Court, the City of Murray, and the City of Hazel during an emergency/disaster event are routed through the [Name] County Emergency Operations Center (EOC) as outlined in the Calloway County Emergency Operations Plan (EOP).

The reason for this procedure is:

- to provide a single source to request resources

- to maintain an organized approach for requesting resources

- to provide accountability and fiscal responsibility for requesting resources

- to prevent multiple sources from requesting duplicate resources

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

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

Requests for Emergency Assistance Flow Upward from the Lowest Level

```
                    FEDERAL ASSETS
                          ↑
INTER-STATE  ←  STATE EMERGENCY  →  INTRA-STATE
MUTUAL AID                           MUTUAL AID
                          ↑
        CALLOWAY COUNTY EMERGENCY  →  MUTUAL AID
        OPERATIONS CENTER             AGREEMENT
                          ↑
              ESF COORDINATOR  →  LOCAL RESOURCES
              ↑      ↑      ↑
CALLOWAY COUNTY   CITY OF MURRAY   CITY OF HAZEL
INCIDENT COMMAND  INCIDENT COMMAND  INCIDENT COMMAND
```
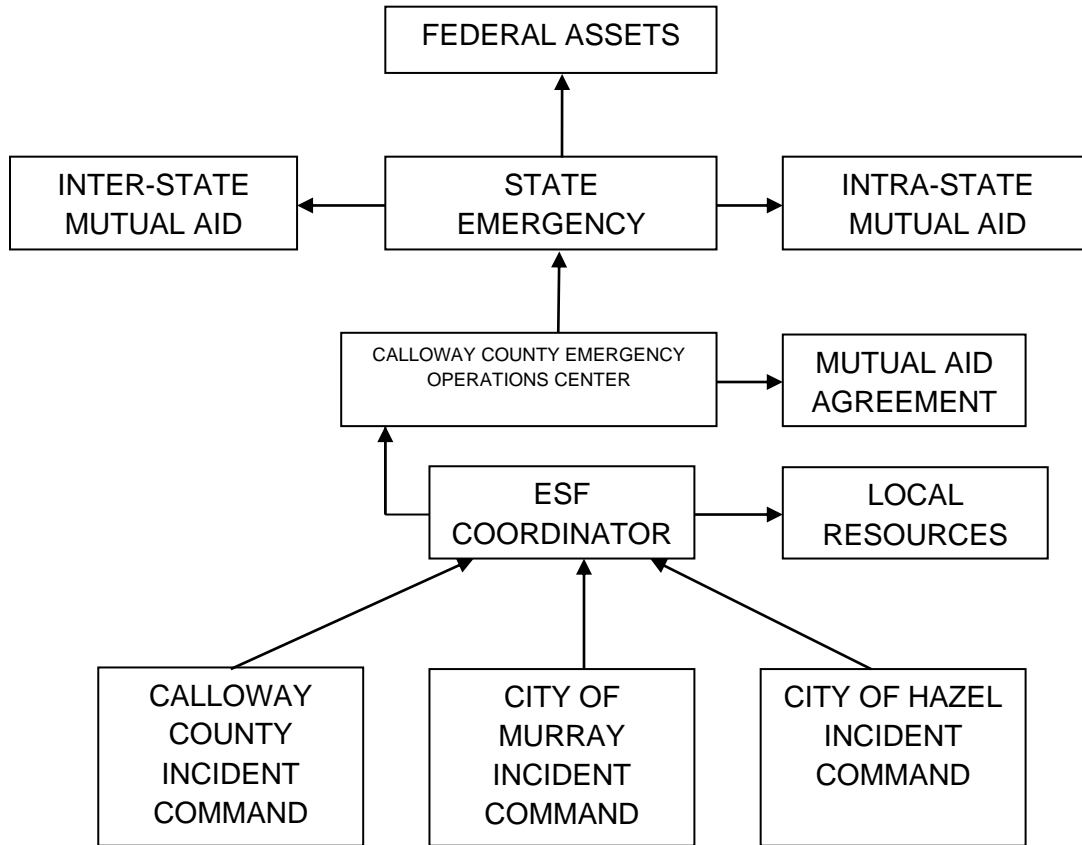
Figure 1: *"Progressive Requests for Emergency/Disaster Resources"*

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

- Calloway County Fiscal Court, the City of Murray, the City of Hazel
- local agencies within these local jurisdictions
- businesses within these local jurisdictions
- contract resources
- volunteer organizations
- donations

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

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

Logistics Staging and Points of Distribution (PODs)

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

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

The three locations used in Calloway County that meet these requirements are:

- Calloway County Fairgrounds

  211 Fairground Road, Murray, KY 42071

  24   Hour Point of Contact: (270) 293-3858

  POC Trish Parrish

  (270) 293-2190

  POC Steven Watkins

- CFSB Center

  1401 State Route 121 North, Murray, KY 42071

  25   Hour Point of Contact: Office: (270) 809-2222

  POC Murray State University Police

- Hazel Community Center
  100 Barnett Street, Hazel, KY 42049
  24 Hour Point of Contact: Office: (270) 293-8985
  POC Alli Robertson
  POC Lori Charlton

Appendix A: Acronyms and Abbreviations

A

AAR	After-Action Report
ADD	Area Development District
AFB	Air Force Base
AM	Area Manager
AMS	Aerial Measuring System
ANSIR	Awareness of National Security Issues and Response Program
AOC	Administrative Offices of the Courts
APHIS	Animal and Plant Health Inspection Services
ARAC	Atmospheric Release Advisory Capability
ARC	American Red Cross
ARES	Amateur Radio Emergency Service
ARG	Accident Response Group
ARS	Agriculture Research Service
ATC	Air Traffic Control
ATSD(CS)	Assistant to the Secretary of Defense for Civil Support

B

BDC	Bomb Data Center

C

CAP	Civil Air Patrol also Corrective Action Program
CATS	Consequence Assessment Tool Set
C/B	Chemical/Biological
CBIAC	Chemical and Biological Defense Information and Analysis Center
CBRNE	Chemical, Biological, Radiological, Nuclear, and Explosive
CDC	Centers for Disease Control and Prevention
CDRG	Catastrophic Disaster Response Group
CEPPO	Chemical Emergency Preparedness and Prevention Office

CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act
CERT	Civil Emergency Response Team
CFR	Code of Federal Regulations
CHEMTREC	Chemical Transportation Emergency Center
CHFS	Cabinet for Health and Family Services
CHPPM	Center for Health Promotion and Preventive Medicine
CIAO	Critical Infrastructure Assurance Office
CIRG	Critical Incident Response Group
CM	Consequence Management
CMU	Crisis Management Unit (CIRG)
COG	Continuity of Government also Council of Governments
COOP	Continuity of Operations
CPG	Civil Preparedness Guide
CRU	Crisis Response Unit
CSEPP	Chemical Stockpile Emergency Preparedness Program
CST	Civil Support Teams
CW/CBD	Chemical Warfare/Contraband Detection

D

DECON	Decontamination
DEP	Department of Environmental Protection
DEST	Domestic Emergency Support Team
DFO	Disaster Field Office
DHHS	Department of Health and Human Services
DHS	Department of Homeland Security
DIM	Dead, Injured, Missing
DMA	Department of Military Affairs
DMAT	Disaster Medical Assistance Team
DMORT	Disaster Mortuary Operational Response Team

DMCR   Disaster Management Central Resource

DO   Duty Officer

DOD   Department of Defense

DOE   Department of Energy

DOJ   Department of Justice

DOT   Department of Transportation

DPP   Domestic Preparedness Program

DRC   Disaster Recovery Center

DTCTPS   Domestic Terrorism/Counter Terrorism Planning Section (FBI HQ)

DWI   Disaster Welfare Inquiry System

E

EAS   Emergency Alert System

ECBC   Edgewood Chemical Biological Center (formerly SBCCOM)

EHS   Extremely Hazardous Substance

EMA   Emergency Management Agency

EMAC   Emergency Management Assistance Compact

EM   Emergency Management

EMI   Emergency Management Institute

EMS   Emergency Medical Services

EO   Executive Order

EOC   Emergency Operations Center

EOD   Explosive Ordnance Disposal

EOP   Emergency Operations Plan

EPA   U.S. Environmental Protection Agency

EPCRA   Emergency Planning and Community Right-to-Know Act

EPI   Emergency Public Information

EPPC   Environmental and Public Protection Cabinet

ERG   Emergency Response Guide

ERT   Emergency Response Team/Environmental Response Team

ERT-A   Emergency Response Team - Advance Element

ESF   Emergency Support Function

EST   Emergency Support Team

EU   Explosives Unit

F

FAD   Foreign Animal Disease

FBI   Federal Bureau of Investigation

FCC   Federal Communications Commission

FCO   Federal Coordinating Officer

FEMA   Federal Emergency Management Agency

FNF   Fixed Nuclear Facility

FNS   Food and Nutrition Service

FOC   Field Operations Center

FOG   Field Operating Guide

FRERP   Federal Radiological Emergency Response Plan

FRMAC   Federal Radiological Monitoring and Assessment Center

FS   Forest Service

G

GAR   Governors Authorized Representative

GIS   Geographical Information Systems

H

HA   Hazard Analysis

HazMat   Hazardous Material(s)

HEPA   High Efficiency Particulate Air (as in filters)

HMRT   Hazardous Materials Response Team

HMRU   Hazardous Materials Response Unit

I

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

J

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

K

KAR	Kentucky Administrative Regulations
KCCRB	Kentucky Community Crisis Response Board
KERC	Kentucky Emergency Response Commission
KEWS	Kentucky Emergency Warning System
KRS	Kentucky Revised Statutes
KYEM	Kentucky Emergency Management
KYTC	Kentucky Transportation Cabinet

L

LE	Law Enforcement
LEO	Law Enforcement Officer
LNO	Liaison Officer
LO	Logistics Officer
LSA	Logistics Staging Area

M

MA	Mutual Aid
MAA	Mutual Aid Agreement
MHz	Megahertz
MMRS	Metropolitan Medical Response System
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
MSCA	Military Support to Civil Authorities
MSR	Major Supply Route

N

NAP	Nuclear Assessment Program
NAWAS	National Warning System
NBC	Nuclear, Biological, and Chemical
NCP	National Contingency Plan
NDMS	National Disaster Medical System
NEST	Nuclear Emergency Search Team
NETC	National Emergency Training Center
NFA	National Fire Academy
NFIP	National Flood Insurance Program
NHC	National Hurricane Center
NIMS	National Incident Management System
NIPC	National Infrastructure Protection Center

NMRT	National Medical Response Team
NOAA	National Oceanic and Atmospheric Administration
NRC	National Response Center or Nuclear Regulatory Commission
NRF	National Response Framework
NRP	National Response Plan
NRT	National Response Team
NSC	National Security Council
NTIS	National Technical Information Service
NWS	National Weather Service

O

ODP	Office for Domestic Preparedness (DHS)
OIG	Office of the Inspector General (USDA)
OSC	On-Scene Commander
OSFM	Office of State Fire Marshall
OSHA	Occupational Safety & Health Administration

P

PA	Public Assistance
PAZ	Protective Action Zone
PDA	Preliminary Damage Assessment
PDD	Presidential Decision Directive
PHMSA	Pipeline and Hazardous Materials Safety Administration
PHS	Public Health Service
PIO	Public Information Officer
PL	Public Law
POC	Point of Contact
POD	Point of Distribution
PPE	Personal Protective Equipment
PSA	Public Service Announcement

PSAPs   Public Safety Answering Points

PUC   Public Utilities Commission

R

RACES   Radio Amateur Civil Emergency Services

RAP   Radiological Assistance Program

RCRA   Research Conservation and Recovery Act

RDD   Radiological Dispersion Device

REAC/TS   Radiation Emergency Assistance Center - Training Site

REACT   Radio Emergency Assistance Communications Team

RERP   Radiological Emergency Response Plan

RERT   Radiological Emergency Response Team

RNAT   Rapid Needs Assessment Team

ROC   Regional Operations Center

RQ   Reportable Quantity

RRIS   Rapid Response Information System (FEMA)

RRT   Regional Response Team also Rapid Response Team

RSA   Revised Statutes Annotated

S

SA   Staging Area

SAC   Special Agent in Charge (FBI)

SAR   Search and Rescue

SARA   Superfund Amendments and Reauthorization Act of 1986
  (also known as EPCRA)

SBA   Small Business Administration

SBCCOM   Soldier and Biological Chemical Command (U.S. Army)
  (now known as ECBC)

SCBA   Self-Contained Breathing Apparatus

SCO   State Coordinating Officer

SCUBA   Self-Contained Underwater Breathing Apparatus

SEB   State Emergency Board

SEOC   State Emergency Operations Center

SERC   State Emergency Response Commission

SERT   State Emergency Response Team

SIOC   Strategic Information and Operations Center (FBI HQ)

SITREP   Situation Report (also SitRep)

SLG   State and Local Guide

SO   Safety Officer

SOG   Standard Operating Guide

SOP   Standard Operating Procedure

SP   State Police

SWP   State Warning Point

T

TAG   The Adjutant General

TCP   Traffic Control Point

TEPW   Training and Exercise Planning Workshop

TPQ   Threshold Planning Quantity

TT   Travel Trailer

U

UC   Unified Command

UCS   Unified Command System

UHF   Ultra High Frequency

USACE   US Army Corps of Engineers

USAR   Urban Search and Rescue (also US&R)

USDA   United States Department of Agriculture

US&R   Urban Search and Rescue

V

VA   Department of Veterans Affairs

VHF   Very High Frequency

VOAD   Volunteer Organizations Active in Disaster

VS   Veterinary Services

W

WMD   Weapon(s) of Mass Destruction

WMD-CST   WMD Civil Support Team

WS   Wildlife Services

Appendix B: Terms and Definitions

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Continuity of Operations (COOP) Plan - A contingency plan that provides for the deliberate and planned deployment of pre-identified and trained personnel, equipment and supplies to a specific

emergency relocation site and/or the transfer of essential functions to another department, agency, or organization.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Management by Objectives - A management approach that involves a four-step process for achieving the incident goal. The Management by Objectives approach includes the following:

establishing overarching objectives; developing and issuing assignments, plans, procedures, and protocols; establishing specific, measurable objectives for various incident management functional activities; directing efforts to fulfill them in support of defined strategic objectives; and documenting results to measure performance and facilitate corrective action.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Primary Agency - An agency, organization, or group designated as an ESF/Functional Area or Group primary agency serves as the executive agent under the *State/Local EOP* to accomplish the assigned

ESF/Functional Area or Group Mission. Such a designation is based on that agency having performed that function on a day-to-day basis or by direction of a statutory mandate and/or regulatory requirements. Certain ESFs may have more than one agency designated in which cases they would be identified as "co-primary" agencies.

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

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

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

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

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

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

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

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

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

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

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

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

Recovery - Recovery is both a short-term and a long-term process to restore the jurisdiction to normal conditions in the aftermath of any emergency or disaster involving extensive damage. Short-term operations assess damages, restore vital services to the community, and provide for basic needs

to the public. Long-term recovery focuses on restoring the community to its normal or to an improved state of affairs. Examples of recovery actions are provision of temporary housing, restoration of government services, and reconstruction of damaged areas.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Terrorism - Under the Homeland Security Act of 2002, terrorism is defined as activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources and

is a violation of the criminal laws of the United States or any State or other subdivision of the United States in which it occurs and is intended to intimidate or coerce the civilian population or influence a government or affect the conduct of a government by mass destruction, assassination, or kidnapping.

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

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

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

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

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

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

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

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

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

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

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

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

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

Vulnerability Analysis - A determination of possible hazards that may cause harm. Should be a systemic approach used to analyze the effectiveness of the overall (current or proposed) emergency

management, emergency services, security, and safety systems at a particular facility or within a jurisdiction.

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

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

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

CALLOWAY COUNTY, KENTUCKY
EMERGENCY OPERATIONS PLAN

TRANSPORTATION

ESF-1

Revised May 2024

Coordinates and organizes transportation resources in preparing for, responding to and recovering from emergency/disaster incidents which impact the citizens of Calloway County.

ESF-1

TRANSPORTATION

ESF Coordinator: Director, Murray-Calloway Transit Authority

Primary Agencies: Murray-Calloway Transit Authority
Calloway County Board of Education
Murray Independent School District
Calloway County Road Department

Support Agencies: **Calloway County Fiscal Court**
Calloway County Judge Executive and Magistrates
Calloway County Sheriff's Office
Calloway County Office of Emergency Management
Murray-Calloway County Hospital Ambulance Service
Calloway County Fire-Rescue

City of Murray
Mayor of Murray and City Council
Murray Police Department
Murray Fire Department
Murray Public Works

City of Hazel
Mayor of Hazel and City Council
Hazel Public Works

Murray State University
MSU Transportation Department
MSU Police Department

Other Local & Regional Agencies
Calloway County Chapter of the American Red Cross
Calloway County CERT

State Agencies
Kentucky State Police
Kentucky Motor Vehicle Enforcement
Kentucky Department of Transportation
Kentucky Division of Emergency Management

Introduction

The Transportation Emergency Support Function (ESF-1):

- Identifies and organizes the resources (human, technical, equipment, facility, materials and/or supplies) available to Calloway County, the City of Murray and the City of Hazel to address and support transportation needs in the event of either a natural or man-made disaster or emergency situation;

- Identifies the responsibilities of organizations charged with providing transportation in the case of a disaster or emergency situation;

- Is established to assure the provision of transportation support to Calloway County, the City of Murray, the City of Hazel and private-sector response before, during and after an incident/event;

- Provides personnel and resources to support prevention, preparedness, protection, response, recovery, and mitigation in support of the primary emergency management objectives of transportation emergency and disaster situations.

Mission

The mission of the Transportation Emergency Support Function is to coordinate and organize transportation resources in preparing for, responding to and recovering from emergency/disaster incidents which impact the citizens of Calloway County.

Scope

The scope of this ESF includes:

- Assessing transportation system damage and determining the required resources to restore such transportation systems;

- Coordinating with ESF-1/Transportation support agencies for assistance in helping transportation suppliers obtain information, equipment, specialized labor, fuel and transportation;

- Coordinating information with local, state, and federal officials and suppliers about available transportation resources for recovery assistance;

- Providing technical assistance concerning transportation systems.

ESF-1/Transportation is a functional annex to the Calloway County Emergency Operations Plan (EOP) and, to the extent possible, information contained in other sections of the EOP will not be repeated in this ESF annex. Many of the agencies involved in ESF-1/Transportation activities have existing emergency plans and procedures which this ESF Annex complements and supports.

This Emergency Support Function applies to all agencies with assigned transportation emergency responsibilities as described in the Calloway County Emergency Operations Plan.

Situations and Assumptions

Some of the situations and assumptions involved in ESF-1/Transportation planning include:

- An incident may cause extensive damage to Calloway County and/or surrounding jurisdictions, requiring activation of the county's transportation assets in support of coordinated response activities;

- Movement of resources into and evacuees out of the impacted area will be predicated on and require the identification of all surviving and available methods and routes of transportation;

- Damaged roads, vehicles, facilities, equipment and damaged or disrupted communications could significantly hamper emergency transportation support;

- Emergency transportation support requirements will likely exceed local capabilities and outside assistance will be required to support local emergency operations and/or a large-scale evacuation;

- The general public will receive and understand official emergency public information and warning related to evacuation;

- The majority of the public will act on its own and evacuate areas promptly when advised to do so;

- Some people may refuse to evacuate regardless of warnings;

- Most evacuees will seek shelter with relatives or friends rather than accept public shelter;

- The principal mode of transportation for evacuees will be private vehicles;

- Some people will lack transportation;

- Some residents who are ill or disabled may require vehicles with special transportation capabilities;

- When required, institutional residents will either be evacuated by the organization responsible for the institution, e.g., Murray-Calloway County Hospital including MCCH Spring Creek Health Center, Fern Terrace Lodge, Hickory Woods Retirement Center, Brookdale Senior Living, Murray State University, Calloway and Murray public and private schools, daycare centers, etc., or the institution will make prior arrangements to have the residents evacuated;

- Certain areas of Calloway county, or special populations within the county, may need additional time to accomplish an evacuation;

- It may take several days to complete a mass evacuation out of the county;

- Roads and highways in Calloway County will become congested during a large-scale evacuation and hamper the movement of traffic and access for emergency vehicles;

- Local law enforcement will provide the majority of traffic control on major evacuation routes within Calloway County.

Concept of Operations

The Calloway County Emergency Operations Center (EOC) serves as the central location for interagency coordination and executive decision-making, including all activities associated with ESF-1/Transportation during a disaster/emergency event. The ESF-1/Transportation Primary Agencies work with the EOC management team to ensure necessary transportation tasks are accomplished. The Support and Partnering Agencies provide resources and personnel to assist in accomplishing ESF-1/Transportation activities as required by the size and demands of the event. As calls are received requesting services and resources during an emergency/disaster situation, they are routed to the ESF-1/Transportation desk to determine appropriate action.

General

ESF-1/Transportation is organized consistent with the requirements of the National Response Plan, the National Incident Management System and uses the Incident Command System (composed of Planning, Operations, Logistics, and Finance/Administration Sections with their standardized Units, Teams, positions, forms, and terminology) to manage its emergency/disaster responsibilities. This structure and system supports incident assessment, planning, procurement, deployment, and coordination of transportation support operations for Calloway County, the City of Murray and the City of Hazel. Pursuant to the Incident Command System structure, the Planning, Logistics, Finance/Administration, and Operations Section Coordinators and staff at the EOC assist the EOC Manager in achieving the overall mission. Sections, Units, Teams, staffing levels, etc. are modular and scalable, depending on the type, size, scope, and complexity of the emergency or disaster event.

Procedures, protocols and plans for transportation disaster response activities provide guidelines for operations at the Calloway County EOC and in the field.

- The Emergency Operations Plan and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines that describe ESF-1/Transportation capabilities are based on National Planning Scenarios, Universal Task List and Target Capabilities and are the basis of these guidelines;

- Periodic training and exercises are conducted to enhance effectiveness;

- Transportation planning is continuous, beginning well before impact of approaching natural disasters and immediately upon those not forecasted.

A large event requiring regional, state, and/or interstate mutual aid assistance will require ESF-1/Transportation implementation. ESF-1/Transportation will coordinate with support agency counterparts to seek and procure, plan, coordinate and direct the use of any required transportation assets.

When an event requires a specific type or response mode, transportation technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with skills relevant to the type of event. The individual will advise and/or direct operations within the context of the Incident Command System structure.

As illustrated in Figure 1-1: *ESF-1/Transportation Concept of Operation*, ESF-1 will give priority to five fundamental, interrelated functions:

- Use technology and human intelligence to collect, analyze and disseminate information on direct and indirect disaster impacts;

- Assess the capabilities of local government, the business community and volunteer agencies to effectively respond to the disaster;

- Assess and prioritize the immediate needs of impacted communities, neighborhoods and areas of the county;

- Incorporate the analyses into Incident Action Plans that establish operational objectives and identify resource requirements to accomplish these objectives;

- Utilize an Incident Action Matrix to establish priorities, assign tasks to agencies, and track progress in meeting objectives.

ESF-1/TRANSPORTATION CONCEPT OF OPERATIONS

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                    ┌──────────────────────────┐
                    │ 1. ASSESS IMPACTS        │
                    │ 2. ASSESS LOCAL RESPONSE │
                    │    CAPABILITIES          │
                    └──────────────────────────┘

┌──────────────────────┐                    ┌──────────────────────┐
│ 5. PREPARE AND       │                    │ 3. PRIORITIZE NEEDS  │
│ IMPLEMENT INCIDENT   │                    │    OF IMPACTED AREAS │
│ ACTION MATRIX        │                    │                      │
└──────────────────────┘                    └──────────────────────┘

                    ┌──────────────────────────┐
                    │ 4. PREPARE AND           │
                    │ IMPLEMENT INCIDENT       │
                    │ ACTION PLANS (IAP)       │
                    └──────────────────────────┘
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Figure 1-1: *ESF-1/Transportation Concept of Operations*

Each transportation organization which enters into a mutual aid agreement will furnish a copy of the agreement to the Calloway County ESF-1 Coordinator.

The Calloway County Office of Emergency Management, with the assistance of the ESF-1 Coordinator, will maintain up-to-date information (reviewed/updated annually) of transportation services in Calloway County including:

- Names of responsible officials,

- ESF-1/Transportation staffing directory,

- ESF-1/Transportation notification lists, and

▪ Major transportation equipment identified in Resource Typing and readiness status.

The ESF-1/Transportation Emergency Operations Plan plus accompanying Appendices, Annexes and Standard Operating guidelines are maintained by the Calloway County Office of Emergency Management and are reviewed and updated by the ESF-1/Transportation planning committee with the Calloway County Office of Emergency Management at least annually. Support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents must be compliant with the National Response Plan, National Incident Management System, Incident Command System, and the Emergency Operations Plan (EOP).

Transportation organizations are responsible for training and continuing education of their personnel.

The Calloway County Emergency Operations Center uses WebEOC (crisis management software) to supplement disaster management planning and actions. Specifically, all of the applicable Emergency Support Functions, agency based emergency operations centers, and other facilities or functions as appropriate are able to communicate their needs and status through WebEOC. This allows all of the information to be integrated for the specific event and to assess what actions, resources and needs exist.

Notifications

Calloway County E911 Dispatch is the county's 24 hour Warning Point. There are also E911 Dispatch centers serving the City of Murray and the main campus of Murray State University.

When the county or an area of the county has been threatened or impacted by an emergency or disaster event, the E911 Dispatch involved will notify the Calloway County Office of Emergency Management Director who in turn notifies the State Emergency Operations Center Duty Officer. The Commonwealth Emergency Operations Center notifies applicable state agencies including the Regional Response Manager of KyEM Region 1.

ESF-1/Transportation is activated or alerted for standby upon notification by the Calloway County Office of Emergency Management. Upon instructions to activate this Emergency Support Function, the ESF-1 Coordinator and Support Agencies will implement their procedures to notify and mobilize all personnel, facilities and physical resources potentially needed, based on the emergency circumstance.

Direction and Control

Murray-Calloway Transit Authority, Calloway County Board of Education, Murray Independent School District, and the Calloway County Road Department are the lead agencies for ESF-1 and will manage the emergency activities of ESF-1/Transportation. During Emergency activations, ESF-1/Transportation operates from the Calloway County EOC on a 24/7 schedule to help maintain the flow of transportation services.

The Calloway County Office of Emergency Management functions as the official disaster organization for preparedness, mitigation, response and recovery within Calloway County and serves as the focal point for ESF-1 activities. It is responsible for ensuring that all appropriate program departments, support agencies, other Emergency Support Functions, and private voluntary agencies have knowledge about the system and ESF-1 expectations.

The ESF-1/Transportation system operates at two levels – the EOC and field operations.

All management decisions regarding county and/or regional transportation resource allocations are made at the EOC by the ESF-1/Transportation Coordinator during emergency activations. In accordance with a mission assignment from ESF-1 and further mission tasking by a local primary agency, each support organization assisting in an ESF-1/Transportation assignment will retain administrative control over its own resources and personnel but will be under the operational control of ESF-1.

Organization

Response to an emergency/disaster event in Calloway County is progressive as demonstrated in Figure 1-2: *Progressive Requests for Emergency/Disaster Resources*. The initial response to an emergency/disaster situation is met by the use of the transportation resources available at the local level. Calloway County, the City of Murray, the City of Hazel and Murray State University activate available resources. When the transportation needs for resources and/or services exceed the capability of what is available in the jurisdictions within Calloway County, established mutual aid agreements with surrounding counties to provide such transportation resources are activated. When needed transportation resources cannot be located through mutual aid agreements, the Calloway County Emergency Operations Center requests resources through the Commonwealth Emergency Operations Center. The Commonwealth Emergency Operations Center locates resources through intra- and inter-state mutual aid agreements and federal assets.
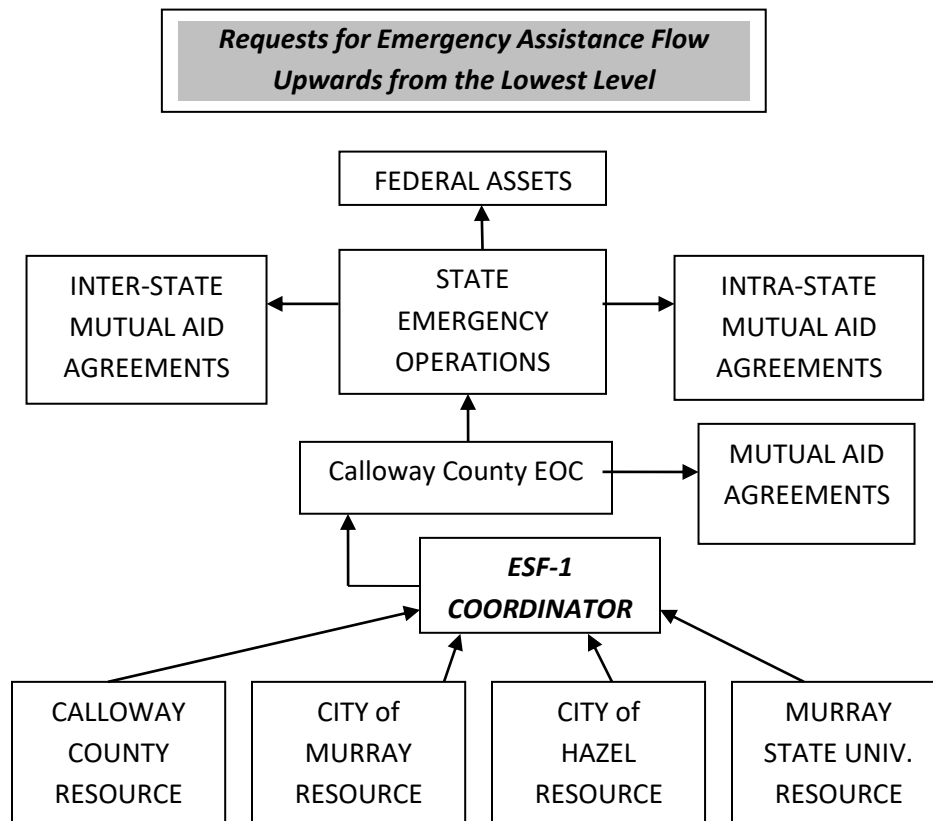
Figure 1-2: *Progressive Requests for Emergency/Disaster Resources*

County

Calloway County Emergency Management notifies ESF-1/Transportation notification and requests assistance from the primary and support agencies to help staff the ESF-1 position in the Calloway County Emergency Operations Center.

In the Incident Command Structure, ESF-1/Transportation is located in the Operations Section as shown in Figure 1-3: *Incident Command System Structure: ESF-1/Transportation*.

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          ┌─────────────────────────┐
          │    CALLOWAY COUNTY      │
          │      EOC MANAGER        │
          └─────────────────────────┘

┌────────────────────┐        ┌────────────────────┐
│ PUBLIC INFORMATION │        │      LIAISON       │
└────────────────────┘        └────────────────────┘

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    │    SAFETY    │
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│ OPERATIONS │  │  PLANNING  │  │  LOGISTICS │  │   FINANCE  │
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│    ESF-1/TRANSPORTATION       │
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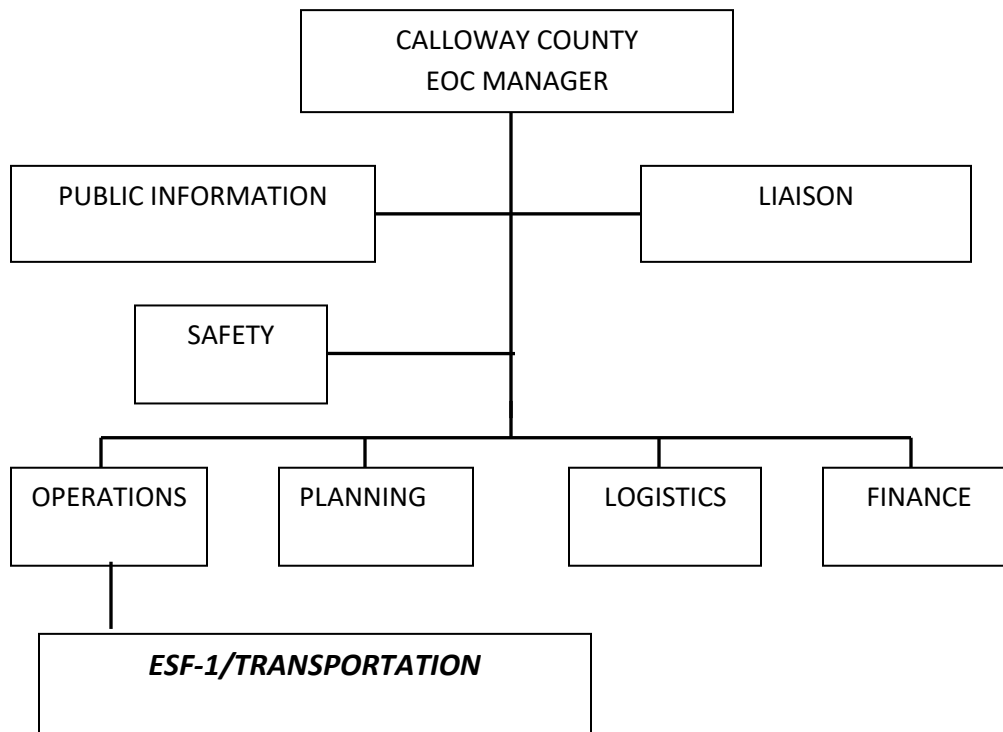
Figure 1-3: *Incident Command System Structure/ESF-1–Transportation*

During an activation of the EOC, support agency staff is integrated with the transportation staff to provide support that will allow for an appropriate, coordinated, and timely response.

Throughout the response and recovery periods, ESF-1/Transportation:

- Collects, analyzes, and disseminates tactical information on the nature, scope and potential impacts of an incident or major disaster related to transportation;

- Evaluates and analyzes information regarding transportation requests;

- Develops and updates assessments of current and anticipated future transportation needs and resource requirements;

- Implements contingency planning to meet anticipated transportation demands or needs;

- Incorporates this analysis into Incident Action Plans; and

- Uses this intelligence to support the Logistics, Operations, and other ESFs in their impact assessment and response missions.

Region

When local resources are overwhelmed or depleted, additional transportation resources are obtained through established mutual aid agreements Calloway County has with counties in the region. The Operations Section Chief, in consultation with the requesting jurisdiction, contacts the agencies with whom mutual agreements are in effect to determine if the requested resources are available.

Additionally, either the KyEM Area 1 Response Manager or the Commonwealth Emergency Operations Center can be contacted to identify the appropriate state agency directing transportation coordination/support at the state level. That agency can designate a liaison to the Calloway County EOC to assist Emergency Support Function 1 and to the extent capable provide coordinators, assessors and operational personnel in support of the EOC or field activities.

On activation of an EOC in more than one county, the lead agency for transportation coordination/support at the state level may support the coordination of the event response with regional resources or request additional resources through the Commonwealth Emergency Operations Center.

State

During an emergency or disaster event, ESF-1/comparable primary and support agencies at the Commonwealth Emergency Operations Center report and function under the overall direction of the Kentucky Division of Emergency Management Director.

During the response phase, ESF-1/Transportation evaluates and analyzes information regarding transportation requests. ESF-1/Transportation develops and updates assessments of the transportation situation/status in the impact area and initiates contingency planning to meet anticipated demands and needs.

The Kentucky Division of Emergency Management develops and maintains the overall Commonwealth Emergency Operations Plan and accompanying Appendices and Standard Operating Guidelines that govern response actions related to emergencies. Support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents must comply with the National Response Plan, the National Incident Management System, and the Incident Command System.

Actions

Actions initiated by ESF-1/Transportation are grouped into the phases of emergency management: prevention, preparedness, response, recovery, and mitigation. Each phase requires specific skills and knowledge to accomplish. Each phase requires significant cooperation and collaboration among all supporting agencies and the intended recipients of service. ESF-1 encompasses a full range of activities from training to the provision of field services. It also coordinates and may assume direct operational control of the:

- Transportation for Calloway County and/or other populations;

- Transportation of ambulatory, wheelchair and other special needs populations;

- Transportation of equipment and supplies, and;

- Catastrophic incident and alternate transportation service facility support.

Preparedness Actions

Preparedness actions and activities that develop transportation response capabilities for ESF-1 personnel and other emergency support functions that will respond with ESF-1 include:

- Planning;

- Training;

- Orientation sessions, and;

- Exercises.

Preparedness involves the active participation of local inter-agency preparedness organizations, which collaborate in such planning activities on a regular basis. Local agencies will jointly address planning issues on an on-going basis to identify:

- Response zones;

- Potential staging areas;

- Potential transportation facilities, and;

- The maintenance and future development of specialized transportation teams.

Initiatives also include:

- Planning with ESF-1 support agencies and other emergency support functions to refine transportation operations;

- Refining procedures for rapid impact assessment per field surveys;

- Training and exercises for EOC and transportation response team members;

- Preparing and maintaining the following which are necessary for implementation of the responsibilities of the lead agencies:

  o Emergency operating procedures;

  o Resource inventories;

  o Personnel rosters, and;

  o Resource mobilization information.

- Managing inventory of equipment and other pre-designated assets that are essential to meet transportation of special needs groups;

- Maintaining a list of ESF-1 assets that can be deployed during an emergency;

- Assigning and scheduling sufficient personnel to implement ESF-1 tasks for an extended period of time;

- Ensuring lead agency personnel are trained in their responsibilities and duties;

- Developing and implementing emergency response and transportation strategies;

- Developing and presenting training courses for ESF-1 personnel;

- Maintaining liaison with support agencies;

- Conducting All Hazards exercises involving ESF-1.

Response Actions

Response activities/initiatives include:

- Coordinating operations at the ESF-1 position in the Calloway County EOC and/or at other locations as required;

- Coordinating needs and response actions with each transportation agency;

- Establishing and maintaining of a system to support on-scene direction/control and coordination with Calloway County's EOC, CEOC, or other coordination entities as appropriate;

- Utilizing evacuation, deployment or demobilization routes to the extent possible;

- Coordinating with support agencies to develop, prioritize and implement strategies for the initial response to EOC requests;

- Establishing communications with appropriate field personnel to ensure readiness for timely response;

- Evaluating and tasking the transportation support requests for threatened and/or impacted areas;

- Implementing Disaster Assessment Teams to determine post-event effect on emergency services, functional group resources and the ability to perform continuity of operations for essential functions;

- Monitoring and directing transportation resources and response activities to include pre-positioning for response/relocation due to the potential impact(s) of the emergency situation;

- Participating in EOC briefings, development of Incident Action Plans and Situation Reports, and attending meetings;

- Coordinating with support agencies to support emergency activities;

- Obtaining other resources through the Statewide Emergency Management Mutual Aid and Assistance Agreements;

- Coordinating all resources into the affected areas from designated staging areas;

- Relaying all emergency traffic conditions/regulations to all affected personnel;

- Coordinating with other jurisdictions' ESFs or like function to obtain resources and facilitate an effective emergency response among all participating agencies;

- Reporting to the EOC any traffic control signs/signals needed at locations for general navigation through and around the disaster area;

- Coordinating with ESF-3/Public Works for equipment and manpower required to clear roads;

- Coordinating with ESF-8/Public Health and Medical Services for emergency medical air transportation.

Recovery Actions

Recovery activities/initiatives include:

- Contacting each transportation agency for initial damage assessment of personnel, equipment and supplies;

- Maintaining documentation of all reported damage by transportation agencies;

- Continuing to provide support as required until response activities are concluded or until they can be managed and staffed by the primary incident agency or jurisdictions;

- Initiating financial reimbursement process for recovery activities when such support is available;

- Assisting in recovery operations of the EOC;

- Support agencies will continue to provide necessary emergency transportation, transportation of persons with special needs, transportation of emergency personnel, and transportation of emergency goods and services.

Mitigation Actions

Mitigation activities/initiatives include:

- Coordinating with the Local Emergency Planning Committee to identify potential hazards and their impacts, include in the Jackson Purchase Hazard Mitigation Plan, and seek funding;

- Providing personnel with the appropriate expertise to participate in activities designed to reduce or minimize the impact of future disasters.

Responsibilities

All tasked agencies will:

- Develop applicable standard operating procedures, guidelines and/or checklists which clearly define the role of this emergency support function in the overall functioning of the Calloway County EOC and detail the accomplishment of their assigned functions;

- Train staff in the standard operating procedures, guidelines and/or checklists that outline the courses of action to be taken during a pending or actual disaster or emergency situation;

- Participate in drills to exercise these procedures and actions on a regular basis;

- Participate in honest appraisals of the performance of the transportation role and actions after each drill, exercise and actual activation of the Calloway County EOC;

- Participate in a continuous quality improvement process using performance appraisals and debriefs to continuously refine the role and actions of this emergency support function in the overall functioning of the Calloway County EOC and incorporate any refinements or updates into clearly written procedures in coordination with all staff and involved agencies;

- Deploy a representative to the EOC to assist with transportation activities;

- Provide on-going status reports as requested by the Transportation Coordinator;

- Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster-related work from daily work in the event that State and Federal reimbursement becomes available;

- Maintain up-to-date rosters for notifying personnel and 24-hour EOC staffing capabilities, and provide this information to the Calloway County Office of Emergency Management;

- Perform other emergency responsibilities as assigned.

Primary Agencies: Murray-Calloway Transit Authority
Calloway County Board of Education
Murray Independent School District
Calloway County Road Department

Duties include:

- Providing leadership in directing, coordinating and integrating overall Calloway County efforts to provide transportation assistance to affected areas and populations;

- Staffing and operating a National Incident Management System compliant, command and control structure (i.e., Incident Command System), to assure that services and staff are provided to areas of need;

- Coordinating and directing the activation and deployment of support agencies' personnel, supplies and equipment and provide certain direct resources;

- Evaluating the emergency, make strategic decisions, identify resource needs and secure resources required for field operations;

- Monitoring transportation emergency response and recovery;

- Coordinating all State and Federal transportation resources into the affected areas from Staging Areas;

- Managing transportation and other emergency incidents in accordance with each agency's Standard Operating Guidelines and under the direction of ESF-1 representatives or designee;

- Tasking support agencies as necessary to accomplish ESF-1 support responsibilities;

- Making specific requests for transportation assistance to the State ESF-1/Transportation as needed, State will activate resources through the Commonwealth Emergency Response Plan;

- Re-assessing priorities and strategies throughout the emergency according to the most critical transportation needs;

- Assisting with emergency evacuations and re-entry of threatened areas;

- ▪ Maintaining a current inventory of transportation assets from participating agencies, including their location and condition;

- ▪ Demobilizing resources and deactivate the ESF-1 function upon direction from the EOC Manager.

Support Agencies:

Support agencies will assist the Emergency Support Function with:

- ▪ Performing the above-outlined tasks as requested by the ESF Coordinator;

- ▪ Providing services, staff, equipment, and supplies that complement the entire emergency response effort;

- ▪ Reporting current resources capabilities on a regular basis.

Administration and Support

Support

Requests for emergency transportation assistance will be resolved at the lowest level direction and control facility with appropriate response resources capabilities. Unresolved assistance requests will normally flow upward from cities to the county and/or field deployed command posts to responsible representatives in the Commonwealth Emergency Operations Center, and as required to other states or the federal government for assistance support.

Agreements and Understandings

All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of laws and procedures.

Status Reports

The primary agencies will maintain status of all outstanding assistance requests and unresolved ESF-1/Transportation related issues. This information will be summarized into periodic status reports and submitted in accordance with applicable operating procedures.

Expenditures and Recordkeeping

Each ESF-1/Transportation agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines. The first source of funds for expenditures by agencies in response to emergency, imminent disaster, or recovery from a catastrophic incident, is to be from funds associated with each local agency.

ESF-1 is responsible for managing financial matters specific to ESF-1/Transportation activity and related to resources procured/used during an event and forwarding that information to the Finance/Administration Section. However, each local government/agency/department must also track and record its own expenditures to ensure accuracy with any submissions for potential reimbursement. Information will be provided post-event as to application procedures for reimbursement.

The Finance/Administration Section will coordinate with the Logistics Section to ensure that procurements and staff hours are properly documented and processed for potential reimbursement. It is also responsible for follow-up on all financial issues through coordination with Calloway County Government and other local governments' fiscal and personnel management officials, Kentucky Division of Emergency Management fiscal agents, Federal Emergency Management Agency fiscal agents, and directly with vendors as necessary.

Expenditures by other departments for activity not directly related to ESF-1/Transportation will be documented by those entities and submitted directly to the Finance/Administration Section as soon as possible.

Critiques

Following the conclusion of any significant emergency, incident, or exercise, the primary agency representatives will conduct a debrief critique of the group activities during the emergency/incident/exercise with the ESF-1/Transportation agencies, identifying both successful operations and areas of operations requiring further refinement in a continuous quality improvement process for the overall performance of the Calloway County Emergency Operations Center.

Map of Major Evacuation Routes

Major evacuation routes would be considered to be the same as KyTC "Priority A" clearance roads. See map, below.

Source:
https://transportation.ky.gov/Maintenance/Documents/Snow%20and%20Ice%20Maps/Calloway.jpg
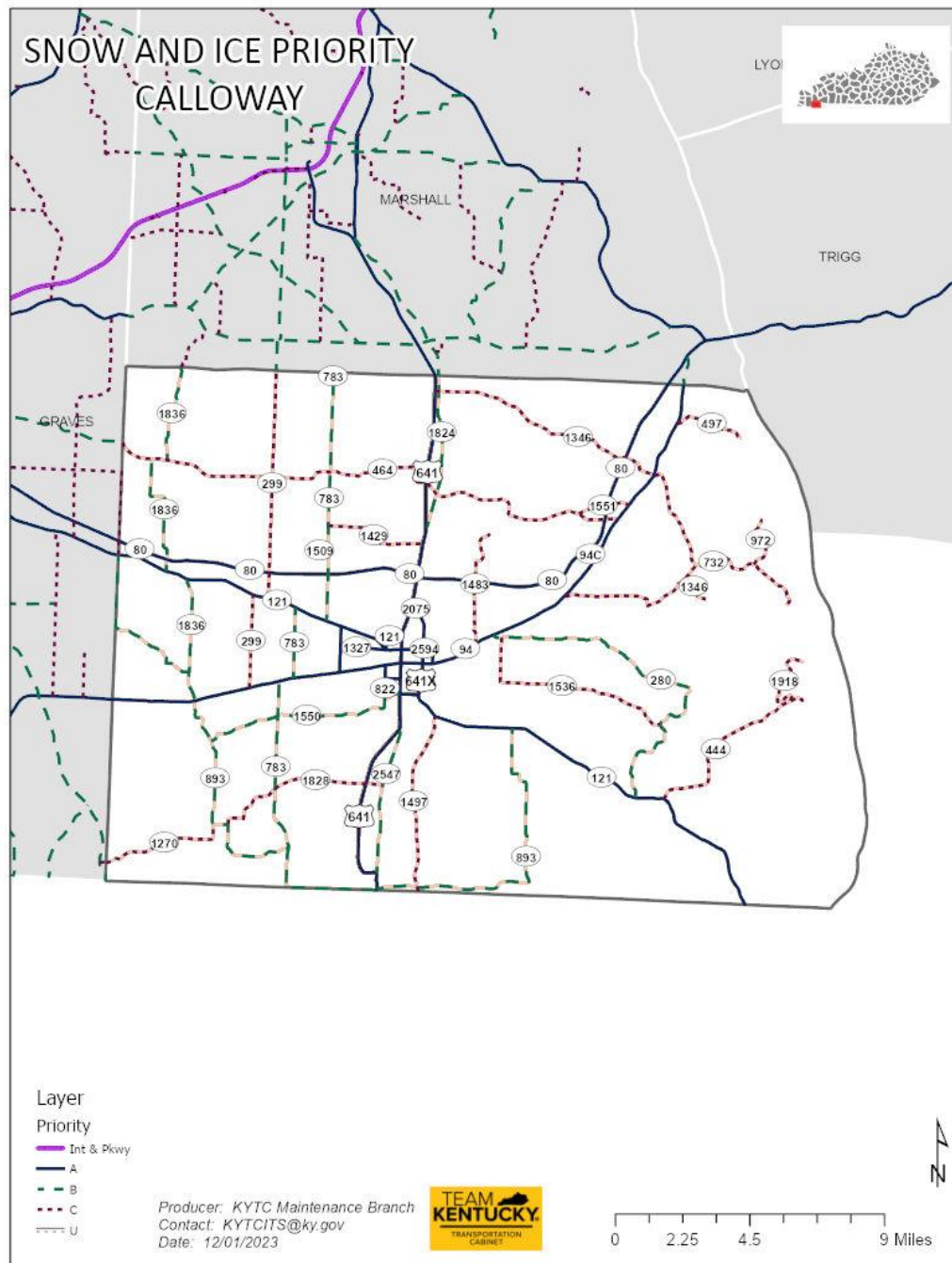
CALLOWAY COUNTY, KENTUCKY
EMERGENCY OPERATIONS PLAN

COMMUNICATIONS

ESF-2

Revised May 2024

Coordinate and organize communications resources in preparing for, responding to and recovering from emergency/disaster incidents which impact the citizens of Calloway County.

ESF-2
COMMUNICATIONS

ESF Coordinator: Calloway County Dispatch Supervisor

Primary Agency: Calloway County E911 Dispatch

Support Agencies: **Calloway County Fiscal Court**
Calloway County Judge Executive and Magistrates
Calloway County Sheriff's Office
Calloway County Office of Emergency Management
Calloway County Road Department

City of Murray
Mayor of Murray and City Council
Murray Police Department & E911 Dispatch
Murray Fire Department

City of Hazel
Mayor of Hazel and City Council

Other Local Agencies
Calloway County Board of Education
Murray Independent School District
Murray State University Police & E911 Dispatch
Calloway County Health Department

Local Resources
Murray State University TSM Program
Murray Electric System CATV
Charter Communications CATV
Mediacom CATV
Calloway County Reverse 911 System (HyperReach)
Satellite Radio/phones at Murray-Calloway County Hospital
Satellite Radio/phone at Calloway County Health Department
Murray State University Amateur Radio Club
The Purchase Area Amateur Radio Society
Calloway County CERT
WKMS-FM Radio
WNBS-AM, WFGS-FM, WOFC-AM Radio

State Agencies
Kentucky State Police Post 1
Kentucky Division of Emergency Management—Area 1 Office

Federal Agency
National Weather Service, Paducah

Introduction

The Communications Emergency Support Function (ESF-2):

- Identifies and organizes the resources (human, technical, equipment, facility, materials and/or supplies) available to Calloway County, the City of Murray and the City of Hazel to address and support communications needs in the event of either a natural or man-made disaster or emergency situation;

- Identifies the responsibilities of organizations charged with providing communications in the case of a disaster or emergency situation;

- Is established to assure the provision of communications support to Calloway County, the City of Murray, the City of Hazel and private-sector response before, during and after an incident/event;

- Provides personnel and resources to support prevention, preparedness, protection, response, recovery and mitigation in support of the primary emergency management objectives of communications in emergency and disaster situations.

Communications is defined as the 24-hour County Warning Point and primary Public Safety Answering Points (PSAPs) for Calloway County Kentucky as well as supporting communications systems, such as secondary Public Safety Points, other communication systems found in various municipal agencies and private sector companies, and amateur radio resources.

Calloway County E911 Dispatch is the primary Public Safety Answering Point providing emergency and non-emergency dispatch services for Fire Protection, Law Enforcement, and Emergency Medical Services in rural areas and the City of Hazel, and the Calloway County Office of Emergency Management. Murray City E911 is the primary Public Safety Answering Point providing emergency and non-emergency dispatch services for Fire Protection, Law Enforcement, and Emergency Medical Services in the City of Murray. Murray State University E911 is the primary Public Safety Answering Point providing emergency and non-emergency dispatch services for Law Enforcement, and also service requests for Fire Protection and Emergency Medical Services on the campus of Murray State University. In a large-scale state emergency situation, one or more of these agencies may have to rely on other supporting resources for communications, such as the other E911 centers, amateur radio operators and equipment, other municipal agencies, and even private sector resources.

Specific ESF-2/Communications objectives include:

- Ensuring that the three E911 Dispatch centers are prepared to provide the mission essential communications services required during normal operations;

- Ensuring that the three E911 Dispatch centers are prepared to respond to emergencies, recover and mitigate their impacts;

- Establishing and maintaining communications between and among the key facilities that are integral to efficient disaster operations.

Mission

The mission of the Communications Emergency Support Function is to coordinate and organize communications resources in preparing for, responding to and recovering from emergency/disaster incidents which impact the citizens of Calloway County.

Scope

The scope of this ESF includes:

- Assessing communications system damage and determining the required resources to restore communications systems;

- Coordinating with ESF-2/Communications support agencies for assistance in helping communications suppliers obtain information, equipment, specialized labor, fuel and transportation to repair or restore communications systems;

- Coordinating information with local, state, and federal officials and suppliers about available communications resources for recovery assistance;

- Providing technical assistance concerning communications systems.

ESF-2/Communications is a functional annex to the Calloway County Emergency Operations Plan (EOP) and, to the extent possible, information contained in other sections of the EOP will not be repeated in this ESF annex. Many of the agencies involved in ESF-2/Communications activities have existing emergency plans and procedures which this ESF Annex complements and supports.

This Emergency Support Function applies to all agencies with assigned communications emergency responsibilities as described in the Calloway County EOP.

Situations and Assumptions

Some of the situations and assumptions involved in ESF-2/Communications planning include, but are not limited to, the following:

- Communications play a critical role in emergency operations, notification and warning;

- Communications networks and facilities exist and operate throughout Calloway County and are capable of supporting emergency operations;

- Local and regional radio and television stations may be off the air due to power loss or other damaging circumstances;

- Telephone systems may become overloaded, delaying or making calls impossible due to increased use;

- All available forms of dissemination of information may be required to provide timely notification and warning to the general public and special needs populations during an incident;

- EAS messages may be issued by the Calloway County Emergency Management Director through the National Weather Service for broadcast on tone alert radios, and radio and television stations;

- Local agencies will utilize their normal communications systems during an emergency situation;

- Support facilities and equipment will be provided through coordination with the Calloway County Emergency Operations Center;

- In areas experiencing major emergency conditions or disaster effects, serious disruption of normal communications and overloading of communications systems is anticipated;

- County and city government facilities are available for properly discharging governmental functions during an incident;

- The ESF-2 Coordinator will coordinate communications facilities for maintaining effective communications with other agencies of county and city government;

- Some remote communities and/or isolated groups of individuals may require door-to-door notification;

- Some areas of the county may be without communications capabilities due to the impact to the incident and would have to be notified door-to-door, if time permits;

- There will be occasions when there will be no time or mechanism for warning the county's population;

- Special care groups or persons residing in assisted living quarters, such as senior citizens' or nursing homes may require individual warning notification;

- State assistance may be necessary to procure supplemental communications equipment and/or locate available repair technicians following an incident;

- Voice and data communications over the Internet may be available for use by the EOC during an incident.

Concept of Operations

The Calloway County Emergency Operations Center (EOC) serves as the central location for interagency coordination and executive decision-making, including all activities associated with ESF-2/Communications, during a disaster/emergency event. The ESF-2/Communications Primary Agencies work with the EOC management team to ensure necessary communications tasks are accomplished. The Support and Partnering Agencies provide resources and personnel to assist in accomplishing ESF-2/Communications activities as required by the size and demands of the event. As calls are received requesting communications services and resources during an emergency/disaster situation, they are routed to the ESF-2/Communications desk to determine appropriate action in consult with EOC management.

General

ESF-2/Communications is organized consistent with the requirements of the National Response Plan, the National Incident Management System and uses the Incident Command System (composed of Planning, Operations, Logistics and Finance/Administration Sections with their standardized Units, Teams, positions, forms and terminology) to manage its emergency/disaster responsibilities. This structure and system supports incident assessment, planning, procurement, deployment and coordination of communications support operations for Calloway County, the City of Murray, and the

City of Hazel. Pursuant to the Incident Command System structure, the Planning, Logistics, Finance/Administration and Operations Section Coordinators and staff at the Emergency Operations Center (EOC) assist the EOC Manager in achieving the overall mission. Sections, Units, Teams, staffing levels, etc. are modular and scalable, depending on the type, size, scope and complexity of the emergency or disaster event.

Procedures, protocols and plans for communications disaster response activities provide guidelines for operations at the Calloway County Emergency Operations Center and in the field.

- The Emergency Operations Plan and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines that describe ESF-2/Communications capabilities are based on National Planning Scenarios, Universal Task List and Target Capabilities and are the basis of these guidelines;

- Periodic training and exercises are conducted to enhance effectiveness;

- Communications planning is continuous, beginning well before impact of approaching natural disasters and immediately upon those not forecasted.

A large event requiring regional, state and/or interstate mutual aid assistance will require ESF-2/Communications activation. ESF-2/Communications will coordinate with support agency counterparts to seek and procure, plan, coordinate and direct the use of any required communications assets.

When an event requires a specific type or response mode, communications technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with skills relevant to the type of event. The individual will advise and/or direct operations within the context of the Incident Command System structure.

As illustrated in Figure 2-1: *ESF-2/Communications Concept of Operation*, ESF-2 will give priority to five fundamental, interrelated functions:

- Use technology and human intelligence to collect, analyze and disseminate information on direct and indirect disaster impacts;

- Assess the capabilities of local government, the business community and volunteer agencies to effectively respond to the disaster;

- Assess and prioritize the immediate needs of impacted communities, neighborhoods and areas of the county;

- Incorporate the analyses into Incident Action Plans that establish operational objectives and identify resource requirements to accomplish these objectives;

- Utilize an Incident Action Matrix to establish priorities, assign tasks to agencies, and track progress in meeting objectives.

**ESF-2/COMMUNICATIONS
CONCEPT OF OPERATIONS**

1. ASSESS IMPACTS
2. ASSESS LOCAL
RESPONSE CAPABILITIES

3. PRIORITIZE
NEEDS OF
IMPACTED AREAS

4. PREPARE AND
IMPLEMENT
INCIDENT ACTION
PLANS (IAP)

5. PREPARE AND
IMPLEMENT
INCIDENT ACTION
MATRIX

Figure 2-1: *ESF-2/Communications Concept of Operations*

Each communications organization which enters into a mutual aid agreement will furnish a copy of the agreement to the ESF-2 Coordinator.

The Calloway County Office of Emergency Management, with the assistance of the ESF-2 Coordinator, will maintain up-to-date information (reviewed/updated annually) of communications services in Calloway County including:

- Names of responsible officials,

- ESF-2/Communications staffing directory,

- ESF-2/Communications notification lists, and

- Major communications equipment identified in Resource Typing and readiness status.

The ESF-2/Communications Emergency Operations Plan plus accompanying Appendices, Annexes and Standard Operating guidelines are maintained by the Calloway County Office of Emergency Management and are reviewed and updated by the Calloway County Office of Emergency Management at least annually. Support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents must comply with the National Response Plan, National Incident Management System, Incident Command System and the Emergency Operations Plan (EOP).

Communications organizations are responsible for training and continuing education of their personnel.

The Calloway County Emergency Operations Center uses WebEOC (crisis management software) to supplement disaster management planning and actions. Specifically, all of the applicable Emergency

Support Functions, agency-based emergency operations centers, and other facilities or functions as appropriate are able to communicate their needs and status through WebEOC. This allows all the information to be integrated for the specific event for efficient assessment of what actions, resources and needs exist.

Notifications

Calloway County E911 Dispatch is the county's 24 hour Warning Point. There are also E911 Dispatch centers serving the City of Murray and the main campus of Murray State University.

When the county or an area of the county has been threatened or impacted by an emergency or disaster event, the E911 Dispatch involved will notify the Calloway County Office of Emergency Management Director who in turn notifies the State Emergency Operations Center Duty Officer. The state Emergency Operations Center notifies applicable state agencies including the Area Response Manager of KYEM Area 1.

ESF-2/Communications will be activated or alerted for standby upon notification by the Calloway County Office of Emergency Management. Upon instructions to activate this Emergency Support Function, the ESF-2 Coordinator and Support Agencies will implement their procedures to notify and mobilize all personnel, facilities and physical resources potentially needed, based on the emergency circumstance.

Direction and Control

Calloway County E911 Dispatch is the lead agency for ESF-2 and will manage the emergency activities of ESF-2/Communications. During emergency activations, ESF-2/Communications operates from the Calloway County Emergency Operations Center (EOC) on a 24 hour/7 days a week schedule to help maintain the flow of communications services.

The Calloway County Office of Emergency Management functions as the official disaster organization for preparedness, mitigation, response and recovery within Calloway County and serves as the focal point for ESF-2/Communications activities. It is responsible for ensuring that all appropriate program departments, support agencies, other Emergency Support Functions and private voluntary agencies have knowledge about the system and ESF-2/Communications expectations.

The ESF-2/Communications system operates at two levels – the Emergency Operations Center and field operations.

All management decisions regarding county and/or regional communications resource allocations are made at the Emergency Operations Center with the ESF-2/Communications Coordinator during emergency activations. In accordance with a mission assignment from ESF-2 and further mission tasking by a local primary agency, each support organization assisting in an ESF-2 assignment retains administrative control over its own resources and personnel but according to the operational control of ESF-2/Communications.

Organization

Response to an emergency/disaster event in Calloway County is progressive as demonstrated in Figure 2-2: *Progressive Requests for Emergency/Disaster Resources*. The initial response to an emergency/disaster situation is met by the use of the communications resources available at the local level. Calloway County, the city of Murray, the city of Hazel and Murray State University activate available resources. When the communications need for resources and/or services exceed the capability of what is available in the jurisdictions within Calloway County, and there are established mutual aid agreements with surrounding counties to provide communications, such resources are activated. When needed communications resources cannot be located through mutual aid agreements, the Calloway County Emergency Operations Center requests resources through the state Emergency Operations Center. The state Emergency Operations Center locates resources through intra- and inter-state mutual aid agreements and federal assets.
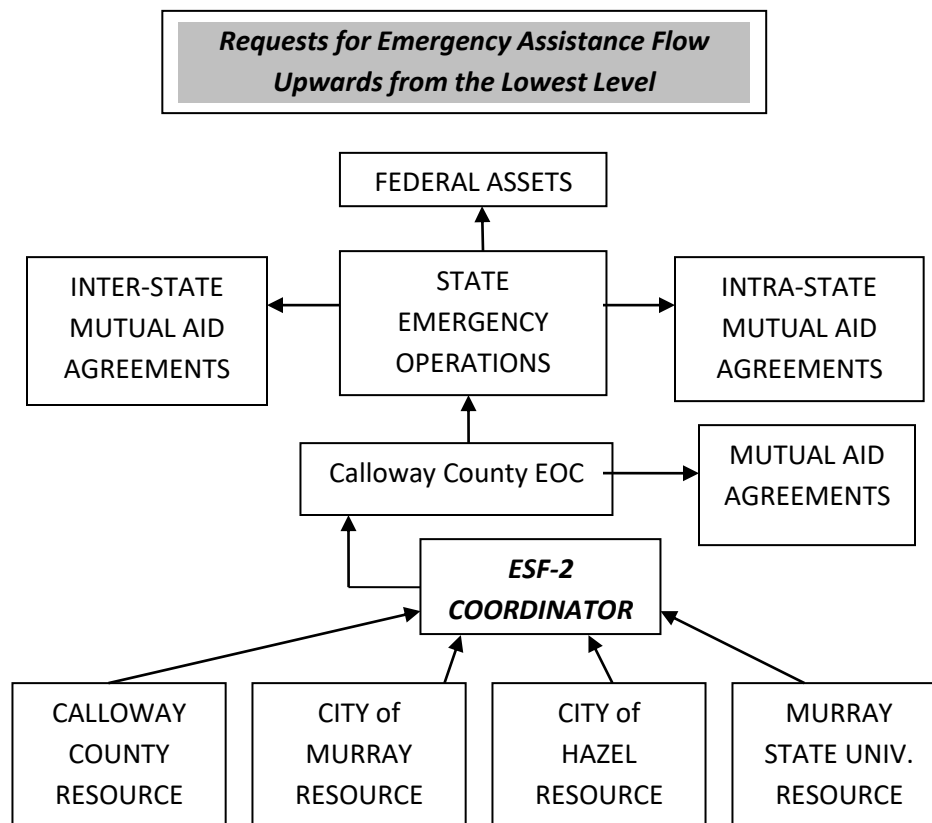
Figure 2-2: *Progressive Requests for Emergency/Disaster Resources*

County

Calloway County Emergency Management notifies ESF-2/Communications and requests assistance from the primary and support agencies to help staff the ESF-2/Communications position in the Calloway County Emergency Operations Center.

In the Incident Command Structure, ESF-2/Communications is located in the Logistics Section as shown in Figure 2-3: *Incident Command System Structure: ESF-2/Communications*.

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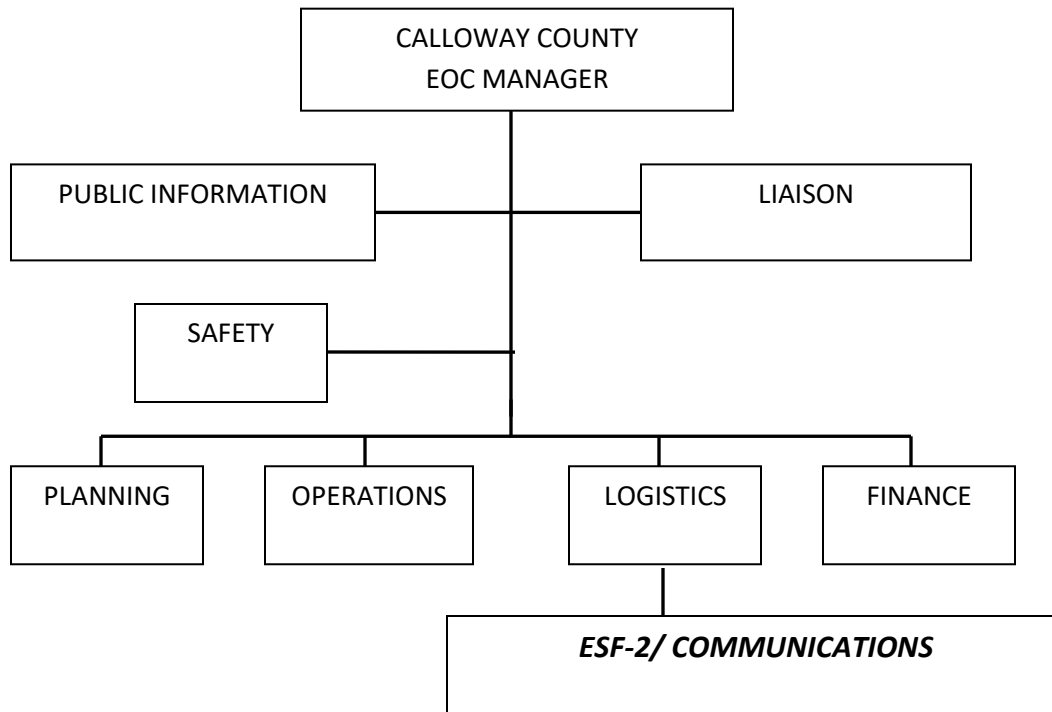
Figure 2-3: *Incident Command System Structure/ESF-2–Communications*

During an activation of the EOC, support agency staff is integrated with the communications staff to provide support that will allow for an appropriate, coordinated and timely response.

Throughout the response and recovery periods, ESF-2/Communications:

- Collects, analyzes, and disseminates tactical information on the nature, scope and potential impacts of an incident or major disaster related to communications;

- Evaluates and analyzes information regarding communications requests;

- Develops and updates assessments of current and anticipated future communications needs and resource requirements;

- Implements contingency planning to meet anticipated communications demands or needs;

- Incorporates this analysis into Incident Action Plans; and

- Uses this intelligence to support the Logistics, Operations and other ESFs in their impact assessment and response missions.

ESF-2/Communications operations are guided by the following assumptions:

- The nature and scope of the emergency dictate actions required;

- Calloway County agencies and other agencies (both public and private) will use their normal communications systems during an emergency. Support facilities and equipment will be provided through coordination with the Calloway County Emergency Operations Center/ Emergency Support Function 2;

- E911 Dispatch centers are tasked with maintaining adequate spare parts, resources and plans to ensure operational continuity during a disaster or emergency;

- E911 Dispatch centers are tasked with maintaining adequate staffing during an emergency with employees recalled as needed and scheduled appropriately;

- Lead and support agencies will coordinate their activities through their respective agency representative for the applicable emergency support function.

The Director of Calloway County Office of Emergency Management will establish priorities for restoration, if required, of public safety communications resources.

ESF-2 through Communications and Information Technology representatives will support the establishment of communications between key facilities that have an integral role in emergency response and recovery under the National Incident Management System.

The following are various facilities that must communicate effectively in a disaster and emergency event:

- All three E911 Dispatch centers;

- Calloway County Emergency Operations Center (EOC) and local government agencies;

- Calloway County EOC and State EOC;

- Calloway County EOC and other operational local and regional EOCs;

- Emergency Support Functions and Incident Command System field operations;

- Calloway County EOC and area hospitals;

- Calloway County EOC and shelters and feeding sites;

- Calloway County EOC and distribution sites, staging areas, and disaster resource centers.

The general communications systems linkages required for effective communications abilities include:

- Telephone--

  o Land-line;

  o Cellular;

  o Satellite.

- Public safety radio to include, but not limited to--

  o Calloway County Sheriff frequencies;

  o Murray Police Department frequencies;

- o Murray State University Police Department frequencies;

- o Calloway County Fire-Rescue frequencies;

- o Murray Fire Department frequencies;

- o Murray-Calloway County Hospital Ambulance Service frequencies;

- ▪ Amateur radio support;

- ▪ Facsimile support; and

- ▪ Internet and e-mail support.

The priorities for allocation of emergency communication resources by Communications are:

- ▪ Lifesaving – an organization essential to survival, health and safety of the population;

- ▪ Essential industry/commerce/transportation – organizations that are required or needed to maintain operations and economic stability;

- ▪ Others as determined.

Region

When local resources are overwhelmed or depleted, additional communications resources are obtained through established mutual aid agreements Calloway County has with counties in the region. The logistics Chief, in consultation with the requesting jurisdiction, contacts the agencies with whom mutual agreements are in effect to determine if the requested resources are available.

Additionally, either the KyEM Area-1 Response Manager or the state Emergency Operations Center can be contacted to identify the appropriate state agency directing communications coordination/support at the state level. That agency can designate a liaison to the Calloway County EOC to assist Emergency Support Function 2 and to the extent capable provide coordinators, assessors and operational personnel in support of the EOC or field activities.

On activation of an EOC in more than one county, the lead agency for communications coordination/support at the state level may support the coordination of the event response with regional resources or request additional resources through the State Emergency Operations Center.

State

During an emergency or disaster event, ESF-2/comparable primary and support agencies at the State Emergency Operations Center report and function under the overall direction of the Kentucky Division of Emergency Management Director.

During the response phase, ESF-2/Communications evaluates and analyzes information regarding communications requests. ESF-2/Communications also develops and updates assessments of the communications situation/status in the impact area and initiates contingency planning to meet anticipated demands and needs.

The Kentucky Division of Emergency Management develops and maintains the overall State Emergency Operations Plan and accompanying Appendices and Standard Operating Guidelines that govern response actions related to emergencies. Support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall

Emergency Operations Plan. All such documents must comply with the National Response Plan, the National Incident Management System and the Incident Command System.

Actions

Actions initiated by ESF-2/Communications are grouped into the phases of emergency management: preparation, mitigation, response and recovery. Each phase requires specific skills and knowledge to accomplish. Each phase requires significant cooperation and collaboration among all supporting agencies and the intended recipients of service. ESF-2 encompasses a full range of activities from training to the provision of field services. It also coordinates and may assume direct operational control of the following provided services:

- Assessment of potential impacts of scenario events and communications needs;

- Input into development of Incident Action Plans;

- Provision of communications personnel;

- Provision of communications equipment and supplies;

- Analysis of loss of functionality of communications system;

- Determination of available communications assets;

- Accumulation of damage information from assessment teams;

- Coordination of communications support;

- Prioritization of deployment of resources based on response needs;

- Communications management, command and control of assets;

- Communications activities related to terrorist threats and/or event.

Preparedness Actions

Actions and activities that develop communications response capabilities may include planning, training, orientation sessions and exercises for ESF-2 personnel and other emergency support functions that will respond with ESF-2. This involves the active participation of local inter-agency preparedness organizations, which collaborate in such activities on a regular basis. Local agencies will jointly address planning issues on an on-going basis to identify response zones, potential staging areas, potential medical facilities and the maintenance and future development of specialized teams.

Initiatives also include:

- Conducting training and exercises for communications;

- Planning with ESF-2 support agencies and other emergency support functions to refine communications operations;

- Preparing and maintaining emergency operating procedures, resource inventories, personnel rosters and resource mobilization information necessary for implementation of the responsibilities of the lead agency;

- Ensuring lead agency personnel are trained in their responsibilities and duties;

- Developing and presenting training courses for ESF-2 personnel;

- Providing information on critical facilities to the Calloway County Office of Emergency Management and developing protocols for frequently provided services;

- Conducting All Hazards exercises involving ESF-2;

- Coordinating with ESF 5-Emergency Management to incorporate disaster intelligence into ESF-2 training, preparedness and planning including the use of this intelligence to scale the mission requirements for ESF-2 in a major disaster;

- Assessing the vulnerability of communications equipment and systems to the effects of severe weather, flooding and other natural, technological and man-made hazards;

- Assessing worst-case scenario damage to the communications system with emphasis on scenarios that will cause the loss of system functionality;

- Identifying mission essential functions including 911 call processing, emergency dispatch services, and 24-hour Warning Point;

- Training personnel in the Incident Command System and procedures for pre-staging communications assets for rapid deployment as required.

Response Actions

Response actions/initiatives include:

- Coordinating operations at the ESF-2 position in the Calloway County EOC and/or at other locations as required;

- Coordinating needs and response actions with each communications agency;

- Establishing and maintaining a system to support on-scene direction/control and coordination with Calloway County's EOC, State EOC, or other coordination entities as appropriate;

- Establishing mutual aid procedures for interoperable communications and other communication resources;

- Coordinating resource management and logistical support;

- Implementing Disaster Assessment Teams to determine post-event effect on emergency services, functional group resources and the ability to perform continuity of operations for essential functions;

- Monitoring and directing communication resources and response activities to include pre-positioning for response/relocation due to the potential impact(s) of the emergency situation;

- Participating in EOC briefings to report on communications, development of Incident Action Plans and Situation Reports, and meetings concerning communications needs;

- Coordinating with support agencies, as needed, to support emergency activities;

- Obtaining other resources through the Statewide Emergency Management Mutual Aid and Assistance Agreement;

- Coordinating all resources into the affected areas from designated staging areas;

- Coordinating with other jurisdictions' ESFs or like function to obtain resources and facilitate an effective emergency response among all participating agencies.

Recovery Actions

Recovery actions/initiatives include:

- Assessing initial damage assessment of personnel, equipment and supplies of the PSAPs;

- Maintaining documentation of all reported damage by the PSAPs;

- Continuing to provide support as required until response activities are concluded or until they can be managed and staffed by each E911 Dispatch center;

- Accumulating damage information obtained from assessment teams, the telecommunications industry, and other local government and state agencies;

- Contacting other Emergency Support Functions to determine their communications requirements;

- Assessing the need for, and obtaining telecommunications industry support as required;

- Preparing and processing reports using established procedures, focusing specific attention to the production of after-action reports;

- Coordinating communications support to all governmental, quasi-governmental and volunteer agencies as required.

Mitigation Actions

Mitigation actions/initiatives include:

- Maintaining and improving communications infrastructure;

- Providing personnel with the appropriate expertise to participate in activities designed to reduce or minimize the impact of future disasters.

Responsibilities

All tasked agencies will:

- Develop applicable standard operating procedures, guidelines and/or checklists which clearly define the role of this emergency support function in the overall functioning of the Calloway County EOC and detail the accomplishment of their assigned functions;

- Train staff in the standard operating procedures, guidelines and/or checklists that outline the courses of action to be taken during a pending or actual disaster or emergency situation;

- Participate in drills to exercise these procedures and actions on a regular basis;

- Participate in honest appraisals of the performance of the communications role and actions after each drill, exercise and actual activation of the Calloway County EOC;

- Participate in a continuous quality improvement process using incident performance appraisals and debriefs to continuously refine the role and actions of this emergency support function in the overall functioning of the Calloway County EOC, and incorporate any refinements or updates into clearly written procedures in coordination with all staff and involved agencies;

- Deploy a representative to the EOC to assist with communications activities;

- Provide on-going status reports as requested by the Communications Coordinator;

- Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster-related work from daily work in the event that State and Federal reimbursement becomes available;

- Maintain up-to-date rosters for notifying personnel and 24-hour EOC staffing capabilities, and provide this information to the Calloway County Office of Emergency Management;

- Perform other emergency responsibilities as assigned.

Primary Agency: Calloway County E911 Dispatch

Duties include:

- Providing and maintaining communications during an emergency;

- Providing the Logistics Section updates on the potential impacts of damage to communications systems, resource shortfalls, and potential impacts on accomplishing the ESF-2 mission;

- Coordinating distribution of amateur radio resources;

- Evaluating the emergency, making strategic decisions, identifying resource needs and securing resources required for field operations;

- Maintaining an inventory of personnel, equipment, and vendors that will be used in the restoration of services.

Support Agencies:

Support agencies will provide assistance to the Emergency Support Function by:

- Performing the above-outlined tasks as requested by the ESF Coordinator;

- Providing services, staff, equipment, and supplies that complement the entire emergency response effort;

- Reporting current resources capabilities on a regular basis.

Specific Agency Duties

  Calloway County Health Department:

- Provide the ESF-2 Coordinator with guidance and direction in the event that the Strategic National Stockpile Plan has been implemented and communications assets are required.

- Manage and coordinate access to the Kentucky Health Alert Network (HAN).
  - The Kentucky Health Alert Network (HAN) is the primary communication and collaboration tool for public health in Kentucky. HAN is a secure, Internet-based system that provides the ability to instantly be in contact and work together with other government and non-government personnel playing a role in public health. HAN provides simple tools for alerting, sharing and reviewing documentation and retrieving contact information. The system is administered at the state level as well as at the local level by Health Department Public Health Preparedness Planners.

Calloway County Road Department / Murray Public Works / Hazel Public Works:

- Assist with clearing roads and debris to gain access to communications equipment and or assist emergency responders and utility companies with clearing road and debris;

- Assist with backup generator fueling and repairs on systems within their jurisdiction.

Law Enforcement Agencies:

- Provide security to critical Communications infrastructure;

- Utilize vehicle PA systems to broadcast emergency notifications to public or door to door notifications.

Fire Departments:

- Utilize vehicle PA systems to broadcast emergency notifications to public or door to door notifications.

Local Utility Companies:

- Utilize vehicle PA systems to broadcast emergency notifications to public or door to door notifications.

Amateur Radio Operators/MSU Amateur Radio Club/PAARS/ARES/MARS:

- Be prepared to provide contingency/backup/replacement communications as needed, including both local and long-haul communications.

Administration and Support

Support

Requests for emergency communications assistance will be resolved at the lowest level direction and control facility with appropriate response resources capabilities. Unresolved assistance requests will normally flow upward from cities to the county and/or field deployed command posts to responsible representatives in the State Emergency Operations Center, and as required to other states or the federal government for assistance support.

Agreements and Understandings

All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of laws and procedures.

Status Reports

The primary agency will maintain status of all outstanding assistance requests and unresolved ESF-2/Communications related issues. This information will be summarized into periodic status reports and submitted in accordance with applicable operating procedures.

Expenditures and Recordkeeping

Each ESF-2/Communications agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines. The first source of funds for expenditures by agencies in response to emergency, imminent disaster, or recovery from a catastrophic incident, is to be from funds associated with each local agency.

ESF-2/Communications is responsible for managing financial matters specific to ESF-2 activity and related to resources procured/used during an event and forwarding that information to the Finance/Administration Section. However, each local government/agency/department must also track and record its own expenditures to ensure accuracy with any submissions for potential reimbursement. Information will be provided post-event as to application procedures for reimbursement.

The Finance/Administration Section will coordinate with the Logistics Section to ensure that procurements and staff hours are properly documented and processed for potential reimbursement. It is also responsible for follow-up on all financial issues through coordination with Calloway County Government and other local governments' fiscal and personnel management officials, Kentucky Division of Emergency Management fiscal agents, Federal Emergency Management Agency fiscal agents and directly with vendors as necessary.

Expenditures by other departments for activity not directly related to ESF-2/Communications will be documented by those entities and submitted directly to the Finance/Administration Section as soon as possible.

Critiques

Following the conclusion of any significant emergency, incident or exercise, the primary agency representative will conduct a critique of the group activities during the emergency/incident/exercise with the ESF-2/Communications agencies, identifying both successful operations and areas of operations requiring further refinement in a continuous quality improvement process for the overall performance of the Calloway County Emergency Operations Center.

PUBLIC WORKS-INFRASTRUCTURE MANAGEMENT

ESF-3

Revised May 2024

Coordinates and organizes public works-infrastructure management resources in preparing for, responding to and recovering from emergency/disaster incidents which impact the citizens of Calloway County.

ESF-3
PUBLIC WORKS-INFRASTRUCTURE MANAGEMENT

ESF Coordinator: Calloway County Road Department Road Supervisor

Primary Agencies: Calloway County Road Department
Murray Public Works Department
Hazel Public Works Department

Support Agencies: **Calloway County Fiscal Court**
Calloway County Judge Executive and Magistrates
Calloway County Office of Emergency Management
Calloway County Sheriff's Office
Calloway County Fire-Rescue

City of Murray
Mayor of Murray and City Council
Murray Police Department
Murray Fire Department
Murray Building Codes Enforcement

City of Hazel
Mayor of Hazel and City Council

Murray State University
MSU Police Department
MSU Facilities Management

State Agencies
Kentucky Division of Emergency Management
Kentucky Transportation Cabinet (KYTC) District Office
Kentucky State Police
Kentucky Motor Vehicle Enforcement
Kentucky State Fire Marshal
Kentucky Department of Military Affairs/Kentucky National Guard

Federal Agencies
USDA's Natural Resources Conservation Service (NRCS)

Introduction

The Public Works-Infrastructure Management Support Function (ESF-3):

- Identifies and organizes the resources (human, technical, equipment, facility, materials and/or supplies) available to Calloway County, the City of Murray and the City of Hazel to address and support public works needs in the event of either a natural or man-made disaster or emergency situation;

- Identifies the responsibilities of organizations charged with providing public works in the case of a disaster or emergency situation;

- Is established to assure the provision of public works support to Calloway County, the City of Murray, the City of Hazel and private-sector response before, during and after an incident/event;

- Provides personnel and resources to support prevention, preparedness, protection, response, recovery, and mitigation in support of the primary emergency management objectives of public works in emergency and disaster situations.

Mission

The mission of the Public Works Emergency Support Function is to coordinate and organize public works resources in preparing for, responding to and recovering from emergency/disaster incidents which impact the citizens of Calloway County.

Scope

The scope of this ESF includes:

- Assessing public works system damage and determining the required resources to restore such public works systems;

- Coordinating with ESF-3/Public Works-Infrastructure Management support agencies for assistance in helping public works suppliers obtain information, equipment, specialized labor, fuel and transportation;

- Coordinating information with local, state, and federal officials and suppliers about available public works resources for recovery assistance;

- Providing technical assistance concerning public works systems.

ESF-3/Public Works-Infrastructure Management is a functional annex to the Calloway County Emergency Operations Plan (EOP) and to the extent possible, information contained in other sections of the EOP will not be repeated in this ESF annex. Many of the agencies involved in ESF-3/Public Works-Infrastructure Management activities have existing emergency plans and procedures which this ESF Annex complements and supports.

This Emergency Support Function applies to all agencies with assigned public works emergency responsibilities as described in the Calloway County Kentucky Emergency Operations Plan.

Situations and Assumptions

Some of the situations and assumptions involved in ESF-3/Public Works-Infrastructure Management planning include:

- During a disaster or emergency, county and local governments have a limited capability and an immediate requirement to provide debris management, which may become quickly overwhelming following a catastrophic incident including:

  o Emergency clearance of debris;

  o Cleaning, repairing, or reconstruction of damaged emergency access routes;

  o Emergency restoration of critical public services and facilities;

  o Emergency demolition of damaged structures and facilities; and

  o Technical assistance and damage assessment of private utility operations.

- Damage can include economic loss and physical damage to property and buildings;

- There will be a need to coordinate:

  o Repair and construction of roads and bridges;

  o Installation and repair of traffic control devices, and/or;

  o Snow and ice removal.

- Catastrophic incidents could block or alter normal channels of transportation in Calloway County;

- There may be a need for transportation to move and protect life and property before, during and after an incident;

- Streets and major transportation routes may be obstructed with large amounts of debris and may be impassable for long periods. Access may be restricted to damaged areas and only accessible by air;

- Primary routes of transportation throughout the county will be given priority for damage assessment, debris removal, and road repairs;

- Incidents of all types often result in debris that must be removed to save lives and minimize damage;

- Most roads and streets may be impassable due to debris;

- Severe damage may be caused to homes, businesses, public buildings, bridges, and other infrastructure, resulting in large debris fields that may be hazardous to the health and welfare of citizens in the county;

- Private construction and industrial heavy equipment may be used for debris removal, when necessary;

▪ Storage and/or disposal of contaminated materials and/or contaminated soil will be a local task, with state and federal support.

Concept of Operations

The Calloway County Emergency Operations Center (EOC) serves as the central location for interagency coordination and executive decision-making, including all activities associated with ESF-3/Public Works-Infrastructure Management during a disaster/emergency event. The ESF-3/Public Works-Infrastructure Management Primary Agencies work with the EOC management team to ensure necessary public works tasks are accomplished. The Support and Partnering Agencies provide resources and personnel to assist in accomplishing ESF-3/Public Works-Infrastructure Management activities as required by the size and demands of the event. As calls are received requesting services and resources during an emergency/disaster situation, they are routed to the ESF-3/Public Works-Infrastructure Management desk to determine appropriate action in consult with EOC management.

General

ESF-3/Public Works-Infrastructure Management is organized consistent with the requirements of the National Response Plan, the National Incident Management System and uses the Incident Command System (composed of Planning, Operations, Logistics and Finance/Administration Sections with their standardized Units, Teams, positions, forms and terminology) to manage its emergency/disaster responsibilities. This structure and system supports incident assessment, planning, procurement, deployment and coordination of public works support operations for Calloway County, the City of Murray and the City of Hazel. Pursuant to the Incident Command System structure, the Planning, Logistics, Finance/Administration and Operations Section Coordinators and staff at the Emergency Operations Center (EOC) assist the EOC Manager in achieving the overall mission. Sections, Units, Teams, staffing levels, etc. are modular and scalable, depending on the type, size, scope, and complexity of the emergency or disaster event.

Procedures, protocols and plans for public works disaster response activities provide guidelines for operations at the Calloway County Emergency Operations Center and in the field.

▪ The Emergency Operations Plan and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines that describe ESF-3/Public Works-Infrastructure Management capabilities are based on National Planning Scenarios, Universal Task List and Target Capabilities and are the basis of these guidelines;

▪ Periodic training and exercises are conducted to enhance effectiveness;

▪ Public works planning is continuous, beginning well before impact of approaching natural disasters and immediately upon those not forecasted.

A large event requiring regional, state, and/or interstate mutual aid assistance will require ESF-3/Public Works-Infrastructure Management activation. ESF-3/Public Works-Infrastructure Management will coordinate with support agency counterparts to seek and procure, plan, coordinate and direct the use of any required public works assets.

When an event requires a specific type or response mode, public works technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with skills relevant to the type of event. The individual will advise and/or direct operations within the context of the Incident Command System structure.

As illustrated in Figure 3-1: *ESF-3/Public Works-Infrastructure Management Concept of Operation*, ESF-3/Public Works-Infrastructure Management will give priority to five fundamental, interrelated functions:

- Use technology and human intelligence to collect, analyze and disseminate information on direct and indirect disaster impacts;

- Assess the capabilities of local government, the business community and volunteer agencies to effectively respond to the disaster;

- Assess and prioritize the immediate needs of impacted communities, neighborhoods and areas of the county;

- Incorporate the analyses into Incident Action Plans that establish operational objectives and identify resource requirements to accomplish these objectives;

- Utilize an Incident Action Matrix to establish priorities, assign tasks to agencies, and track progress in meeting objectives.

ESF-3/PUBLIC WORKS-INFRASTRUCTURE MANAGEMENT

1. ASSESS IMPACTS
2. ASSESS LOCAL RESPONSE CAPABILITIES

3. PRIORITIZE NEEDS OF IMPACTED AREAS

4. PREPARE AND IMPLEMENT INCIDENT ACTION PLANS (IAP)

5. PREPARE AND IMPLEMENT INCIDENT ACTION MATRIX

Figure 3-1: *ESF-3/Public Works-Infrastructure Management Concept of Operations*

Each public works organization which enters into a mutual aid agreement will furnish a copy of the agreement to the Calloway County ESF-3 Coordinator.

The Calloway County Office of Emergency Management, with the assistance of the ESF-3 Coordinator, will maintain up-to-date information (reviewed/updated annually) of public works services in Calloway County including:

- Names of responsible officials,

- ESF-3/Public Works-Infrastructure Management staffing directory,

- ESF-3/Public Works-Infrastructure Management notification lists, and

- Major public works equipment identified in Resource Typing and readiness status.

The ESF-3/Public Works-Infrastructure Management Emergency Operations Plan plus accompanying Appendices, Annexes and Standard Operating guidelines are maintained by the Calloway County Office of Emergency Management and are reviewed and updated by the public works planning committee with the Calloway County Office of Emergency Management at least annually. Support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents must comply with the National Response Plan, National Incident Management System, Incident Command System, and the Emergency Operations Plan (EOP).

Public Works organizations are responsible for training and continuing education of their personnel.

The Calloway County Emergency Operations Center uses WebEOC (crisis management software) to supplement disaster management planning and actions. Specifically, all of the applicable Emergency Support Functions, agency based emergency operations centers, and other facilities or functions as appropriate are able to communicate their needs and status through WebEOC. This allows all of the information to be integrated for the specific event for efficient assessment of what actions, resources and needs exist.

Notifications

Calloway County E911 Dispatch is the county's 24 hour Warning Point. There are also E911 Dispatch centers serving the City of Murray and the main campus of Murray State University.

When the county or an area of the county has been threatened or impacted by an emergency or disaster event, the E911 Dispatch involved will notify the Calloway County Office of Emergency Management Director who in turn notifies the State Emergency Operations Center Duty Officer. The state Emergency Operations Center notifies applicable state agencies including the Area Response Manager of KyEM Region 1.

ESF-3/Public Works-Infrastructure Management will be activated or alerted for standby upon notification by the Calloway County Office of Emergency Management. Upon instructions to activate this Emergency Support Function, the ESF-3 Coordinator and Support Agencies will implement their procedures to notify and mobilize all personnel, facilities and physical resources potentially needed, based on the emergency circumstance.

Direction and Control

The Calloway County Road Department, the Murray Public Works Department and the Hazel Public Works Departments are the lead agencies for and will manage the emergency activities of ESF-3/Public Works-Infrastructure Management. During emergency activations, ESF-3/Public Works-Infrastructure Management operates from the Calloway County Emergency Operations Center (EOC) on a 24 hour/7 days a week to help maintain the flow of public works services.

The Calloway County Office of Emergency Management functions as the official disaster organization for preparedness, mitigation, response and recovery within Calloway County and serves as the focal

point for ESF-3 activities. It is responsible for ensuring that all appropriate program departments, support agencies, other Emergency Support Functions, and private voluntary agencies have knowledge about the system and ESF-3 expectations.

The ESF-3/Public Works-Infrastructure Management system operates at two levels – the Emergency Operations Center and field operations.

All management decisions regarding county and/or regional public works resource allocations are made at the Emergency Operations Center with the ESF-3 Coordinator during emergency activations. In accordance with a mission assignment from ESF-3/Public Works-Infrastructure Management and further mission tasking by a local primary agency, each support organization assisting in an ESF-3 assignment retains administrative control over its own resources and personnel but according to the operational control of ESF-3/Public Works-Infrastructure Management.

Organization

Response to an emergency/disaster event in Calloway County is progressive as demonstrated in Figure 3-2: *Progressive Requests for Emergency/Disaster Resources*. The initial response to an emergency/disaster situation is met by the use of the public works/infrastructure management resources available at the local level. Calloway County Fiscal Court, the City of Murray and the City of Hazel activate available resources. When the public works/infrastructure management needs for resources and/or services exceed the capability of what is available in the jurisdictions within Calloway County, established mutual aid agreements with surrounding counties to provide such resources are activated. When needed resources cannot be located through mutual aid agreements, the Calloway County Emergency Operations Center requests resources through the state Emergency Operations Center. The state Emergency Operations Center locates resources through intra- and inter-state mutual aid agreements and federal assets.

Requests for Emergency Assistance Flow Upwards from the Lowest Level

```
                              FEDERAL ASSETS
                                   ↑
   INTER-STATE          STATE                    INTRA-STATE
   MUTUAL AID    ←    EMERGENCY     →            MUTUAL AID
   AGREEMENTS         OPERATIONS                 AGREEMENTS
                          ↑
                Calloway County EOC    →    MUTUAL AID
                          ↑                  AGREEMENTS
                      ESF-3
                    COORDINATOR
        ↗           ↑        ↑          ↖
  CALLOWAY      CITY of    CITY of    MURRAY
  COUNTY        MURRAY     HAZEL      STATE UNIV.
  RESOURCE      RESOURCE   RESOURCE   RESOURCE
```

Figure 3-2: *Progressive Requests for Emergency/Disaster Resources*

County

Calloway County Emergency Management notifies ESF-3/Public Works-Infrastructure Management and requests assistance from the primary and support agencies to help staff the ESF-3 position in the Calloway County Emergency Operations Center.

In the Incident Command Structure, ESF-3/Public Works-Infrastructure Management is located in the Planning Section as shown in Figure 3-3: *Incident Command System Structure/ESF-3/Public Works-Infrastructure Management*.

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                    │  CALLOWAY COUNTY    │
                    │    EOC MANAGER      │
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  │ PUBLIC INFORMATION  │           │      LIAISON        │
  └─────────────────────┘           └─────────────────────┘

     ┌─────────────┐
     │   SAFETY    │
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  │ OPERATIONS │  │  PLANNING  │  │  LOGISTICS │  │  FINANCE   │
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                    │  ESF-3/PUBLIC WORKS-│
                    │   INFRASTRUCTURE    │
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  │   DAMAGE   │  │ RESTORATION OF │  │ BUILDING INSPECTION│ │   DEBRIS   │
  │ ASSESSMENT │  │CRITICAL SERVICES│ │ AND STABILIZATION │  │ MANAGEMENT │
  └────────────┘  └────────────────┘  └──────────────────┘  └────────────┘
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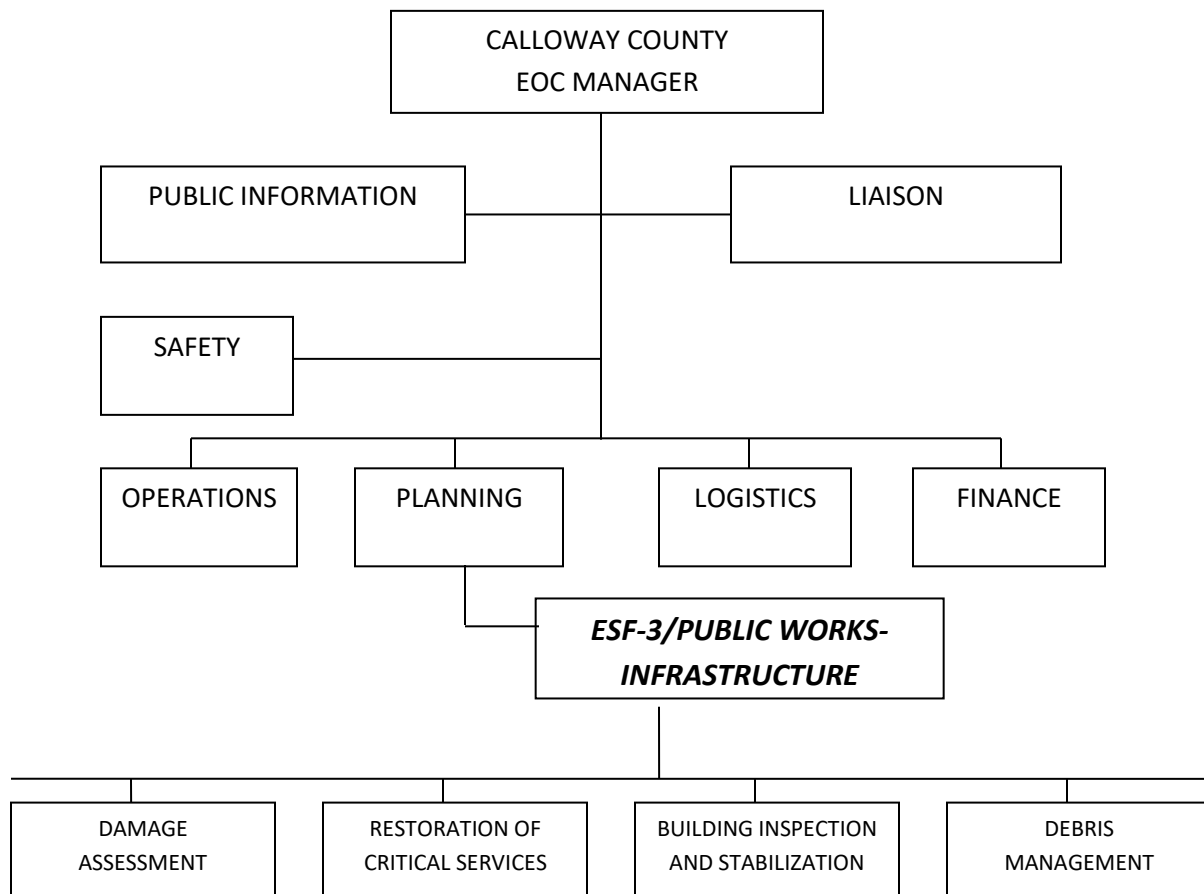
Figure 3-3: *Incident Command System Structures ESF-3/Public Works-Infrastructure Management*

During an activation of the EOC, support agency staff is integrated with the public works staff to provide support that will allow for an appropriate, coordinated, and timely response.

Throughout the response and recovery periods, ESF-3/Public Works-Infrastructure Management:

- Collects, analyzes, and disseminates tactical information on the nature, scope and potential impacts of an incident or major disaster related to public works;

- Evaluates and analyzes information regarding public works requests;

- Develops and updates assessments of current and anticipated future public works needs and resource requirements;

- Implements contingency planning to meet anticipated public works demands or needs;

- Incorporates this analysis into Incident Action Plans; and

- Uses this intelligence to support the Logistics, Operations, and other ESFs in their impact assessment and response missions.

Region

When local resources are overwhelmed or depleted, additional public works resources are obtained through established mutual aid agreements Calloway County has with counties in the region. The Operations Section Chief, in consultation with the requesting jurisdiction, contacts the agencies with whom mutual agreements are in effect to determine if the requested resources are available.

Additionally, either the KyEM Area-1 Response Manager or the state Emergency Operations Center can be contacted to identify the appropriate state agency directing public works coordination/support at the state level. That agency can designate a liaison to the Calloway County EOC to assist Emergency Support Function 3 and to the extent capable provide coordinators, assessors and operational personnel in support of the EOC or field activities.

On activation of an emergency operations center in more than one county, the lead agency for public works coordination/support at the state level may support the coordination of the event response with regional resources or request additional resources through the State Emergency Operations Center.

State

During an emergency or disaster event, ESF-3/comparable primary and support agencies at the State Emergency Operations Center report and function under the overall direction of the Kentucky Division of Emergency Management Director.

During the response phase, ESF-3/Public Works-Infrastructure Management evaluates and analyzes information regarding public works requests. ESF-3/Public Works-Infrastructure Management also develops and updates assessments of the public works situation/status in the impact area and initiates contingency planning to meet anticipated demands and needs.

The Kentucky Division of Emergency Management develops and maintains the overall State Emergency Operations Plan and accompanying Appendices and Standard Operating Guidelines that govern response actions related to emergencies. Support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents must comply with the National Response Plan, the National Incident Management System, and the Incident Command System.

Actions

Actions initiated by ESF-3/Public Works-Infrastructure Management are grouped into the phases of emergency management: prevention, preparedness, response, recovery, and mitigation. Each phase requires significant cooperation and collaboration among all supporting agencies and the intended recipients of service. ESF-3 encompasses a full range of activities from training to the provision of field services.

Preparedness Actions

Actions and activities that develop public works response capabilities may include planning, training, orientation sessions, and exercises for ESF-3 personnel and other emergency support functions that will respond with ESF-3. Local agencies will jointly address planning issues on an on-going basis to identify response zones, potential staging areas, potential public works facilities and the maintenance and future development of specialized public works teams.

Initiatives also include:

- Coordination with Emergency Management (ESF-5) to assess potential damage, loss of functionality of essential facilities and volume of debris by category to scale missions requirements for each function under ESF-3;

- Identification of anticipated resource shortfalls;

- Conducting training and exercises for EOC and Public Works team members;

- Incorporating findings into functional plans and concepts of operation;

- Addressing planning issues on an on-going basis to identify response zones and potential staging areas;

- Preparing and maintaining:

  o Emergency operating procedures;

  o Resource inventories;

  o Personnel notification systems; and

  o Resource mobilization information necessary for implementation of the responsibilities of the lead agencies.

- Ensuring lead agency personnel are trained in their responsibilities and duties;

- Developing and implementing emergency response and Public Works strategies;

- Developing and presenting training for ESF-3 personnel to provide information on critical facilities to Calloway County Office of Emergency Management;

- Developing protocols for frequently provided services;

- Maintaining liaison with support agencies;

- Conducting vulnerability analysis at critical facilities and making recommendation to improve the physical security;

- Conducting all-hazards exercise involving ESF-3;

- Annual updating of inventory of the personnel, vehicles and equipment to be used during the preparation, response and recovery phases of an emergency or disaster;

- Preparing and maintaining a list of personnel to ensure that the 24-hour staffing needs are met to facilitate the restoration of vital infrastructure;

- Developing and maintaining a list of construction contractors and engineering firms with active contracts who would be available for infrastructure repairs;

- Prioritizing and implementing emergency clearing of debris from transportation routes to provide access for emergency response personnel, equipment and supplies in areas affected by an emergency or disaster;

- Prioritizing and implementing the clearing, repair or reconstruction of transportation facilities necessary to restore transportation capabilities;

- Preparing a prioritized list of damaged public structures and facilities, which pose an immediate hazard or safety risk to public health and may require demolition or stabilization;

- Providing assistance to other local government through existing memorandum of understandings when requested through the Calloway County EOC.

Response Actions

A critical function during disaster recovery is debris removal from roadways. Until debris is cleared from the county's thoroughfares, other vital recovery functions cannot be pursued. Roadways must be cleared to allow search and rescue teams into damaged areas, to open access to hospitals, utilities and emergency response agencies; and to permit damage assessment teams to pursue their surveys. Individual volunteers and groups including Calloway County Fire-Rescue have been of tremendous assistance to the public works agencies in helping to clear roadway debris in past disasters.

Other response actions/initiatives include:

- Coordinating operations at the ESF-3 desk in the Calloway County EOC and/or at other locations as required;

- Establishing and maintaining a system to support on-scene direction and control and coordination with the Calloway County EOC, regional task force and State EOC;

- Establishing mutual aid procedures for additional resources;

- implementation of Impact Assessment Teams to determine post-storm impact to Infrastructure Services functional group resources and ability to perform continuity of operations of essential functions;

- Pre-positioning response resources when it is apparent that public works and engineering resources will be necessary;

- Relocation of public works resources when it is apparent that they are endangered by the likely impacts of the emergency situation;

- Monitoring and directing public works resources and response activities;

- Participation in EOC briefings, Incident Action Plans, Situation Reports and meetings;

- Coordination with support agencies to support emergency activities;

- Obtaining state resources through the State Emergency Operations Center;

- Coordinating all resources into the affected areas from designated staging areas;

- Coordinating with comparable ESFs in other county EOCs to obtain resources and to facilitate an effective emergency response among all participating agencies.

Recovery Actions

Recovery actions/initiatives include:

- Each governmental entity will responsible for disposal of their debris. Depending on the magnitude of the disaster, permits for emergency landfills and waivers for the burning of debris may be required. The Calloway County Environmental Planner should be consulted.

- There are local and regional sources of assistance available for debris removal. Private firms could be contracted for this task. In the event that Calloway County requires assistance with debris removal, a debris management firm may be selected by the Calloway County Fiscal Court, through a State approved competitive process. The debris management firm would have several duties and responsibilities, including the management of individual debris hauling/removal contractors selected though a competitive bid process and the training and management of debris monitors. The debris management firm would also be responsible for the preparation and retention of all appropriate documentation necessary to meet local, state and federal reporting guidelines;

- The U.S. Army Corps of Engineers (COE) may be available to provide quick-response emergency assistance in the debris clearance area. In a major disaster, after local and state declarations of emergency have been issued, the COE can be requested to provide immediate assistance. The Governor must verify that he has requested FEMA to initiate preliminary damage assessments and that the response is beyond local and state capabilities. In this event, the Corps of Engineers can provide debris clearance assistance under the Water Resources Development Act that amended Public Law 84-99. This assistance can be provided at no cost to the State or County for a period not to exceed ten days;

- Humanitarian organizations may be available to provide assistance. Calloway County Office of Emergency Management will coordinate this kind of assistance. In order for the debris clearance task to progress in a timely manner, critical equipment must be available in sufficient numbers and must be kept in operational condition.

- Other recovery initiatives include:

  o Identifying the support actions required to successfully complete the recovery phase;

  o Continuing to provide support until response activities are concluded or until they can be managed and staffed by the primary incident agency or jurisdiction;

  o Initiating financial reimbursement process for these activities when such support is available.

Mitigation Actions

Mitigation actions/initiatives include:

- Identifying and seeking funds for retrofitting critical facilities and providing auxiliary power;

- Coordinating with the Local Emergency Planning Committee to identify potential hazards and their impacts, include in the Jackson Purchase Hazard Mitigation Plan, and seek funding;

- Providing personnel with the appropriate expertise to participate in mitigation strategy activities designed to reduce or minimize the impact of future disasters.

Responsibilities

All tasked agencies will:

- Develop applicable standard operating procedures, guidelines and/or checklists which clearly define the role of this emergency support function in the overall functioning of the Calloway County EOC and detail the accomplishment of their assigned functions;

- Train staff in the standard operating procedures, guidelines and/or checklists that outline the courses of action to be taken during a pending or actual disaster or emergency situation;

- Participate in drills to exercise these procedures and actions on a regular basis;

- Participate in honest appraisals of the performance of the public works role and actions after each drill, exercise and actual activation of the Calloway County EOC;

- Participate in a continuous quality improvement process using incident performance appraisals and debriefs to continuously refine the role and actions of this emergency support function in the overall functioning of the Calloway County EOC, and incorporate any refinements or updates into clearly written procedures in coordination with all staff and involved agencies;

- Deploy a representative to the EOC to assist with public works activities;

- Provide on-going status reports as requested by the Public Works Coordinator;

- Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster-related work from daily work in the event that State and Federal reimbursement becomes available;

- Maintain up-to-date rosters for notifying personnel and 24-hour EOC staffing capabilities, and provide this information to the Calloway County Office of Emergency Management;

- Perform other emergency responsibilities as assigned.

Primary Agencies: Calloway County Road Department
                              Murray Public Works Department
                              Hazel Public Works Department

- Responsible for debris clearance in their respective areas of Calloway County;

- Serve as the lead agencies for ESF-3, supporting the response and recovery operations after activation of the EOC and the secondary agency with respect to the Disaster Assessment Team;

- Attend all EOC briefings to better disseminate any important information or actions to their staff and support agencies. This representative or their alternate should be prepared to provide status reports on all actions under the public works function ESF-3 at each EOC briefing;

- Participate with the Damage Assessment Team Chairperson and the Road Department in setting priorities for road clearing to better assist ESF-9/Search & Rescue and their emergency response personnel;

- Coordinate the recovery efforts of support agencies under ESF-3/Public Works-Infrastructure Management and the efforts of other ESFs under this plan;

- Assist other local governments under existing or future Mutual Aid Agreements made between them and representative of the local governments as coordinated through ESF-5/Emergency Management;

- Maintain a listing of construction contractors and engineering consulting firms with active contracts who would be available to assist with infrastructure repairs;

- Maintain an alternate list of contractors and engineers who do not have active contracts, but who have expressed interest in assisting;

- Negotiate and administer design contracts with consulting engineering firms for the repair of storm water management systems and the transportation infrastructure, as required;

- Coordinate with Purchasing in awarding and administering construction contracts for the repair of storm water management systems and the transportation infrastructure;

- Provide documentation on utilization of manpower, equipment and costs directly related to emergency operations by the Public Works departments which is provided to the representative under ESF-7/Resource Support for official record keeping;

- Support the initial task after storm passage of search and rescue operations recognizing that for the duration of search and rescue activities, the designated debris clearance teams will be responsive to the fire district and/or law enforcement search and rescue team chiefs;

- Identify all critical transportation routes and water supplies requiring immediate clearing and restoration in order to save lives and property within their jurisdiction;

- Provide equipment and personnel for clearing of prioritized transportation routes within the jurisdiction, to allow emergency personnel and equipment to respond to an affected area;

- Evaluate the emergency, make strategic decisions, identify resource needs, and secure resources required for field operations.

Support Agencies:

Support agencies will assist the Emergency Support Function with:

- Performing the above-outlined tasks as requested by the ESF Coordinator;

- Providing services, staff, equipment, and supplies that complement the entire emergency response effort;

- Reporting current resources capabilities on a regular basis.

Administration and Support

Support

Requests for emergency public works assistance will be resolved at the lowest level direction and control facility with appropriate response resources capabilities. Unresolved assistance requests will normally flow upward from cities to the county and/or field deployed command posts to responsible representatives in the State Emergency Operations Center, and as required to other states or the federal government for assistance support.

Agreements and Understandings

All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of laws and procedures.

Status Reports

The primary agencies will maintain status of all outstanding assistance requests and unresolved ESF-3/Public Works-Infrastructure Management related issues. This information will be summarized into periodic status reports and submitted in accordance with applicable operating procedures.

Expenditures and Recordkeeping

Each ESF-3/Public Works-Infrastructure Management agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines. The first source of funds for expenditures by agencies in response to emergency, imminent disaster, or recovery from a catastrophic incident, is to be from funds associated with each local agency.

ESF-3/Public Works-Infrastructure Management is responsible for managing financial matters specific to ESF-3 activity and related to resources procured/used during an event and forwarding that information to the Finance/Administration Section. However, each local government/agency/ department must also track and record its own expenditures to ensure accuracy with any submissions for potential reimbursement. Information will be provided post-event as to application procedures for reimbursement.

The Finance/Administration Section will coordinate with the Logistics Section to ensure that procurements and staff hours are properly documented and processed for potential reimbursement. It is also responsible for follow-up on all financial issues through coordination with Calloway County Government and other local governments' fiscal and personnel management officials, Kentucky Division of Emergency Management fiscal agents, Federal Emergency Management Agency fiscal agents and directly with vendors as necessary.

Expenditures by other departments for activity not directly related to ESF-3/Public Works-Infrastructure Management will be documented by those entities and submitted directly to the Finance/Administration Section as soon as possible.

Critiques

Following the conclusion of any significant emergency, incident, or exercise, the primary agency representatives will conduct a debrief critique of the group activities during the emergency/incident/exercise with the ESF-3/Public Works-Infrastructure Management agencies, identifying both successful operations and areas of operations requiring further refinement in a continuous quality improvement process for the overall performance of the Calloway County Emergency Operations Center.

FIREFIGHTING

ESF-4

Revised May 2024

Coordinates and organizes firefighting and rescue resources in preparing for, responding to, and recovering from emergency/disaster incidents which impact the citizens of Calloway County.

FIREFIGHTING
ESF-4

ESF Coordinator: Chief, Murray Fire Department

Primary Agencies: Calloway County Fire-Rescue Inc.
Murray Fire Department

Support Agencies: **Calloway County Fiscal Court**
Calloway County Judge Executive and Magistrates
Calloway County Fire Protection District Board
Calloway County Sheriff's Office
Calloway County Office of Emergency Management
Calloway County Road Department
Calloway County Coroner's Office

City of Murray
Mayor of Murray and City Council
Murray Police Department
Murray Public Works

City of Hazel
Mayor of Hazel and City Council
City of Hazel Public Works

Other Local & Regional Agencies
Calloway County Chapter of the American Red Cross
HAZMAT-1 Regional Response Team
Calloway County CERT

State Agencies
Kentucky Forestry Service
Kentucky State Fire Marshal Office
Kentucky State Police
Kentucky Commercial Vehicle Enforcement
Kentucky Department of Transportation
Kentucky Division of Emergency Management
Kentucky Community and Technical College System
Kentucky Fire Commission

Introduction

The Firefighting Emergency Support Function (ESF-4):

- Identifies and organizes the resources (human, technical, equipment, facility, materials and/or supplies) available to Calloway County, the City of Murray, and the City of Hazel to address and support firefighting needs in the event of either a natural or man-made disaster or emergency situation;

- Identifies the responsibilities of organizations charged with providing firefighting in the case of a disaster or emergency situation;

- Is established to assure the provision of firefighting support to Calloway County, the City of Murray, and the City of Hazel before, during and after an incident/event;

- Provides personnel and resources to support prevention, preparedness, protection, response, recovery, and mitigation in support of the primary emergency management objectives of firefighting in emergency and disaster situations.

Mission

The mission of the Firefighting Emergency Support Function is to coordinate and organize firefighting and rescue resources in preparing for, responding to, and recovering from emergency/disaster incidents which impact the citizens of Calloway County.

Scope

The scope of this ESF includes:

- Assessing firefighting system damage and determining the required resources to restore such firefighting systems;

- Coordinating with ESF-4/Firefighting support agencies for assistance in helping firefighting suppliers obtain information, equipment, specialized labor, fuel and transportation;

- Coordinating information with local, state, and federal officials and suppliers about available firefighting resources for recovery assistance;

- Providing technical assistance concerning firefighting systems.

ESF-4/Firefighting is a functional annex to the Calloway County Emergency Operations Plan (EOP) and to the extent possible, information contained in other sections of the EOP will not be repeated in this ESF annex. Many of the agencies involved in ESF-4/Firefighting activities have existing emergency plans and procedures which this ESF Annex complements and supports.

This Emergency Support Function applies to all agencies with assigned firefighting emergency responsibilities as described in the Calloway County EOP.

Situations and Assumptions

Some of the situations and assumptions involved in ESF-4 planning include:

- Fire protection and rescue operations are challenges faced daily by local fire departments and rescue squads.

- o These activities become even more intense during emergency/multi-hazard situations such as fires, major hazardous materials incidents, flooding, widespread power outages, loss of supporting critical infrastructure, etc;

- o Such occurrences require training and equipment for specialized emergency firefighting, hazardous materials response, and rescue activities including provisions for extended mass care/triage operations, and extensive decontamination operations;

- Fire emergencies may reach such magnitudes as to require resources from adjacent local, state, federal, or private organizations, through local mutual aid agreements;

- The potential for a fire due to an incident can result in the same level of mobilization as an actual fire;

- Any disaster may necessitate mobilization of fire service resources for the preservation and protection of life and property from threats other than fire;

- There is the potential for immobilization of local fire service resources due to terrorist actions, civil disturbances, bombing, blackmail, sniping, or other acts of violence, directed at the fire resources;

- Available fire protection and rescue personnel and equipment within Calloway County and the city of Murray will be able to cope with most emergency situations using local resources and mutual aid agreements, when necessary;

- The fire departments and rescue units within Calloway County and the city of Murray must be prepared to support each other during emergency situations using available expertise, equipment, and manpower, to ensure efficient and effective emergency operations;

- Fire service personnel may assist in rescue operations;

- Drought conditions can be a contributing factor to wild land and forest fires with wild land and forest areas being especially vulnerable to arson;

- A catastrophic earthquake could result in many urban, rural and wild land fires in which local fire services may be totally committed depending on the specific impact area;

- Local fire services may become involved in operations that do not directly involve fires and may be utilized to augment emergency services personnel during major disasters;

- When local resources do not exist or are depleted, outside assistance may be made available through other local, state, and federal governments, but may not arrive on scene for many hours.

Concept of Operations

The Calloway County Emergency Operations Center (EOC) serves as the central location for interagency coordination and executive decision-making, including all activities associated with ESF-4/Firefighting, during a disaster/emergency event. The ESF-4/Firefighting Primary Agencies work with the EOC management team to ensure necessary firefighting tasks are accomplished. The Support and Partnering Agencies provide resources and personnel to assist in accomplishing ESF-4 activities as required by the size and demands of the event.   As calls are received requesting services and resources during an emergency/disaster situation, they are routed to the ESF-4/Firefighting desk to determine appropriate action in consult with EOC management.

General

ESF-4/Firefighting is organized consistent with the requirements of the National Response Plan, the National Incident Management System and uses the Incident Command System (composed of Planning, Operations, Logistics and Finance/Administration Sections with their standardized Units, Teams, positions, forms and terminology) to manage its emergency/disaster responsibilities. This structure and system supports incident assessment, planning, procurement, deployment and coordination of firefighting support operations for Calloway County, the City of Murray and the City of Hazel. Pursuant to the Incident Command System structure, the Planning, Logistics, Finance/Administration and Operations Section Coordinators and staff at the Emergency Operations Center (EOC) assist the EOC Manager in achieving the overall mission. Sections, Units, Teams, staffing levels, etc. are modular and scalable, depending on the type, size, scope, and complexity of the emergency or disaster event.

Procedures, protocols and plans for firefighting disaster response activities provide guidelines for operations at the Calloway County Emergency Operations Center and in the field.

- The Emergency Operations Plan and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines that describe ESF-4/Firefighting capabilities are based on National Planning Scenarios, Universal Task List and Target Capabilities and are the basis of these guidelines;

- Periodic training and exercises are conducted to enhance effectiveness;

- Firefighting planning is continuous, beginning well before impact of approaching natural disasters and immediately upon those not forecasted.

A large event requiring regional, state, and/or interstate mutual aid assistance will require ESF-4/Firefighting activation. ESF-4/Firefighting will coordinate with support agency counterparts to seek and procure, plan, coordinate and direct the use of any required firefighting assets.

When an event requires a specific type or response mode, firefighting technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with skills relevant to the type of event. The individual will advise and/or direct operations within the context of the Incident Command System structure.

As illustrated in Figure 4-1: *ESF-4/Firefighting Concept of Operation*, ESF-4 will give priority to five fundamental, interrelated functions:

- Use technology and human intelligence to collect, analyze and disseminate information on direct and indirect disaster impacts;

- Assess the capabilities of local government, the business community and volunteer agencies to effectively respond to the disaster;

- Assess and prioritize the immediate needs of impacted communities, neighborhoods and areas of the county;

- Incorporate the analyses into Incident Action Plans that establish operational objectives and identify resource requirements to accomplish these objectives;

- Utilize an Incident Action Matrix to establish priorities, assign tasks to agencies, and track progress in meeting objectives.

ESF-4/FIREFIGHTING CONCEPT OF OPERATIONS

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                    ┌─────────────────────────┐
                    │ 1. ASSESS IMPACTS       │
                    │ 2. ASSESS LOCAL RESPONSE│
                    │    CAPABILITIES         │
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  │ 5. PREPARE AND      │              │ 3.  PRIORITIZE NEEDS│
  │ IMPLEMENT INCIDENT  │              │ OF IMPACTED AREAS   │
  │ ACTION MATRIX       │              │                     │
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                    │ 4. PREPARE AND          │
                    │ IMPLEMENT INCIDENT      │
                    │ ACTION PLANS (IAP)      │
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Figure 4-1: *ESF-4/Firefighting Concept of Operations*

Each firefighting organization which enters into a mutual aid agreement will furnish a copy of the agreement to the Calloway County ESF-4 Coordinator.

The Calloway County Office of Emergency Management, with the assistance of the ESF-4 Coordinator, will maintain up-to-date information (reviewed/updated annually) of firefighting services in Calloway County including:

- Names of responsible officials,

- ESF-4/Firefighting staffing directory,

- ESF-4/Firefighting notification lists, and

- Major firefighting equipment identified in Resource Typing and readiness status.

The ESF-4/Firefighting Emergency Operations Plan plus accompanying Appendices, Annexes and Standard Operating guidelines are maintained by the Calloway County Office of Emergency Management and are reviewed and updated by the firefighting planning committee with the Calloway County Office of Emergency Management at least annually. Support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents must comply with the National Response Plan, National Incident Management System, Incident Command System, and the Emergency Operations Plan (EOP).

Firefighting organizations are responsible for training and continuing education of their personnel.

The Calloway County Emergency Operations Center uses WebEOC (crisis management software) to supplement disaster management planning and actions. Specifically, all of the applicable Emergency Support Functions, agency based emergency operations centers, and other facilities or functions as appropriate are able to communicate their needs and status through WebEOC. This allows all of the information to be integrated for the specific event for efficient assessment of what actions, resources and needs exist.

Notifications

Calloway County E911 Dispatch is the county's 24 hour Warning Point. There are also E911 Dispatch centers serving the City of Murray and the main campus of Murray State University.

When the county or an area of the county has been threatened or impacted by an emergency or disaster event, the E911 Dispatch involved will notify the Calloway County Office of Emergency Management Director who in turn notifies the State Emergency Operations Center Duty Officer. The state Emergency Operations Center notifies applicable state agencies including the Area Response Manager of KyEM Region 1.

ESF-4/Firefighting will be activated or alerted for standby upon notification by the Calloway County Office of Emergency Management. Upon instructions to activate this Emergency Support Function, the ESF-4/Firefighting Coordinator and Support Agencies will implement their procedures to notify and mobilize all personnel, facilities and physical resources potentially needed, based on the emergency circumstance.

Direction and Control

Calloway County Fire-Rescue Inc. and Murray Fire Department are the lead agencies for ESF-4/Firefighting and will manage the emergency activities of ESF-4. During emergency activations, ESF-4/Firefighting operates from the Calloway County Emergency Operations Center (EOC) on a 24 hour/7 days a week schedule to help maintain the flow of firefighting services.

The Calloway County Office of Emergency Management functions as the official disaster organization for preparedness, mitigation, response and recovery within Calloway County and serves as the focal point for ESF-4 activities. It is responsible for ensuring that all appropriate program departments, support agencies, other Emergency Support Functions, and private voluntary agencies have knowledge about the system and ESF-4 expectations.

The ESF-4 system operates at two levels – the Emergency Operations Center and field operations.

All management decisions regarding county and/or regional resource allocation are made at the Emergency Operations Center with the ESF-4/Firefighting Coordinator during emergency activations. In accordance with a mission assignment from ESF-4 and further mission tasking by a local primary agency, each support organization assisting in an ESF-4 assignment retains administrative control over its own resources and personnel but according to the operational control of ESF-4/Firefighting.

Organization

Response to an emergency/disaster event in Calloway County is progressive as demonstrated in Figure 4-2: *Progressive Requests for Emergency/Disaster Resources*. The initial response to an emergency/disaster situation is met by the use of the firefighting resources available at the local level. Calloway County, the city of Murray and the city of Hazel activate available resources. When the firefighting needs for resources and/or services exceed the capability of what is available in the jurisdictions within Calloway County, established mutual aid agreements with surrounding counties to provide firefighting and/or rescue are activated. When needed firefighting and/or rescue resources cannot be located through mutual aid agreements, the Calloway County EOC requests resources through the state Emergency Operations Center. The state Emergency Operations Center locates resources through intra- and inter-state mutual aid agreements and federal assets.
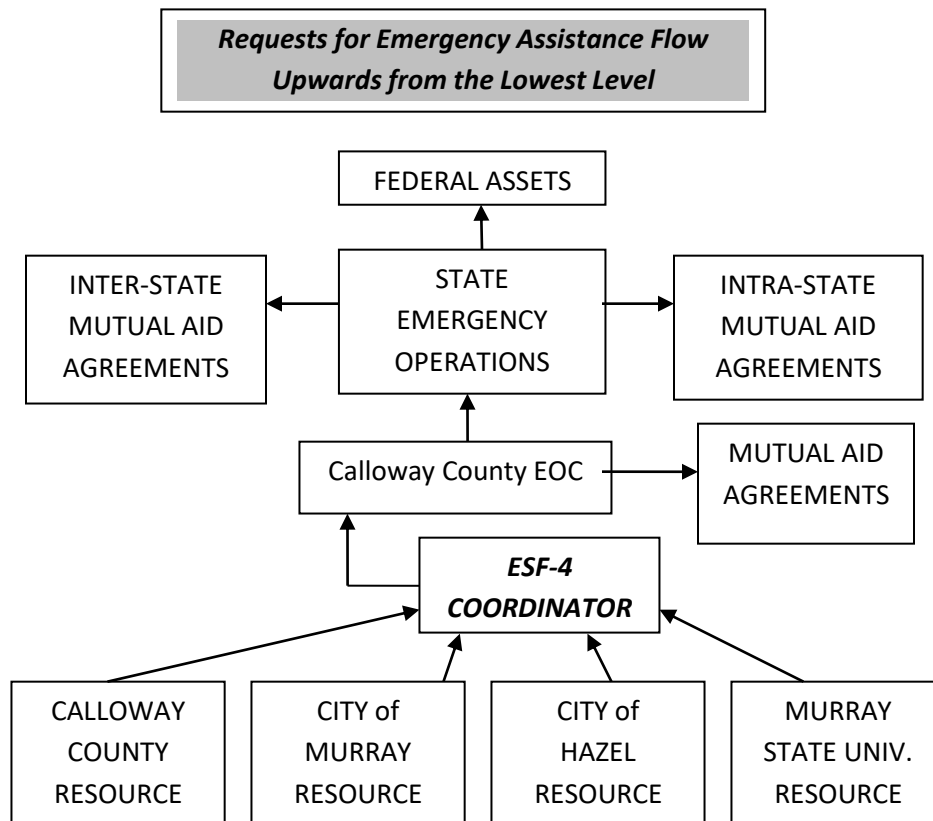
Figure 4-2: *Progressive Requests for Emergency/Disaster Resources*

County

Calloway County Emergency Management notifies ESF-4/Firefighting and requests assistance from the primary and support agencies to help staff the ESF-4 position in the Calloway County Emergency Operations Center.

In the Incident Command Structure, ESF-4/Firefighting is located in the Operations Section as shown in Figure 4-3: *Incident Command System Structure: ESF-4/Firefighting*.

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                        │   CALLOWAY COUNTY   │
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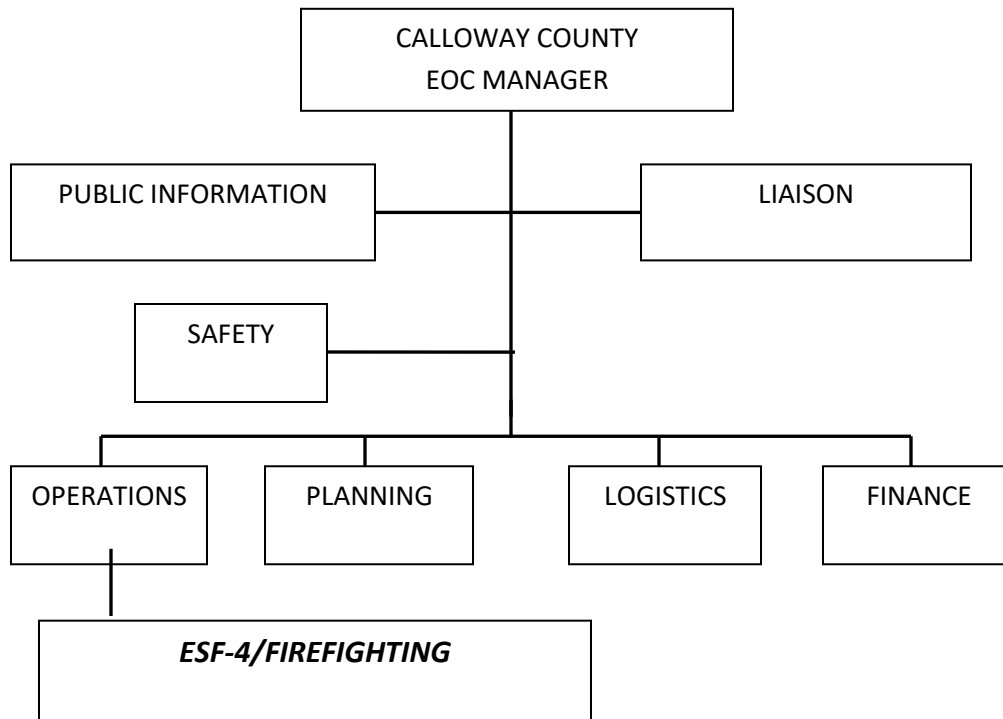
Figure 4-3: Incident Command System Structure ESF-4/Firefighting

During an activation of the EOC, support agency staff is integrated with the firefighting staff to provide support that will allow for an appropriate, coordinated, and timely response.

Throughout the response and recovery periods, ESF-4/Firefighting:

- Collects, analyzes, and disseminates tactical information on the nature, scope and potential impacts of an incident or major disaster related to firefighting;

- Evaluates and analyzes information regarding firefighting requests;

- Develops and updates assessments of current and anticipated future firefighting needs and resource requirements;

- Implements contingency planning to meet anticipated firefighting demands or needs;

- Incorporates this analysis into Incident Action Plans; and

- Uses this intelligence to support the Logistics, Operations, and other ESFs in their impact assessment and response missions.

Region

When local resources are overwhelmed or depleted, additional firefighting resources are obtained through established mutual aid agreements with other departments and agencies in the region. The

Operations Chief, in consultation with the requesting jurisdiction, contacts the agencies with whom mutual agreements are in effect to determine if the requested resources are available.

Additionally, either the KyEM Area-1 Response Manager or the state Emergency Operations Center can be contacted to identify the appropriate state agency directing firefighting coordination/support at the state level. That agency can designate a liaison to the Calloway County EOC to assist Emergency Support Function 4 and to the extent capable provide coordinators, assessors and operational personnel in support of the EOC or field activities.

On activation of an emergency operations center in more than one county, the lead agency for firefighting coordination/support at the state level may support the coordination of the event response with regional resources or request additional resources through the State EOC.

State

During an emergency or disaster event, ESF-4/comparable primary and support agencies at the State Emergency Operations Center report and function under the overall direction of the Kentucky Division of Emergency Management Director.

During the response phase, ESF-4/Firefighting evaluates and analyzes information regarding firefighting requests. ESF-4/Firefighting also develops and updates assessments of the firefighting situation/status in the impact area and initiate contingency planning to meet anticipated demands and needs.

The Kentucky Division of Emergency Management develops and maintains the overall State Emergency Operations Plan and accompanying Appendices and Standard Operating Guidelines that govern response actions related to emergencies. Support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents must comply with the National Response Plan, the National Incident Management System, and the Incident Command System.

Actions

ESF-4/Firefighting encompasses a full range of activities from training to the provision of field services. It also coordinates and may assume direct operational control of the following provided services:

- Assessment of fire service needs and potential impacts;

- Fire service personnel;

- Fire service equipment and supplies;

- Evacuation and re-entry support;

- Emergency responder health and safety;

- Radiological/chemical/biological hazards monitoring/mitigation;

- Mental health and crisis counseling for responders;

- Fire service public information and risk communication;

- Fire service management, command and control of assets;

- Fire service activities related to terrorist threats and/or events;

- Logistical Staging Areas and Points of Dispensing;

- Catastrophic incident and alternate fire service facility support.

Actions initiated by ESF-4/Firefighting are grouped into the phases of emergency management: preparation, mitigation, response, and recovery. Each phase requires specific skills and knowledge to accomplish. Each phase requires significant cooperation and collaboration among all supporting agencies and the intended recipients of service.

Preparedness Actions

Actions and activities that develop fire service response capabilities may include planning, training, orientation sessions, and exercises for ESF-4/Firefighting personnel and other emergency support functions that will respond with ESF-4. This involves the active participation of local inter-agency preparedness organizations, which collaborate in such activities on a regular basis. Local agencies will jointly address planning issues on an on-going basis to identify response zones, potential staging areas, potential medical facilities and the maintenance and future development of specialized teams.

Initiatives also include:

- Conducting planning with ESF-4/Firefighting support agencies and other emergency support functions to refine fire service operations;

- Developing and refining procedures for rapid impact assessment per field surveys;

- Conducting training and exercises for Emergency Operations Center and fire service response team members;

- Preparing and maintaining emergency operating procedures, resource inventories, personnel rosters and resource mobilization information necessary for implementation of the responsibilities of the lead agency;

- Ensuring lead agency personnel are trained in their responsibilities and duties;

- Developing and implementing emergency response and firefighting strategies;

- Developing and presenting training courses for ESF-4/Firefighting personnel, provide information on critical facilities/infrastructure to the Calloway County Office of Emergency Management, and develop protocols for frequently provided services;

- Maintaining liaison with support agencies;

- Conducting vulnerability analyses at critical facilities and make recommendations to improve the physical security;

- Conducting All Hazards exercises involving ESF-4/Firefighting.

Response Actions

Response actions/initiatives include:

- Coordinating operations at the ESF-4/Firefighting position in the Calloway County EOC and/or at other locations as required;

- Coordinating needs and response actions with each fire department;

- Establishing and maintaining a system to support on-scene direction/control and coordination with Calloway County's EOC, State EOC, or other coordination entities as appropriate;

- Establishing mutual aid procedures for the following resources: fire suppression, interoperable communications and others as appropriate;

- Coordinating resource management and logistical support;

- Implementing Disaster Assessment Teams to determine post-event effect on emergency services, functional group resources and the ability to perform continuity of operations for essential functions;

- Monitoring and directing firefighting resources and response activities to include pre-positioning for response/relocation due to the potential impact(s) of the emergency situation;

- Participation in EOC briefings, development of Incident Action Plans and Situation Reports, and meetings;

- Coordination with support agencies, as needed, to support emergency activities;

- Obtaining other resources through the Statewide Emergency Management Mutual Aid Agreements;

- Coordinating all resources into the affected areas from designated staging areas;

- Coordination with other jurisdictions' ESFs or like function to obtain resources and facilitate an effective emergency response among all participating agencies.

Recovery Actions

Recovery actions/initiatives include:

- Contacting each fire department for initial damage assessment of personnel, equipment and supplies;

- Maintaining documentation of all reported damage by fire departments;

- Consulting with the Operations Section Chief and obtaining additional fire service resources via established mutual aid agreements.

Mitigation Actions

Mitigation actions/initiatives include:

- Identifying and seeking funding for retrofitting critical facilities and providing auxiliary power;

▪ Providing personnel with the appropriate expertise to participate in strategy activities designed to reduce or minimize the impact of future disasters.

Responsibilities

All tasked agencies will:

▪ Develop applicable standard operating procedures, guidelines and/or checklists which clearly define the role of this emergency support function in the overall functioning of the Calloway County EOC and detail the accomplishment of their assigned functions;

▪ Train staff in the standard operating procedures, guidelines and/or checklists that outline the courses of action to be taken during a pending or actual disaster or emergency situation;

▪ Participate in drills to exercise these procedures and actions on a regular basis;

▪ Participate in honest appraisals of the performance of the firefighting role and actions after each drill, exercise and actual activation of the Calloway County EOC;

▪ Participate in a continuous quality improvement process using incident performance appraisals and debriefs to continuously refine the role and actions of this emergency support function in the overall functioning of the Calloway County EOC, and incorporate any refinements or updates into clearly written procedures in coordination with all staff and involved agencies;

▪ Deploy a representative to the EOC to assist with firefighting activities;

▪ Provide on-going status reports as requested by the Firefighting Coordinator;

▪ Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster-related work from daily work in the event that State and Federal reimbursement becomes available;

▪ Maintain up-to-date rosters for notifying personnel and 24-hour EOC staffing capabilities, and provide this information to the Calloway County Office of Emergency Management;

▪ Perform other emergency responsibilities as assigned.

Primary Agencies: Calloway County Fire-Rescue
                          Murray Fire Department

Duties include but are not limited to the following:

▪ Provide first line response for fires and other major disasters requiring trained personnel and equipment;

▪ Provide leadership in directing, coordinating and integrating overall Calloway County efforts to provide fire service assistance to affected areas and populations;

▪ Staff and operate a National Incident Management System compliant, command and control structure (i.e., Incident Command System), to assure that services and staff are provided to areas of need;

▪ Coordinate and direct the activation and deployment of fire agencies' personnel, supplies and equipment and provide certain direct resources;

- ESF-4/Firefighting representatives/designees jointly evaluate the emergency, make strategic decisions, identify resource needs and secure resources required for field operations;

- Task support agencies as necessary to accomplish ESF-4/Firefighting support responsibilities;

- Monitor firefighting emergency response and recovery operations. ESF-4 Incident Commanders or designees will coordinate all state and federal firefighting resources into the affected areas from Staging Areas;

- Manage firefighting and other emergency incidents in accordance with each department's Standard Operating Guidelines and under the direction of ESF-4/Firefighting representatives or designee;

- Request firefighting assistance to the State ESF-4/comparable as needed. The State will activate resources through the State Emergency Response Plan;

- Re-assess priorities and strategies throughout the emergency according to the most critical fire service needs;

- Assist with emergency evacuations and re-entry of threatened areas;

- Demobilize resources and deactivate the ESF-4/Firefighting function upon direction from the EOC Manager.

Support Agencies:

Support agencies will assist the Emergency Support Function with:

- Performing the above-outlined tasks as requested by the ESF Coordinator;

- Providing services, staff, equipment, and supplies that complement the entire emergency response effort; and

- Reporting current resources capabilities on a regular basis.

Administration and Support

Support

Requests for emergency firefighting assistance will be resolved at the lowest level direction and control facility with appropriate response resources capabilities. Unresolved assistance requests will normally flow upward from Calloway County and the cities of Murray and Hazel to the Calloway County EOC and/or field deployed command posts to responsible representatives in the State Emergency Operations Center, and as required to other states or the federal government for assistance support.

Agreements and Understandings

All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of laws and procedures.

Status Reports

The primary agencies will maintain status of all outstanding assistance requests and unresolved ESF-4/Firefighting related issues. This information will be summarized into periodic status reports and submitted in accordance with applicable operating procedures.

Expenditures and Recordkeeping

Each ESF-4/Firefighting agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines. The first source of funds for expenditures by agencies in response to emergency, imminent disaster, or recovery from a catastrophic incident, is to be from funds associated with each local agency.

ESF-4/Firefighting is responsible for managing financial matters specific to ESF-4 activity and related to resources procured/used during an event and forwarding that information to the Finance/Administration Section. However, each local government/agency/department must also track and record its own expenditures to ensure accuracy with any submissions for potential reimbursement. Information will be provided post-event as to application procedures for reimbursement.

The Finance/Administration Section will coordinate with the Logistics Section to ensure that procurements and staff hours are properly documented and processed for potential reimbursement. It is also responsible for follow-up on all financial issues through coordination with Calloway County Government and other local governments' fiscal and personnel management officials, Kentucky Division of Emergency Management fiscal agents, Federal Emergency Management Agency fiscal agents and directly with vendors as necessary.

Expenditures by other departments for activity not directly related to ESF-4/Firefighting will be documented by those entities and submitted directly to the Finance/Administration Section as soon as possible.

Critiques

Following the conclusion of any significant emergency, incident, or exercise, the primary agency representatives will conduct a debrief critique of the group activities during the emergency/incident/exercise with the ESF-4/Firefighting agencies, identifying both successful operations and areas of operations requiring further refinement in a continuous quality improvement process.

EMERGENCY MANAGEMENT

ESF-5

Revised May 2024

Coordinates and organizes emergency management resources in preparing for, responding to and recovering from emergency/disaster incidents which impact the citizens of Calloway County.

ESF–5
EMERGENCY MANAGEMENT

ESF Coordinator: Director, Calloway County Office of Emergency Management

Primary Agency: Calloway County Office of Emergency Management

Support Agencies: **Calloway County Fiscal Court**
Calloway County Judge Executive and Magistrates
Calloway County Sheriff's Office
Calloway County Road Department
Calloway County Fire-Rescue

City of Murray
Mayor of Murray and City Council
Murray Police Department
Murray Fire Department
Murray Public Works Department

City of Hazel
Mayor of Hazel and City Commission
Hazel Public Works

Other Local Agencies
Calloway County Board of Education
Murray Independent School District
Calloway County Health Department
American Red Cross, Calloway County Chapter
Calloway County CERT
Murray State University
Murray-Calloway County Hospital

State Agencies
Kentucky Division of Emergency Management

Introduction

The Emergency Management Emergency Support Function (ESF-5):

- Identifies and organizes the resources (human, technical, equipment, facility, materials and/or supplies) available to Calloway County, the City of Murray, and the City of Hazel to address and support emergency management needs in the event of either a natural or man-made disaster or emergency situation;

- Identifies the responsibilities of organizations charged with providing emergency management in the case of a disaster or emergency situation;

- Is established to assure the provision of emergency management support to Calloway County, the City of Murray, the City of Hazel and private-sector response before, during and after an incident/event;

- Provides personnel and resources to support prevention, preparedness, protection, response, recovery and mitigation in support of the objectives of emergency management in emergency and disaster situations.

Emergency Support Function 5:

- Defines the responsibilities of Calloway County Fiscal Court, the City of Murray and the City of Hazel in the event of a natural, technological, terrorist or war related crisis;

- Provides broad guidance to the local agencies of Calloway County Fiscal Court, the City of Murray and the City of Hazel as to responsibilities in the event of a natural, technological, terrorist or war related crisis;

- Provides procedures to determine the severity and magnitude of natural, technological, terrorist or war related disasters or emergencies;

- Outlines the aid and assistance available to Calloway County Fiscal Court, the City of Murray and the City of Hazel, individuals and business when a Presidential Disaster Declaration is issued;

- Outlines the actions required of Calloway County Fiscal Court, the City of Murray and the City of Hazel to be eligible for federal assistance under Public Law 93-288, other related public laws, applicable Homeland Security Presidential Directives, to include the National Incident Management System (NIMS) and the National Response Plan.

Maximum utilization of local resources is required to save lives, protect the environment and minimize property damage in a disaster. This requires a coordinated effort by the emergency response and supporting agencies in Calloway County, the City of Murray, and the City of Hazel operating from the Emergency Operations Center.

Mission

The mission of the Emergency Management Emergency Support Function is to coordinate and organize emergency management resources in preparing for, responding to and recovering from emergency/disaster incidents which impact the citizens of Calloway County.

Scope

The scope of this ESF includes:

- Assessing emergency management system damage and determining the required resources to restore such emergency management systems;

- Coordinating with ESF-5/Emergency Management support agencies for assistance in helping emergency management suppliers obtain information, equipment, specialized labor, fuel and transportation;

- Coordinating information with local, state, and federal officials and suppliers about available resources for emergency management recovery assistance;

- Providing technical assistance concerning emergency management systems.

ESF-5/Emergency Management is a functional annex to the Calloway County Emergency Operations Plan (EOP) and to the extent possible, information contained in other sections of the EOP will not be repeated in this ESF annex. Many of the agencies involved in ESF-5/Emergency Management activities have existing emergency plans and procedures which this ESF Annex complements and supports.

This Emergency Support Function applies to all agencies with assigned emergency management responsibilities as described in the Calloway County EOP.

Situations and Assumptions

- In the event of a disaster/emergency incident anywhere in Calloway County, the City of Murray, and the City of Hazel, affected jurisdictions will require support and assistance in mitigation, response and recovery efforts;

- Agencies of Calloway County Fiscal Court, the City of Murray and the City of Hazel, along with private relief agencies, will provide support to restore essential services;

- In the event of a threatened, or actual, usage of weapons of mass destruction, state and local government must perform the missions of warning, evacuating, sheltering, protecting from the threat, treating the injured, returning evacuees, restoring essential services and rehabilitating property.

Concept of Operations

The Calloway County Emergency Operations Center (EOC) serves as the central location for interagency coordination and executive decision-making, including all activities associated with ESF-5/Emergency Management during a disaster/emergency event. The ESF-5/Emergency Management Primary Agencies work with the EOC management team to ensure necessary emergency management tasks are accomplished. The Support and Partnering Agencies provide resources and personnel to assist in accomplishing ESF-5 activities as required by the size and demands of the event. As calls are received requesting services and resources during an emergency/disaster situation, they are routed to the ESF-5/Emergency Management desk to determine appropriate action.

General

ESF-5/Emergency Management is organized consistent with the requirements of the National Response Plan, the National Incident Management System and uses the Incident Command System

(composed of Planning, Operations, Logistics and Finance/Administration Sections with their standardized Units, Teams, positions, forms and terminology) to manage its emergency/disaster responsibilities. This structure and system supports incident assessment, planning, procurement, deployment and coordination of emergency management support operations for Calloway County, the City of Murray, and the City of Hazel. Pursuant to the Incident Command System structure, the Planning, Logistics, Finance/Administration and Operations Section Coordinators plus staff at the Emergency Operations Center (EOC) assist the EOC Manager in achieving the overall mission. Sections, Units, Teams, staffing levels, etc. are modular and scalable, depending on the type, size, scope and complexity of the emergency or disaster event.

Procedures, protocols and plans for emergency management disaster response activities provide guidelines for operations at the Calloway County Emergency Operations Center and in the field.

- The Emergency Operations Plan and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines that describe ESF-5/Emergency Management capabilities are based on National Planning Scenarios, Universal Task List and Target Capabilities and are the basis of these guidelines;

- Periodic training and exercises are conducted to enhance effectiveness;

- Emergency management planning is continuous, beginning well before impact of approaching natural disasters and immediately upon those not forecasted.

A large event requiring regional, state and/or interstate mutual aid assistance will require ESF-5/Emergency Management activation. ESF-5/Emergency Management will coordinate with support agency counterparts to seek and procure, plan, coordinate and direct the use of any required emergency management assets.

When an event requires a specific type or response mode, emergency management technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with skills relevant to the type of event. The individual will advise and/or direct operations within the context of the Incident Command System structure.

As illustrated in Figure 5-1: *ESF-5/Emergency Management Concept of Operation*, ESF-5 will give priority to five fundamental, interrelated functions:

- Use technology and human intelligence to collect, analyze and disseminate information on direct and indirect disaster impacts;

- Assess the capabilities of local government, the business community and volunteer agencies to effectively respond to the disaster;

- Assess and prioritize the immediate needs of impacted communities, neighborhoods and areas of the county;

- Incorporate the analyses into Incident Action Plans that establish operational objectives and identify resource requirements to accomplish these objectives;

- Utilize an Incident Action Matrix to establish priorities, assign tasks to agencies, and track progress in meeting objectives.

ESF-5/EMERGENCY MANAGEMENT CONCEPT OF OPERATIONS

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              ┌──────────────────────────┐
              │  1. ASSESS IMPACTS       │
              │  2. ASSESS LOCAL RESPONSE│
              │     CAPABILITIES         │
              └──────────────────────────┘

┌──────────────────────┐              ┌──────────────────────┐
│ 5. PREPARE AND       │              │ 3.  PRIORITIZE NEEDS OF│
│ IMPLEMENT INCIDENT   │              │     IMPACTED AREAS    │
│ ACTION MATRIX        │              │                      │
└──────────────────────┘              └──────────────────────┘

              ┌──────────────────────────┐
              │ 4. PREPARE AND           │
              │ IMPLEMENT INCIDENT       │
              │ ACTION PLANS (IAP)       │
              └──────────────────────────┘
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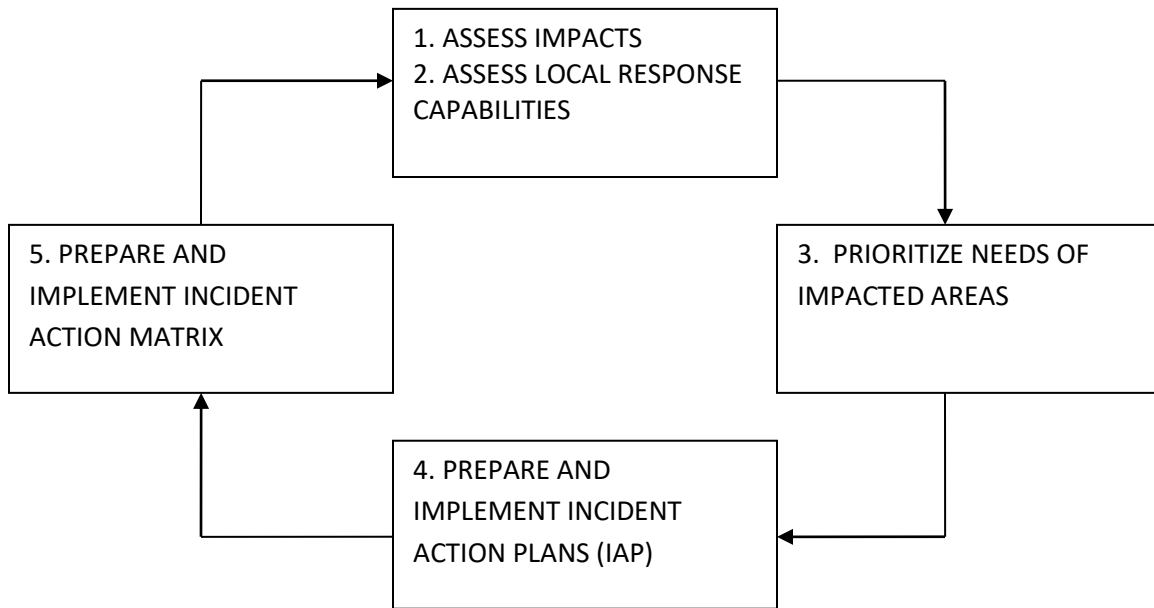
Figure 5-1: *ESF-5/Emergency Management Concept of Operations*

Copies of mutual aid agreements for emergency management resources are kept on file by the Calloway County Office of Emergency Management.

The Calloway County Office of Emergency Management will maintain up-to-date information (reviewed/updated annually) of emergency management services in Calloway County including:

- Names of responsible officials,

- ESF-5/Emergency Management staffing directory,

- ESF-5/Emergency Management notification lists,

- Major emergency management equipment identified in Resource Typing and readiness status.

The ESF-5/Emergency Management Emergency Operations Plan plus accompanying Appendices, Annexes and Standard Operating guidelines are maintained by the Calloway County Office of Emergency Management and are reviewed and updated by Emergency Management at least annually. Support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents must comply with the National Response Plan, National Incident Management System, Incident Command System and the Emergency Operations Plan (EOP).

Calloway County Office of Emergency Management is responsible for training and continuing education of their personnel.

The Calloway County Emergency Operations Center uses WebEOC (crisis management software) to supplement disaster management planning and actions. Specifically, all of the applicable Emergency Support Functions, agency based emergency operations centers, and other facilities or functions as appropriate are able to communicate their needs and status through WebEOC. This allows all of the information to be integrated for the specific event for efficient assessment of what actions, resources and needs exist.

Notifications

Calloway County E911 Dispatch is the county's 24 hour Warning Point. There are also E911 Dispatch centers serving the City of Murray and the main campus of Murray State University.

When the county or an area of the county has been threatened or impacted by an emergency or disaster event, the E911 Dispatch involved will notify the Calloway County Office of Emergency Management Director who in turn notifies the State Emergency Operations Center Duty Officer. The Commonwealth Emergency Operations Center notifies applicable state agencies including the Area Response Manager of KyEM Region 1.

ESF-5/Emergency Management will be activated or alerted for standby upon notification by the Calloway County Office of Emergency Management. Upon instructions to activate this Emergency Support Function, the ESF-5 Coordinator and Support Agencies will implement their procedures to notify and mobilize all personnel, facilities and physical resources potentially needed, based on the emergency circumstance.

Direction and Control

Calloway County Office of Emergency Management is the lead agency for ESF-5 and will manage the emergency activities of ESF-5/Emergency Management. During emergency activations, ESF-5/Emergency Management operates from the Calloway County Emergency Operations Center (EOC) on a 24 hour/7 days a week schedule to help maintain the flow of emergency management services.

The Calloway County Office of Emergency Management functions as the official disaster organization for preparedness, mitigation, response and recovery within Calloway County and serves as the focal point for ESF-5 activities. It is responsible for ensuring that all appropriate program departments, support agencies, other Emergency Support Functions and private voluntary agencies have knowledge about the system and ESF-5 expectations.

The ESF-5/Emergency Management system operates at two levels – the Emergency Operations Center and field operations.

All management decisions regarding county and/or regional resource allocation are made at the Emergency Operations Center by the ESF-5/Emergency Management Coordinator during emergency activations. In accordance with a mission assignment from ESF-5 and further mission tasking by a local primary agency, each support organization assisting in an ESF-5 assignment retains administrative control over its own resources and personnel but according to the operational control of ESF-5/Emergency Management. Delegation of mission operational control may be delegated to a management Support Unit, Multi-Agency Coordination Team or a local entity.

Organization

Response to an emergency/disaster event in Calloway County is progressive as demonstrated in Figure 5-2: *Progressive Requests for Emergency/Disaster Resources*. The initial response to an emergency/disaster situation is met by the use of the emergency management resources available at the local level. Calloway County Fiscal Court, the city of Murray, the city of Hazel, and Murray State University activate available resources. When the emergency management needs for resources and/or services exceed the capability of what is available in the jurisdictions within Calloway County, established mutual aid agreements with surrounding counties to provide emergency management resources are utilized. When needed emergency management resources cannot be located through mutual aid agreements, the Calloway County Emergency Operations Center requests resources through the state Emergency Operations Center. The state Emergency Operations Center locates resources through intra- and inter-state mutual aid agreements and federal assets.
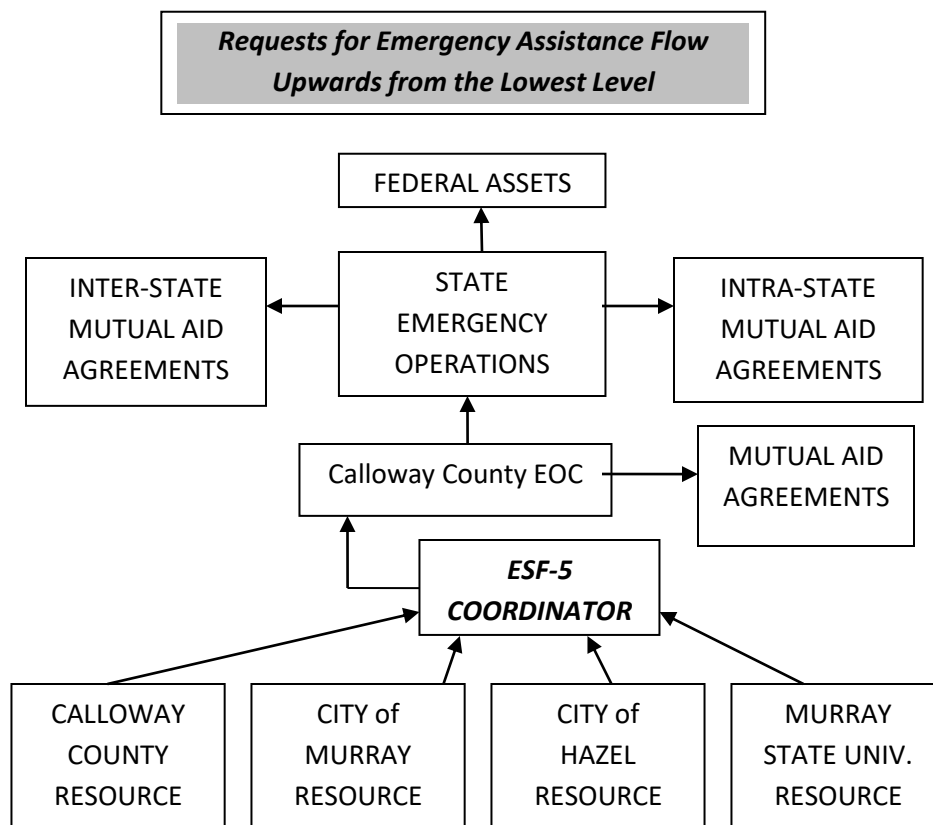
Figure 5-2: *Progressive Requests for Emergency/Disaster Resources*

County

Calloway County Emergency Management notifies ESF-5/Emergency Management and requests assistance from the primary and support agencies to help staff the ESF-5 position in the Calloway County Emergency Operations Center.

In the Incident Command Structure, ESF-5/Emergency Management is located in Planning as shown in Figure 5-3: *Incident Command System Structure: ESF-5/Emergency Management*.
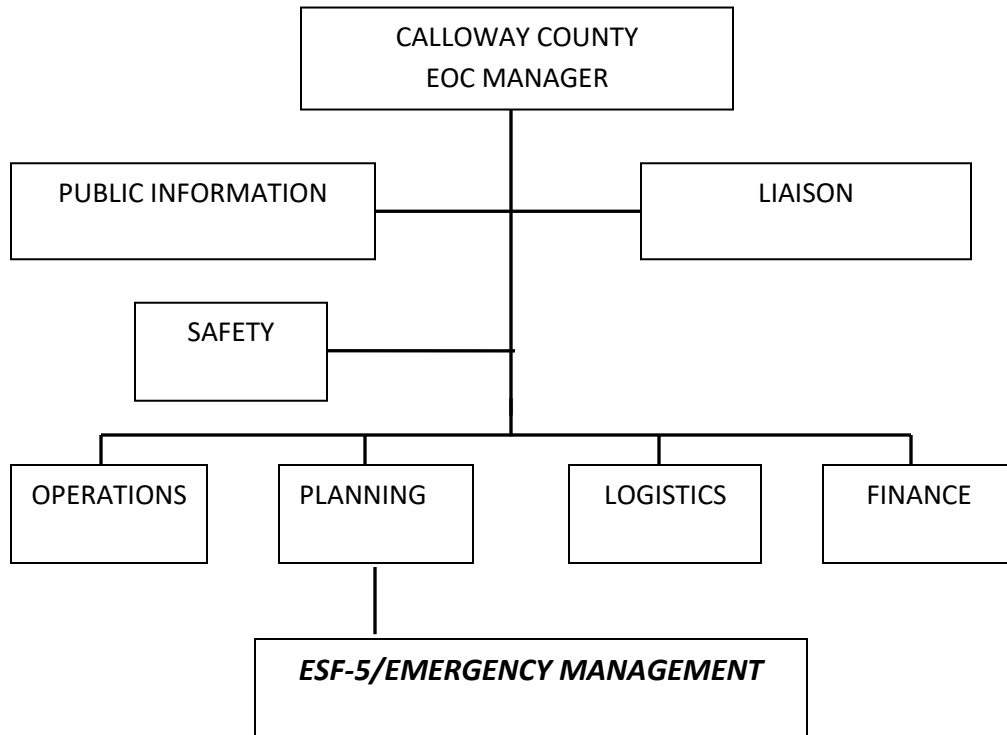
Figure 5-3: *Incident Command System Structure: ESF-5/Emergency Management*

During an activation of the EOC, support agency staff is integrated with the emergency management staff to provide support that will allow for an appropriate, coordinated and timely response.

ESF-5 will give priority to five fundamental, interrelated functions:

- Use technology and human intelligence to collect, analyze and disseminate information on disaster impacts, including direct impacts (people, buildings, infrastructure) and indirect impacts (debris generated, hazmat releases);

- Assess the capabilities of local government, the business community and volunteer agencies to effectively respond to the disaster;

- Assess and prioritize the immediate needs of impacted communities and neighborhoods;

- Incorporate the analyses into Incident Action Plans that establish operational objectives and identify resource requirements to accomplish these objectives;

- Utilize an Incident Action Matrix to establish priorities, assign tasks to agencies and track progress in meeting objectives.

Consistent with NIMS, ESF-5 will establish and integrate four interrelated planning functions:

- Intelligence
- Planning
- Documentation
- Technical services (GIS).

ESF-5 will collect, analyze and disseminate disaster intelligence, or information and analyses that describe the nature and scope of hazards and their impacts.

Disaster intelligence incorporates essential elements of information, which include:

- Area of damage;

- Damage and loss of functionality to essential facilities (police, fire, medical, EOC);

- Damage and loss of functionality of shelters;

- Damage to roads, bridges, utilities and other key infrastructure;

- Disaster impacts on vulnerable populations, including special needs groups;

- Status of designated staging areas.

ESF-5 will incorporate information and analysis on the current and forecasted situation into Incident Action Plans, which set forth tactical objectives for subsequent operational periods.

ESF-5 will maintain accurate and complete incident files, including a record of the major steps that ESF-5 has taken in preparing and executing the Incident Action Plans.

Region

When local resources are overwhelmed or depleted, additional emergency management resources are obtained through established mutual aid agreements Calloway County has with counties in the region. The Planning Chief, in consultation with the requesting jurisdiction, contacts the agencies with whom mutual agreements are in effect to determine if the requested resources are available.

Additionally, either the KyEM Area-1 Response Manager or the state Emergency Operations Center can be contacted to identify the appropriate state agency directing emergency management coordination/support at the state level. That agency can designate a liaison to the Calloway County EOC to assist Emergency Support Function 5 and to the extent capable provide coordinators, assessors and operational personnel in support of the EOC or field activities.

On activation of an emergency operations center in more than one county, the lead agency for emergency management coordination/support at the state level may support the coordination of the event response with regional resources or request additional resources through the State Emergency Operations Center.

State

During an emergency or disaster event, ESF-5/comparable primary and support agencies at the State Emergency Operations Center report and function under the overall direction of the Kentucky Division of Emergency Management Director.

During the response phase, ESF-5/comparable evaluates and analyzes information regarding emergency management requests. ESF-5/comparable also develops and updates assessments of the

emergency management situation/status in the impact area and initiates contingency planning to meet anticipated demands and needs.

The Kentucky Division of Emergency Management develops and maintains the overall State Emergency Operations Plan and accompanying Appendices and Standard Operating Guidelines that govern response actions related to emergencies. Support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents must comply with the National Response Plan, the National Incident Management System and the Incident Command System.

Actions

Actions initiated by ESF-5 are grouped into phases of emergency management: preparation, mitigation, response and recovery. Each phase requires specific skills and knowledge to accomplish. Each phase requires significant cooperation and collaboration among all supporting agencies and the intended recipients of service. ESF-5 encompasses a full range of activities from training to the provision of field services.

Preparedness Actions

Priority will be given to developing an enhanced ESF-5 capability in Calloway County as part of an ongoing effort to ensure operational readiness for major or catastrophic disasters. This section highlights four key preparedness initiatives.

Intelligence Collection and Analysis

The ability to acquire, analyze and disseminate information and intelligence on disasters and their impacts is fundamental to effective use of intelligence to establish operational and logistical objectives and priorities. Intelligence can be collected, analyzed and used in support of three overlapping phases of disaster operations: risk assessment; impact assessment and immediate response; and sustained response and initial recovery. There are three types of ESF-5 assessments:

- Pre-disaster assessments (predicted impacts), which uses GIS and other predictive tools to estimate disaster impacts;

- Immediate, post-disaster impact assessments, which focus on:

  o Disaster impacts on people, buildings and infrastructure – with emphasis on assessments of functionality of essential services, and;

  o Local response capabilities and immediate needs.

- Post disaster damage assessments, which assess buildings, infrastructure and debris.

Intelligence observed disaster impacts will be used by ESF-5 to assess Calloway County ESF capabilities (response and recovery). This information has two applications:

- To evaluate ESF resource and capabilities and shortfalls (e.g., availability of trained personnel, equipment, supplies) to determine the level of state and federal assistance that is needed, organized by ESF; and

- To rapidly communicate estimated ESF shortfalls to the Calloway County Office of Emergency Management and State Emergency Operations Center.

Incident Action Planning

Disaster intelligence will provide critical input to the Incident Action Plan (IAP), which provides:

- Current information that accurately describes the incident situation and resource status;

- Alternative strategies to attain critical incident objectives;

- An accurate, realistic IAP for the next operational period;

- Under NIMS, incident objectives and strategies must conform to the legal obligations and management objectives of all affected agencies.

Training

The objective is to develop and sustain a capability in Calloway County to routinely implement each phase and function of ESF-5. Training will address the following:

- Overview of key components of ESF-5; role, requirements and integration of ESF-5 under NIMS;

- Intelligence and Analysis - procedures for identifying, collecting, prioritizing and utilizing intelligence.

Preparation and utilization of Incident Action Plans

Preparing and using the incident Action Matrix which is a tool for:

- Establishing priorities,

- Assigning tasks to agencies, and

- Tracking progress.

Exercises

Consistent with NIMS, Calloway County will incorporate ESF-5 plans and procedures into exercises that will be conducted at the local and state level. On an annual basis, at least one exercise will be used to evaluate ESF-5 readiness:

- Incorporation of Calloway County ESF-5 procedures into an annual Kentucky Division of Emergency Management functional or full-scale exercise.

Response Actions

The effectiveness of a response operation will be based in large part on the ability of ESF-5 to generate accurate, timely and usable disaster intelligence prior to, during and after an event occurring. Specific operational objectives and standards are:

- To use disaster intelligence in the deployment of local damage assessment teams;

- To establish and maintain a system to support on-scene direction/control and coordination with the State EOC and other coordination entities as appropriate;

- To track and manage resources (personnel, teams, facilities, supplies, major items of equipment);

- To use estimates from modeling tools on nature and scope of the hazard, including area of potential hazard impacts, population at risk, estimates of damage and loss of functionality to essential facilities, and other essential elements of information.

Recovery Actions

Planning for recovery should begin with initial analyses of the potential impacts of the disaster. Planning for recovery will continue with initial analyses of actual impacts of a disaster, including disaster impacts on the population, buildings and infrastructure – to identify major recovery issues, needs, priorities and short-term strategies.

Recovery planning under ESF-5 will address the following:

- Building inspection requirements and priorities;

- Emergency and temporary housing issues;

- Business impacts (direct and indirect);

- Debris management;

- Route clearance;

- Utilities restoration.

Mitigation

Pre- and post-disaster analyses of disaster impacts on buildings, infrastructure and the general population can be used to:

- Support mitigation decision-making;

- Analyze the performance of essential facilities (hospitals, shelters, police, and fire) in scenario disasters, which can be used in mitigation measures to strengthen these facilities;

- Analyze community economic impacts – including the total percentage of building stock damaged in disaster and replacement values – which can be used in setting mitigation and recovery goals and priorities;

- Adjust mitigation goals, objectives and priorities;

- Provide information on the need to maintain and update needed computer data and programs, maps, critical facility information, evacuation studies, demographics and critical county data (e.g. shelter capacity, evacuation routes, etc).

Responsibilities

All tasked agencies will:

- Develop applicable standard operating procedures, guidelines and/or checklists which clearly define the role of this emergency support function in the overall functioning of the Calloway County EOC and detail the accomplishment of their assigned functions;

- Train staff in the standard operating procedures, guidelines and/or checklists that outline the courses of action to be taken during a pending or actual disaster or emergency situation;

- Participate in drills to exercise these procedures and actions on a regular basis;

- Participate in honest appraisals of the performance of the emergency management role and actions after each drill, exercise and actual activation of the Calloway County EOC;

- Participate in a continuous quality improvement process using incident performance appraisals and debriefs to continuously refine the role and actions of this emergency support function in the overall functioning of the Calloway County EOC, and incorporate any refinements or updates into clearly written procedures which are shared with all staff and involved agencies;

- Deploy a representative to the EOC to assist with emergency management activities;

- Provide on-going status reports as requested by the Emergency Management Coordinator;

- Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster-related work from daily work in the event that State and Federal reimbursement becomes available;

- Maintain up-to-date rosters for notifying personnel and 24-hour EOC staffing capabilities, and provide this information to the Calloway County Office of Emergency Management;

- Perform other emergency responsibilities as assigned.

Primary Agency: Calloway County Office of Emergency Management

Duties include but are not limited to the following:

- Provide EOC support, conduct briefings, direct needs assessments, distribute key information and serve as liaison to the State EOC for resource requests;

- Collect and process information received from Damage Assessment Teams and predictive models, analyze this information, and share with the Planning section;

- Coordinate the development and implementation of the Preparedness activities, as outlined in the Plan;

- ESF-5 representatives/designees jointly evaluate the emergency, make strategic decisions, identify resource needs and secure resources required for field operations;

- Coordinate with ESF-7/Resource Management, to ensure that all available resources are logged and requests for resources are filled;

- Ensure that copies of all news releases and situation reports are transmitted to the State EOC.

Support Agencies:

Support agencies will provide assistance to the Emergency Support Function with:

- Performing the above-outlined tasks as requested by the ESF Coordinator;

- Providing services, staff, equipment, and supplies that complement the entire emergency response effort; and

- Reporting current resources capabilities on a regular basis.

Administration and Support

Support

Requests for emergency assistance will be resolved at the lowest level direction and control facility with appropriate response resources capabilities. Unresolved assistance requests will normally flow upward from cities to the county and/or field deployed command posts to responsible representatives in the State Emergency Operations Center, and as required to other states or the federal government for assistance support.

Agreements and Understandings

All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of laws and procedures.

Status Reports

The primary agency will maintain status of all outstanding assistance requests and unresolved ESF-5 related issues. This information will be summarized into periodic status reports and submitted in accordance with applicable operating procedures.

Expenditures and Recordkeeping

Each ESF-5 agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines. The first source of funds for expenditures by agencies in response to emergency, imminent disaster, or recovery from a catastrophic incident, is to be from funds associated with each local agency.

ESF-5 is responsible for managing financial matters specific to ESF-5 activity and related to resources procured/used during an event and forwarding that information to the Finance/Administration Section. However, each local government/agency/department must also track and record its own expenditures to ensure accuracy with any submissions for potential reimbursement. Information will be provided post-event as to application procedures for reimbursement.

The Finance/Administration Section will coordinate with the Logistics Section to ensure that procurements and staff hours are properly documented and processed for potential reimbursement. It is also responsible for follow-up on all financial issues through coordination with Calloway County Government and other local governments' fiscal and personnel management officials, Kentucky Division of Emergency Management fiscal agents, Federal Emergency Management Agency fiscal agents and directly with vendors as necessary.

Expenditures by other departments for activity not directly related to ESF-5 will be documented by those entities and submitted directly to the Finance/Administration Section as soon as possible.

Critiques

Following the conclusion of any significant emergency, incident or exercise, the primary agency representatives will conduct a debrief critique of the group activities during the emergency/incident/exercise with the ESF-5 agencies, identifying both successful operations and areas of operations requiring further refinement in a continuous quality improvement process for the overall performance of the Calloway County Emergency Operations Center.

MASS CARE, HOUSING AND HUMAN SERVICES

ESF-6

Revised May 2024

Coordinates and organizes mass care, housing and human services resources in preparing for, responding to and recovering from emergency/disaster incidents which impact the citizens of Calloway County.

MASS CARE, HOUSING AND HUMAN SERVICES
ESF-6

ESF Coordinator: Calloway County Emergency Management Director, or designee

Primary Agencies:

Support Agencies: Calloway County Chapter of the American Red Cross
Calloway County Health Department

Calloway County Fiscal Court
Calloway County Judge Executive and Magistrates
Calloway County Sheriff's Office
Calloway County Office of Emergency Management
Calloway County Animal Control Officer
Calloway County Fire-Rescue
George Weaks Community Center

City of Murray
Mayor of Murray and City Council
Murray Police Department
Murray Fire Department
Murray Public Works

City of Hazel
Mayor of Hazel and City Council
Hazel Public Works

Other Local Agencies
Murray-Calloway Calloway County Hospital and Ambulance Service
Calloway County Board of Education
Murray Independent School District
Murray State University
Medical Reserve Corps
Calloway County CERT
MSU Amateur Radio Club
Calloway County Humane Society
Murray-Calloway Transit Authority
Murray-Calloway County Parks and Recreation Department

State Agencies
Kentucky Division of Emergency Management
Kentucky Department for Community Based Services
Kentucky Community Crisis Response Board (KCCRB)

Introduction

The Mass Care, Housing and Human Services Emergency Support Function (ESF-6):

- Identifies and organizes the resources (human, technical, equipment, facility, materials and/or supplies) available to Calloway County, the City of Murray, and the City of Hazel to address and support mass care, housing and human services needs in the event of either a natural or man-made disaster or emergency situation;

- Identifies the responsibilities of organizations charged with providing mass care, housing and human services in the case of a disaster or emergency situation;

- Is established to assure the provision of mass care, housing and human services support to Calloway County, the City of Murray, the City of Hazel, Murray State University, and private-sector response before, during and after an incident/event;

- Provides personnel and resources to support prevention, preparedness, protection, response, recovery and mitigation in support of the primary emergency management objectives of mass care, housing and human services in emergency and disaster situations.

Mission

The mission of the Mass Care, Housing and Human Services Emergency Support Function is to coordinate and organize mass care, housing and human services resources in preparing for, responding to and recovering from emergency/disaster incidents which impact the citizens of Calloway County.

Scope

The scope of this ESF includes:

- Assessing mass care, housing and human services system damage and determining the required resources to restore such mass care, housing and human services systems;

- Coordinating with ESF-6/Mass Care, Housing and Human Services support agencies for assistance in helping mass care, housing and human services suppliers obtain information, equipment, specialized labor, fuel and transportation;

- Coordinating information with local, state, and federal officials and suppliers about available mass care, housing and human services recovery assistance;

- Providing technical assistance concerning mass care, housing and human services systems.

ESF-6/Mass Care, Housing and Human Services will coordinate the emergency provision of temporary shelters, emergency mass feeding, and the bulk distribution of coordinated relief supplies for victims of a disaster and disaster workers. ESF-6 can provide personnel and resources to support preparation, mitigation, response and recovery in support of the primary emergency management objectives. Other responsibilities include:

- Documentation and reporting shelter status, populations and any issues with residents, e.g. injuries and casualties;

- Determination of needs and the processing of all requests to meet those needs; and

- Securing donations of life-supporting supplies.

ESF-6 resources are used when individual agencies are overwhelmed and additional mass care, mass feeding assistance, and bulk distribution of coordinated relief supplies are needed. ESF-6 will coordinate the lodging and feeding of evacuees of any actual or potential disaster.

ESF-6/Mass Care, Housing and Human Services is a functional annex to the Calloway County Kentucky Emergency Operations Plan (EOP) and to the extent possible, information contained in other sections of the EOP will not be repeated in this ESF annex. Many of the agencies involved in ESF-6/Mass Care, Housing and Human Services activities have existing emergency plans and procedures which this ESF Annex complements and supports.

This Emergency Support Function applies to all agencies with assigned mass care, housing and human services emergency responsibilities as described in the Calloway County EOP.

Situations and Assumptions

Some of the situations and assumptions involved in ESF-6 planning include but are not limited to the following:

- Disaster incidents often result in evacuations either before or during the incident. Such evacuations will cause a demand for congregate/mass care facilities;

- Mass care facilities, at a minimum, must have capability of providing space for sleeping and feeding;

- Mass care facilities will provide protection only from normal weather conditions. These facilities do not necessarily provide improvement in protection from severe weather, toxic gases, radioactive fallout, or other life-threatening forms, except for those persons who live in especially fragile or exposed housing;

- During an incident there will be populations requiring special attention including the:

  o Elderly;

  o Handicapped; and

  o Homeless individuals.

- It is possible that a disaster could render one or more dormitories at Murray State University uninhabitable, which may produce a sudden and substantial population needing shelter who have few ties to family or friends outside the University community to turn to for assistance;

- Mass care facilities will receive priority consideration for structural inspections to ensure safety of occupants;

- It is anticipated that many individuals will be prepared and self-sufficient for a minimum of 72 hours after an incident; however, it is likely that a significant portion of dislocated citizens and guests will not be self-sufficient during the initial 72 hours.

- Calloway County and support agencies, in conjunction with local voluntary organizations, will need to be able to coordinate:

  o The evacuation and registration of victims;

- o Administer emergency first aid treatment and mental health counseling; and

- o Provide other initial mass care needs for at least the first 72 hours after the public emergency;

- The restoration of basic infrastructure (e.g., communications, roads, transportation services, and electricity) may take days, weeks, even months;

- Ongoing assistance under ESF-6 may be required as the response stage transitions to the recovery stage;

- Some percentage of the sheltered population will require shelter for an extended period of time;

- Individuals will be anxious to identify the location and health/condition of friends, family, loved ones, and pets/animals;

- The makeup of the dislocated will likely be friends, family, and loved ones, and will likely be diverse and require attention to cultural, ethnic, language, and other related needs.

Concept of Operations

The Calloway County Emergency Operations Center (EOC) serves as the central location for interagency coordination and executive decision-making, including all activities associated with ESF-6/Mass Care, Housing and Human Services, during a disaster/emergency event. The ESF-6/Mass Care, Housing and Human Services Primary Agencies work with the EOC management team to ensure necessary mass care, housing and human services tasks are accomplished. The Support and Partnering Agencies provide resources and personnel to assist in accomplishing ESF-6 activities as required by the size and demands of the event. As calls are received requesting services and resources during an emergency/disaster situation, they are routed to the ESF-6/Mass Care, Housing and Human Services desk to determine appropriate action in consult with EOC management.

General

ESF-6/Mass Care, Housing and Human Services is organized consistent with the requirements of the National Response Plan, the National Incident Management System and uses the Incident Command System (composed of Planning, Operations, Logistics and Finance/Administration Sections with their standardized Units, Teams, positions, forms and terminology) to manage its emergency/disaster responsibilities. This structure and system supports incident assessment, planning, procurement, deployment and coordination of mass care, housing and human services support operations for Calloway County, the City of Murray, the City of Hazel, and Murray State University. Pursuant to the Incident Command System structure, the Planning, Logistics, Finance/Administration and Operations Section Coordinators and staff at the Emergency Operations Center (EOC) assist the EOC Manager in achieving the overall mission. Sections, Units, Teams, staffing levels, etc. are modular and scalable, depending on the type, size, scope and complexity of the emergency or disaster event.

Procedures, protocols and plans for mass care, housing and human services disaster response activities provide guidelines for operations at the Calloway County Emergency Operations Center and in the field.

- The Emergency Operations Plan and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines that describe ESF-6/Mass Care, Housing and

Human Services capabilities are based on National Planning Scenarios, Universal Task List and Target Capabilities and are the basis of these guidelines;

▪ Periodic training and exercises are conducted to enhance effectiveness;

▪ Mass care, housing and human services planning is continuous, beginning well before impact of approaching natural disasters and immediately upon those not forecasted.

A large event requiring regional, state and/or interstate mutual aid assistance will require ESF-6/Mass Care, Housing and Human Services activation. ESF-6/Mass Care, Housing and Human Services will coordinate with support agency counterparts to seek and procure, plan, coordinate and direct the use of any required mass care, housing and human services assets.

When an event requires a specific type or response mode, mass care, housing and human services technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with skills relevant to the type of event. The individual will advise and/or direct operations within the context of the Incident Command System structure.

As illustrated in Figure 6-1: *ESF-6/Mass Care, Housing and Human Services Concept of Operation*, ESF-6 will give priority to five fundamental, interrelated functions:

▪ Use technology and human intelligence to collect, analyze and disseminate information on direct and indirect disaster impacts;

▪ Assess the capabilities of local government, Murray State University, the business community and volunteer agencies to effectively respond to the disaster;

▪ Assess and prioritize the immediate needs of impacted communities, neighborhoods and areas of the county;

▪ Incorporate the analyses into Incident Action Plans that establish operational objectives and identify resource requirements to accomplish these objectives;

▪ Utilize an Incident Action Matrix to establish priorities, assign tasks to agencies and track progress in meeting objectives.

Each mass care, housing and human services organization which enters into a mutual aid agreement will furnish a copy of the agreement to the ESF-6 Coordinator.

The Calloway County Office of Emergency Management will maintain up-to-date information (reviewed/updated annually) of mass care, housing and human services in Calloway County including:

▪ Names of responsible officials,

▪ ESF-6/Mass Care, Housing and Human Services staffing directory,

▪ ESF-6/Mass Care, Housing and Human Services notification lists, and

▪ Major mass care, housing and human services equipment identified in Resource Typing and readiness status.

ESF-6/MASS CARE, HOUSING AND HUMAN SERVICES

1. ASSESS IMPACTS
2. ASSESS LOCAL RESPONSE CAPABILITIES

5. PREPARE AND IMPLEMENT INCIDENT ACTION MATRIX

3. PRIORITIZE NEEDS OF IMPACTED AREAS

4. PREPARE AND IMPLEMENT INCIDENT ACTION PLANS (IAP)
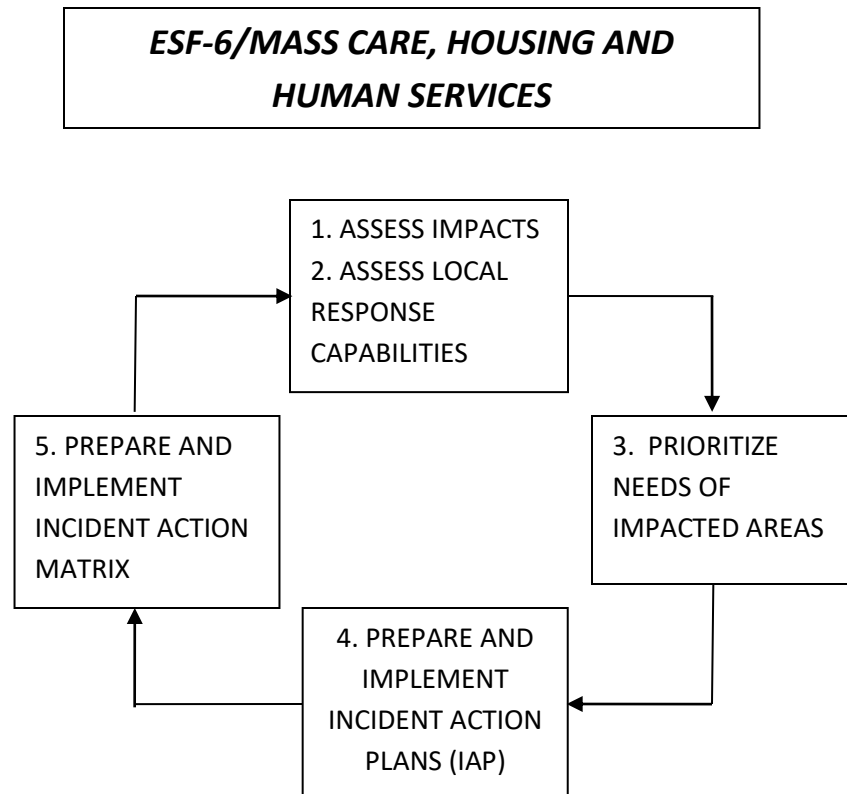
Figure 6-1: *ESF-6/Mass Care, Housing and Human Services Concept of Operations*

The ESF-6/Mass Care, Housing and Human Services Emergency Operations Plan plus accompanying Appendices, Annexes and Standard Operating guidelines are maintained by the Calloway County Office of Emergency Management and are reviewed and updated by the mass care, housing and human services planning committee with the Calloway County Office of Emergency Management at least annually.   Support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents must comply with the National Response Plan, National Incident Management System, Incident Command System and the Emergency Operations Plan (EOP).

Mass care, housing and human services organizations are responsible for training and continuing education of their personnel.

The Calloway County Emergency Operations Center uses WebEOC (crisis management software) to supplement disaster management planning and actions.   Specifically, all of the applicable Emergency Support Functions, agency based emergency operations centers, and other facilities or functions as appropriate are able to communicate their needs and status through WebEOC. This allows all of the information to be integrated for the specific event for efficient assessment of what actions, resources and needs exist.

Notifications

Calloway County E911 Dispatch is the county's 24 hour Warning Point. There are also E911 Dispatch centers serving the City of Murray and the main campus of Murray State University.

When the county or an area of the county has been threatened or impacted by an emergency or disaster event, the E911 Dispatch involved will notify the Calloway County Office of Emergency Management Director who in turn notifies the State Emergency Operations Center Duty Officer. The state Emergency Operations Center notifies applicable state agencies including the Area Response Manager of KyEM Region 1.

ESF-6/Mass Care, Housing and Human Services will be activated or alerted for standby upon notification by the Calloway County Office of Emergency Management. Upon instructions to activate this Emergency Support Function, the ESF-6 Coordinator and Support Agencies will implement their procedures to notify and mobilize all personnel, facilities and physical resources potentially needed, based on the emergency circumstance.

Direction and Control

The American Red Cross/Calloway County Chapter and the Calloway County Health Department are the lead agencies for ESF-6 and will coordinate the emergency activities of ESF-6/Mass Care, Housing and Human Services under the direction of the Calloway County Office of Emergency Management. During emergency activations, ESF-6/Mass Care, Housing and Human Services operates from the Calloway County Emergency Operations Center (EOC) on a 24 hour/7 days a week schedule to help maintain the flow of mass care, housing and human services.

The Calloway County Office of Emergency Management functions as the official disaster organization for preparedness, mitigation, response and recovery within Calloway County and serves as the focal point for ESF-6 activities. It is responsible for ensuring that all appropriate program departments, support agencies, other Emergency Support Functions and private voluntary agencies have knowledge about the system and ESF-6 expectations.

The ESF-6/Mass Care, Housing and Human Services system operates at two levels – the Emergency Operations Center and field operations.

All management decisions regarding county and/or regional mass care, housing and human needs resource allocations are made at the Emergency Operations Center with the ESF-6 Coordinator during emergency activations. In accordance with a mission assignment from ESF-6 and further mission tasking by a local primary agency, each support organization assisting in an ESF-6 assignment retains administrative control over its own resources and personnel but according to the operational control of ESF-6/Mass Care, Housing, and Human Services.

Organization

Response to an emergency/disaster event in Calloway County is progressive as demonstrated in Figure 6-2: *Progressive Requests for Emergency/Disaster Resources*. The initial response to an emergency/disaster situation is met by the use of the mass care, housing and human services resources available at the local level. Calloway County, the city of Murray, the city of Hazel and Murray State University activate available resources. When the mass care, housing and human services needs for resources and/or services exceed the capability of what is available in the jurisdictions within Calloway County, established mutual aid agreements with surrounding counties to provide mass care, housing and human services are activated. When needed mass care, housing and

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

Requests for Emergency Assistance Flow Upwards from the Lowest Level

FEDERAL ASSETS

INTER-STATE MUTUAL AID AGREEMENTS

STATE EMERGENCY OPERATIONS

INTRA-STATE MUTUAL AID AGREEMENTS

Calloway County EOC

MUTUAL AID AGREEMENTS

ESF-6 COORDINATOR

CALLOWAY COUNTY RESOURCE

CITY of MURRAY RESOURCE

CITY of HAZEL RESOURCE

MURRAY STATE UNIV. RESOURCE
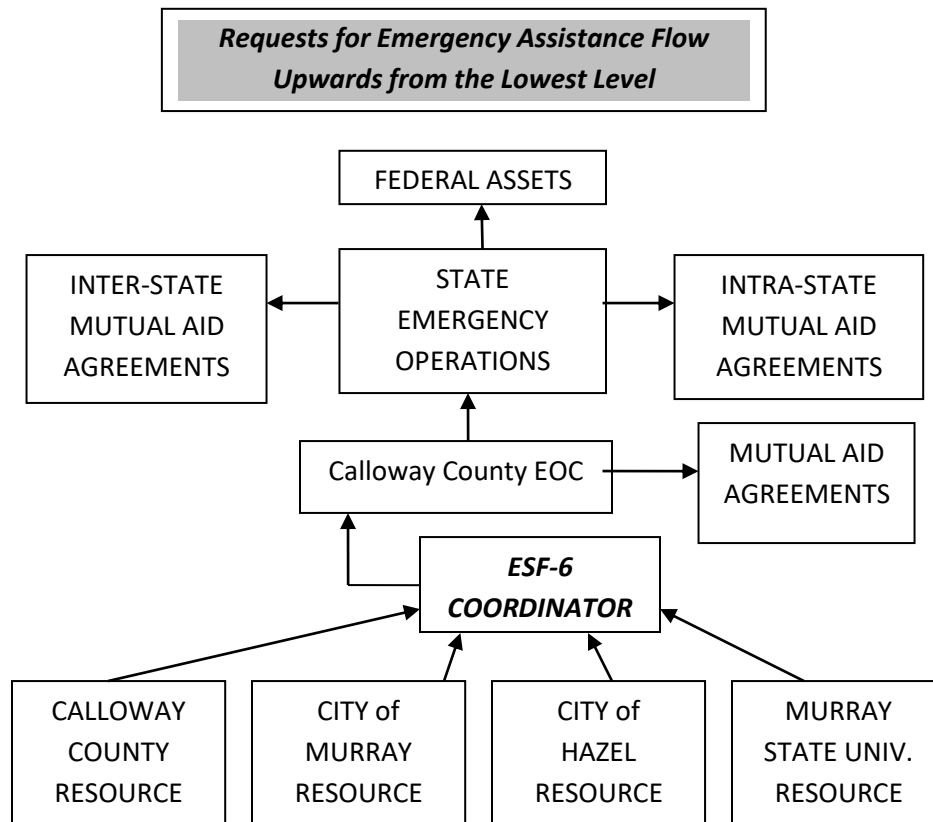
Figure 6-2: *Progressive Requests for Emergency/Disaster Resources*

County

Calloway County Emergency Management notifies ESF-6/Mass Care, Housing and Human Services notification and requests assistance from the primary and support agencies to help staff the ESF-6 position in the Calloway County Emergency Operations Center.

In the Incident Command Structure, ESF-6/Mass Care, Housing and Human Services is located in the Logistics Section as shown in Figure 6-3: *Incident Command System Structure/ESF-6/Mass Care, Housing and Human Services*.

During an activation of the EOC, support agency staff is integrated with the mass care, housing and human services staff to provide support that will allow for an appropriate, coordinated and timely response.

Throughout the response and recovery periods, ESF-6:

- Collects, analyzes, and disseminates tactical information on the nature, scope and potential impacts of an incident or major disaster related to mass care, housing and human services;

- Evaluates and analyzes information regarding mass care, housing and human services requests;

- Develops and updates assessments of current and anticipated future mass care, housing and human services needs and resource requirements;

- Implements contingency planning to meet anticipated mass care, housing and human services demands or needs;

- Incorporates this analysis into Incident Action Plans; and

- Uses this intelligence to support the Logistics, Operations and other ESFs in their impact assessment and response missions.
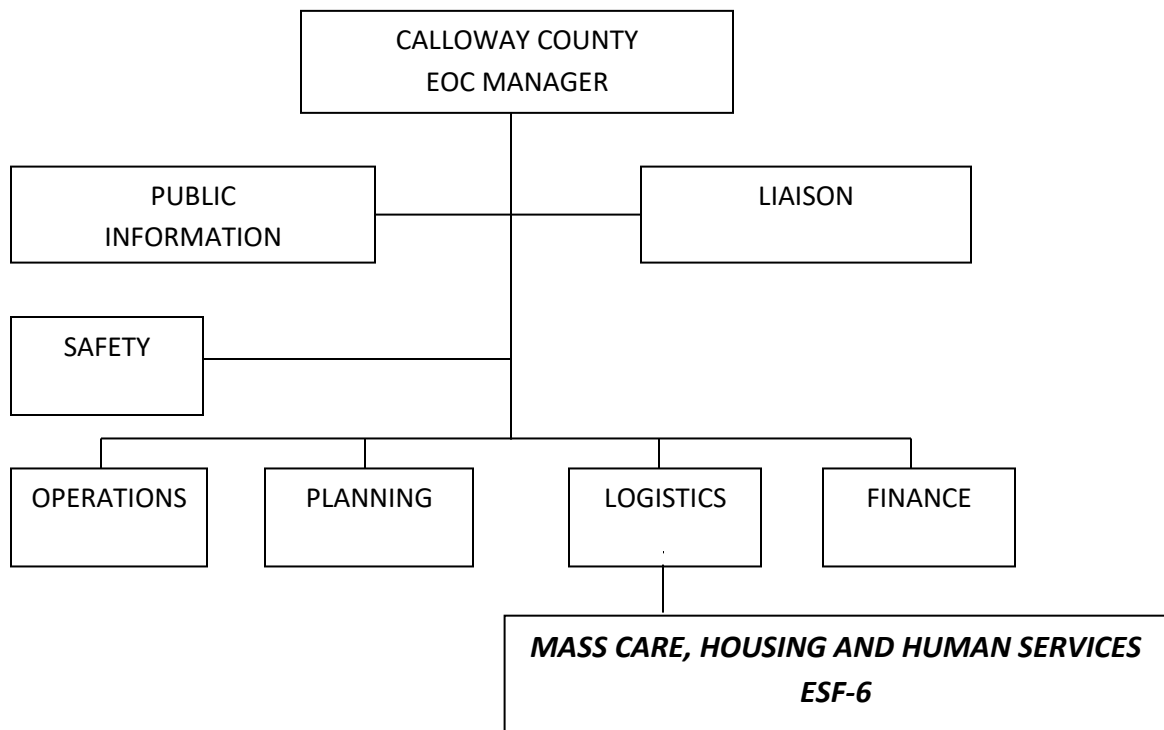
Figure 6-3: *Incident Command System Structure/ESF-6/Mass Care, Housing and Human Services*

Region

When local resources are overwhelmed or depleted, additional mass care, housing and human services resources are obtained through established mutual aid agreements Calloway County has with counties in the region. The Logistics Section Chief, in consultation with the requesting jurisdiction, contacts the agencies with whom mutual agreements are in effect to determine if the requested resources are available.

Additionally, either the KyEM Area-1 Response Manager or the state Emergency Operations Center can be contacted to identify the appropriate state agency directing mass care, housing and human services coordination/support at the state level. That agency can designate a liaison to the Calloway County EOC to assist Emergency Support Function 6 and to the extent capable provide coordinators, assessors and operational personnel in support of the EOC or field activities.

On activation of an emergency operations center in more than one county, the lead agency for mass care, housing and human services coordination/support at the state level may support the coordination of the event response with regional resources or request additional resources through the State Emergency Operations Center.

State

During an emergency or disaster event, ESF-6/comparable primary and support agencies at the State Emergency Operations Center report and function under the overall direction of the Kentucky Division of Emergency Management Director.

During the response phase, ESF-6/comparable evaluates and analyzes information regarding mass care, housing and human services requests. ESF-6/comparable also develops and updates assessments of the mass care, housing and human services situation/status in the impact area and initiates contingency planning to meet anticipated demands and needs.

The Kentucky Division of Emergency Management develops and maintains the overall State Emergency Operations Plan and accompanying Appendices and Standard Operating Guidelines that govern response actions related to emergencies. Support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents must comply with the National Response Plan, the National Incident Management System and the Incident Command System.

Actions

Actions initiated by ESF-6 are grouped into the phases of emergency management: preparation, mitigation, response and recovery. Each phase requires specific skills and knowledge to accomplish. Each phase requires significant cooperation and collaboration among all supporting agencies and the intended recipients of service. ESF-6 encompasses a full range of activities from training to the provision of field services.

During an activation of the Emergency Operations Center, support agency staff is integrated with the ESF-6 staff to provide support that will allow for an appropriate, coordinated and timely response. The American Red Cross will be the lead agency for shelter operations as well as collaboration with other ESF-6 agencies to provide food and water to persons being sheltered and responders if possible. Calloway County Health Department, through ESF 8-Public Health and Medical Services, will assist in the planning and operation of Functional/Special Needs Shelters.

Shelter personnel, whether dispatched by the American Red Cross or recruited locally by the Office of Emergency Management, are responsible for registration of shelter residents, recruiting evacuees to assist shelter volunteer personnel in shelter operations, assisting in reuniting separated family members, and/or providing family information or health and welfare priority messages through amateur radio operators and shelter volunteers. Shelter managers are also trained and briefed on safe areas and off-limits areas in the shelters.

The American Red Cross may request the assistance of additional support agencies as needs develop to provide mass care services. The American Red Cross provides for training and education, not only of shelter personnel, but also of the general public on disaster preparedness and response.

During an emergency or disaster event, the Emergency Operations Center Logistics Section Chief will coordinate the support resources from the support agencies with the Human Needs Branch Director.

During the response phase, ESF-6/Mass Care, Housing and Human Services will evaluate and analyze information regarding mass care, mass feeding and bulk distribution of relief supplies. ESF-6 will also develop and update assessments of the mass care services status in the impact area and undertake contingency planning to meet anticipated demands and needs.

Primary and support agencies will provide sufficient personnel to staff ESF-6 on a 24 hour schedule. The staff will be qualified persons able to facilitate decisions for the department they represent.

The American Red Cross, or other shelter operators, will continuously provide support information to ESF-6 with the EOC by providing comprehensive reports on all sheltering and mass feeding operations. These comprehensive reports will address openings, closings, shelter locations, shelter censuses and mass feeding locations.

Support agencies, other than those represented at the EOC, will coordinate all their responsibilities under ESF-6/Mass Care, Housing and Human Services with the Calloway County Office of Emergency Management. This information will be condensed and forwarded to the ESF-6 Coordinator at the EOC.

Support agencies will report activities related to ESF-6/Mass Care, Housing and Human Services to the ESF-6 Coordinator for consolidated reporting, and coordination with the American Red Cross DOC and other shelter operators.

The EOC leadership will determine the need to establish a Calloway County Staging Area to receive disaster related commodities from the State Logistics Staging Area, or if directed from Federal Mobilization Sites or Federal Staging Areas. Calloway County Staging Areas will receive, account, store as required, and ship to Points of Distribution any commodities received. The staging areas will also redirect and recover unused supplies.

Preparedness Actions

Actions and activities that develop mass care response capabilities may include planning, training, orientation sessions, and exercises for ESF-6/Mass Care, Housing and Human Services personnel and other emergency support functions that respond with ESF-6.

Activities include:

- Planning with ESF-6/Mass Care, Housing and Human Services support agencies, regional task forces, and other emergency support functions to refine mass care operations;

- Training ESF-6/Mass Care, Housing and Human Services staff in the utilization of disaster intelligence to identify and scale the potential ESF-6 mission, including mass care and mass feeding;

- Training and exercises for EOC and mass care team members;

- Preparation and maintenance of emergency operating procedures, resource inventories, personnel rosters and resource mobilization information necessary for implementation of the

responsibilities of the lead agency; training lead agency personnel in their responsibilities and duties;

- Maintaining liaison with support agencies;

- Conducting vulnerability analysis at critical facilities and making recommendations to improve the physical security;

- Maintaining and updating roster of primary contact ESF-6/Mass Care, Housing and Human Services personnel representing each agency under ESF-6;

- Coordinating with Calloway County Emergency Management to ensure an annually updated shelter list is available and maintained at the EOC, as well as within WebEOC;

- Coordinating with the EOC in the assessment of public need to determine the opening or closing of public shelters before and after an emergency or disaster event;

- Coordinating with ESF-5/Emergency Management to develop and refine procedures for establishing and operating mass feeding sites;

- Coordinating with logistics in establishing, managing and supplying mass feeding sites;

- Maintaining a current list of all public and private agencies that can provide mass feeding in times of disaster. The list will provide specific information, to include:

  o Number of persons each agency can feed two meals a day and sustainment period;

  o Number of staff or volunteers available for cooking and/or serving;

  o Major equipment lists, e.g., field ranges, mobile feeding units, refrigeration, vehicles, etc.

Response Actions

Response actions/initiatives include:

- Coordinating operations at the ESF-6/Mass Care, Housing and Human Services position in the Calloway County EOC and/or at other locations as required;

- Establishing and maintenance of a system to support on-scene direction and control and coordination with county and State EOC;

- Pre-positioning response resources when it is apparent that Mass Care resources will be necessary; relocating Mass Care resources when it is apparent that they are endangered by the likely impacts of the emergency situation;

- Monitoring and directing resources and response activities;

- Providing staffing in the EOC under coordination of the lead agency if required; agencies may be called upon to supply clerical/administrative personnel;

- Participating in EOC briefings, Incident Action Plans, Situation Reports and meetings;

- Coordinating with support agencies, as needed, to support emergency activities;

▪ Obtaining State resources through the Statewide Emergency Management Mutual Aid and Assistance Agreement;

▪ Coordinating with other jurisdictions' ESFs or like function to obtain resources and facilitation of an effective emergency response among all participating agencies.

Shelters

▪ Shelters will be opened and closed in accordance with public need as assessed by Calloway County Emergency Management and the American Red Cross;

- o Primary Shelter Locations:

  - ▪ Calloway County Fire Station #1
    101 E Sycamore Street
    Murray, KY 42071

  - ▪ Weaks Community Center
    607 Poplar Street
    Murray, KY 42071

  - ▪ Elm Grove Baptist Church
    6483 State Route 94 E
    Murray, KY 42071

  - ▪ Blood River Baptist Church
    4974 Dunbar Road
    New Concord, KY 42071

- o Secondary Shelter Locations:

  - ▪ Racer Arena
    333 North 14th Street
    Murray, KY 42071

▪ Calloway County Health Department will do disease and environmental surveillance as required by state guidance for a shelter once it has been open more than 24 hours.

▪ ESF-6 will monitor evacuation activity and coordinate with the EOC if the need for additional sheltering outside the county is anticipated;

▪ ESF-6 will continuously monitor occupancy levels and ongoing victims' needs;

▪ ESF-6 will maintain a daily listing of "open" and "closed" shelters, ensuring that this information is captured on the Shelter Board in the EOC;

▪ ESF-6 will work with ESF-2/Communications to ensure that each shelter has a working communications system and has contact with Calloway County EOC.

- o This may include radio, telephone, and/or cellular telephone communication;

- o Amateur radio volunteers may be utilized for meeting communications needs;

- o The ESF-6 Coordinator at the EOC will keep the EOC manager and ESF-2 informed about any communication needs.

- The Functional/Special Needs Program is also managed by ESF-6 during EOC activations, with support and assistance from ESF-8/Public Health and Medical by the Calloway County Health Department. ESF-8 will assist in meeting functional needs of any Shelter person who has special medical needs in order to help them be able to remain in the general public shelter. Special Needs shelters will ordinarily be co-located but separate within a general shelter.

  o Any sheltered person who is not medically appropriate for a general public shelter will be referred to either the Special Needs Shelter or a medical facility depending upon current medical condition and prognosis.

- Coordinating with ESF-12/Energy for power service restoration to shelter sites and for the acquisition of supplemental power sources as well as generators and fuel as required;

- Coordinating with ESF-13/Law Enforcement to provide security resources needed at shelters;

- Coordinating with ESF-8/Public Health and Medical Services and primary/support agencies for the provision of medical services, advanced first aid and mental health services in shelters;

- Providing trained and qualified personnel in shelters in sufficient numbers to care for people needing assistance.

Mass Feeding

- Providing information to and coordinating with ESF-5/Emergency Management regarding mass feeding sites established by the American Red Cross, Weaks Center, schools, churches and other volunteer agencies;

- The first priorities of mass feeding activities will be disaster victims;

- Coordination of mass feeding locations to ensure optimal logistics for public service based on emergency needs;

- Coordinating sanitation provisions and inspections, and garbage removal from mass feeding sites in coordination with ESF-3/Public Works and ESF-8;

- Coordinate the provision of food and water for mass feeding sites, including procuring food from the USDA, donations and private vendors, and the storage of food in identified warehouse sites;

- Coordinating the transportation of food from identified warehouses to mass care feeding sites in liaison with ESF-1/Transportation.

Volunteers/Donations and Shelters

- Coordinating the activities of volunteers actively engaged in providing mass care assistance to include:

  o Preventing duplication of goods and services as they relate to mass care;

  o Assisting volunteers with logistics;

  o Coordinating the delivery of goods and services as they relate to mass care.

- Maintaining of list of all volunteer organizations active in mass care in the disaster area with the following information:

  o Type of service(s) being provided by each volunteer agency;

  o Number of volunteers in the area;

  o Resources each agency has available;

  o Names and contact means of key persons in each organization;

  o Logistical abilities of each organization, i.e. self-contained, need transportation, self-equipped, etc.

Recovery Actions

Recovery actions/initiatives include:

- Continuous monitoring of occupancy levels and ongoing victims' needs and providing the EOC with a daily listing of open shelters, ensuring the information is logged on a Shelter Board;

- Providing its support agencies, ESF-5/Emergency Management and ESF-15/Public Information with regular updates on which shelters are opened or closed, as well as the census data for open shelters;

- Coordination with ESF-15 to provide information to shelter residents about how to access disaster assistance programs and services through the American Red Cross Service Centers and Individual Assistance Programs through Disaster Application Centers/Tele-registration;

- Coordination of the consolidation of shelters, staff, resources (i.e., communications and law enforcement) and supplies as sheltering needs diminish;

- Continued coordination with ESF-5/Emergency Management and ESF-15/Public Information to establish and maintain mass and mobile feeding sites.

  o The need and location of these sites will be reviewed and evaluated daily;

  o Sites may be closed when no longer needed and feeding routes for mobile units should be established or changed according to need.

- Collaboration with Calloway County Emergency Management, the local governmental entities and applicable state agencies to assist in determining extended sheltering needs.

Mitigation Actions

Mitigation actions/initiatives include:

- Participation in shelter deficit reduction strategies/activities and shelter demand studies;

- Coordination with Calloway County Office of Emergency Management on public education programs to reduce shelter demand;

- Education of citizens on disaster preparedness activities;

- Coordination as feasible to incorporate shelter features within public building construction.

Responsibilities

All tasked agencies will:

- Develop applicable standard operating procedures, guidelines and/or checklists which clearly define the role of this emergency support function in the overall functioning of the Calloway County EOC and detail the accomplishment of their assigned functions;

- Train staff in the standard operating procedures, guidelines and/or checklists that outline the courses of action to be taken during a pending or actual disaster or emergency situation;

- Participate in drills to exercise these procedures and actions on a regular basis;

- Participate in honest appraisals of the performance of the mass care, housing and human services role and actions after each drill, exercise and actual activation of the Calloway County EOC;

- Participate in a continuous quality improvement process using incident performance appraisals and debriefs to continuously refine the role and actions of this emergency support function in the overall functioning of the Calloway County EOC, and incorporate any refinements or updates into clearly written procedures in coordination with all staff and involved agencies;

- Deploy a representative to the EOC to assist with emergency management activities;

- Provide on-going status reports as requested by the Emergency Management Coordinator;

- Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster-related work from daily work in the event that State and Federal reimbursement becomes available;

- Maintain up-to-date rosters for notifying personnel and 24-hour EOC staffing capabilities, and provide this information to the Calloway County Office of Emergency Management;

- Perform other emergency responsibilities as assigned.

Lead Agencies: Calloway County Chapter of the American Red Cross
Calloway County Health Department

Duties include but are not limited to the following:

- Coordinate ESF-6/Mass Care, Housing and Human Services and the support agencies during activation of the EOC due to an emergency or disaster;

- Provide leadership in directing, coordinating and integrating overall Calloway County efforts to provide mass care assistance to affected areas and populations;

- Staff and operate a National Incident Management System compliant, command and control structure (i.e., Incident Command System), to assure that services and staff are provided to areas of need;

- ESF-6 representatives/designees jointly evaluate the emergency, make strategic decisions, identify resource needs and secure resources required for field operations;

- Task support agencies, as necessary, to accomplish ESF-6 support responsibilities;

- Make specific requests for mass care assistance to the State ESF-6/comparable as needed (the State will activate resources through the State Emergency Operations Plan);

- Re-assess priorities and strategies throughout the emergency according to the most critical mass care needs;

- Demobilize resources and deactivate the ESF-6/Mass Care, Housing and Human Services function upon direction of Calloway County Emergency Management.

Other Support Agencies:

Support agencies will provide assistance to the Emergency Support Function with:

- Performing the above-outlined tasks as requested by the ESF Coordinator;

- Providing services, staff, equipment, and supplies that complement the entire emergency response effort; and

- Reporting current resources capabilities on a regular basis.

Administration and Support

Support

Requests for emergency assistance will be resolved at the lowest level direction and control facility with appropriate response resources capabilities. Unresolved assistance requests will normally flow upward from cities to the county and/or field deployed command posts to responsible representatives in the State Emergency Operations Center, and as required to other states or the federal government for assistance support.

Agreements and Understandings

All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of laws and procedures.

Status Reports

The primary agencies will maintain status of all outstanding assistance requests and unresolved ESF-6/Mass Care, Housing and Human Services related issues. This information will be summarized into periodic status reports and submitted in accordance with applicable operating procedures.

Expenditures and Recordkeeping

Each ESF-6/Mass Care, Housing and Human Services agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines. The first source of funds for expenditures by agencies in response to emergency, imminent disaster, or recovery from a catastrophic incident, is to be from funds associated with each local agency.

ESF-6/Mass Care, Housing and Human Services is responsible for managing financial matters specific to ESF-6 activity and related to resources procured/used during an event and forwarding that

information to the Finance/Administration Section. However, each local government/agency/ department must also track and record its own expenditures to ensure accuracy with any submissions for potential reimbursement. Information will be provided post-event as to application procedures for reimbursement.

The Finance/Administration Section will coordinate with the Logistics Section to ensure that procurements and staff hours are properly documented and processed for potential reimbursement. It is also responsible for follow-up on all financial issues through coordination with Calloway County Government and other local governments' fiscal and personnel management officials, Kentucky Division of Emergency Management fiscal agents, Federal Emergency Management Agency fiscal agents and directly with vendors as necessary.

Expenditures by other departments for activity not directly related to ESF-6/Mass Care, Housing and Human Services will be documented by those entities and submitted directly to the Finance/Administration Section as soon as possible.

<u>Critiques</u>

Following the conclusion of any significant emergency, incident or exercise, the primary agency representative will conduct a debrief of the group activities during the emergency/incident/exercise with the ESF-6/Mass Care, Housing and Human Services agencies, identifying both successful operations and areas of operations requiring further refinement in a continuous quality improvement process for the overall performance of the Calloway County Emergency Operations Center.

RESOURCE SUPPORT

ESF-7

Revised December 2019

Coordinates and organizes resource support in preparing for, responding to and recovering from emergency/disaster incidents which impact the citizens of Calloway County.

ESF–7

RESOURCE SUPPORT

ESF Coordinators: Calloway County Planner-Finance Officer

Primary Agencies: Calloway County Office of Emergency Management
Calloway County Fiscal Court
City of Murray
City of Hazel

Support Agencies: Calloway County Judge Executive and Magistrates
Mayor of Murray and City Council
Mayor of Hazel and City Commission
Murray State University
Kentucky Division of Emergency Management

Other Local & Regional Agencies:
Calloway County CERT

Introduction

The Resource Support Emergency Support Function (ESF-7):

- Identifies and organizes the resources (human, technical, equipment, facility, materials and/or supplies) available to Calloway County, the City of Murray and the City of Hazel to address and support resource support needs in the event of either a natural or man-made disaster or emergency situation;

- Identifies the responsibilities of organizations charged with providing resource support in the case of a disaster or emergency situation;

- Is established to assure the provision of resource support to Calloway County, the City of Murray, the City of Hazel and private-sector response before, during and after an incident/event;

- Provides personnel and resources to support prevention, preparedness, protection, response, recovery and mitigation in support of the primary emergency management objectives of resource support in emergency and disaster situations.

Mission

The mission of the Resource Support Emergency Support Function is to coordinate and organize resource support in preparing for, responding to and recovering from emergency/disaster incidents which impact the citizens of Calloway County.

Scope

The scope of this ESF includes:

- Assessing systems damages and determining the required resources to restore such systems;

- Coordinating with ESF-7/Resource Support supporting agencies for assistance in helping resource support suppliers obtain information, equipment, specialized labor, fuel and transportation;

- Coordinating information with local, state, and federal officials and suppliers about available resource support assistance;

- Providing technical assistance concerning resource support systems.

ESF-7/Resource Support is a functional annex to the Calloway County Emergency Operations Plan (EOP) and, to the extent possible, information contained in other sections of the EOP will not be repeated in this ESF annex. Many of the agencies involved in ESF-7/Resource Support activities have existing emergency plans and procedures which this ESF Annex complements and supports.

This Emergency Support Function applies to all agencies with assigned resource support emergency responsibilities as described in the Calloway County EOP.

Situations and Assumptions

Some of the situations and assumptions involved in ESF-7 planning include but are not limited to the following:

- The county is responsible for identifying, procuring, distributing, sustaining, coordinating, and tracking resources, to include certain capabilities and skills, necessary to cope with hazards posing a threat to Calloway County;

- Calloway County is vulnerable to a wide range of natural and manmade events that could quickly deplete the resources of local response agencies and require the mobilization, staging, deployment and demobilization of emergency resources from state, federal, non-governmental and/or private sources;

- The county's support of the response to the incident may be severely impacted and Calloway County will make every reasonable effort to respond based on the situation, information, and resources available at the time of the incident;

- Events that do not require direct state assistance with emergency resource management, but require resources above and beyond standard agency to agency mutual aid agreements, will be supported in accordance with guidance as established in the Commonwealth of Kentucky Statewide Emergency Management Mutual Aid and Assistance Agreement;

- During a catastrophic incident, the Chief Elected Officials of Calloway County, the City of Murray and the City of Hazel may determine that it is necessary to control the production, distribution, allocation, conservation and use of basic resources (human resources, goods, services and related facilities) which are available to the county and/or city by authority of KRS39A.100 (2) a-e, specifically d & e;

- The Governor has the authority to prohibit or limit the sale or consumption of goods or commodities for the duration of the incident, through the provisions of KRS 39A.100 (1) (h);

- Fundamental resources such as water, food, first aid, shelter and sanitation supplies, fuels and hand tools may be needed;

- Under normal circumstances, required resources will be available within the county to meet emergency operations needs for small-scale emergencies;

- A large scale emergency may result in the loss of local resources, or quickly exhaust local resources, requiring outside assistance from surrounding local, State or Federal governments;

- There may be delays in all normal services such as police, fire, EMS, public works, transportation and utilities response due to damage to facilities, equipment, and shortages of personnel;

- Required resources may be available, but due to damaged facilities or damage or disrupted transportation and highway infrastructure, may not be accessible;

- If the resources are not available within Calloway County, the county will seek outside assistance through the Kentucky Division of Emergency Management State EOC.

Concept of Operations

The Calloway County Emergency Operations Center (EOC) serves as the central location for interagency coordination and executive decision-making, including all activities associated with ESF-7/Resource Support during a disaster/emergency event. The ESF-7/Resource Support Primary Agencies work with the EOC management team to ensure necessary resource support tasks are accomplished. The Support and Partnering Agencies provide resources and personnel to assist in

accomplishing ESF-7/Resource Support activities as required by the size and demands of the event. As calls are received requesting services and resources during an emergency/disaster situation, they are routed to the ESF-7/Resource Support desk to determine appropriate action in consult with EOC management.

General

ESF-7/Resource Support is organized consistent with the requirements of the National Response Plan, the National Incident Management System and uses the Incident Command System (composed of Planning, Operations, Logistics and Finance/Administration Sections with their standardized Units, Teams, positions, forms and terminology) to manage its emergency/disaster responsibilities. This structure and system supports incident assessment, planning, procurement, deployment and coordination of resource support for Calloway County, the City of Murray and the City of Hazel. Pursuant to the Incident Command System structure, the Planning, Logistics, Finance/Administration and Operations Section Coordinators and staff at the Emergency Operations Center (EOC) assist the EOC Manager in achieving the overall mission. Sections, Units, Teams, staffing levels, etc. are modular and scalable, depending on the type, size, scope and complexity of the emergency or disaster event.

Procedures, protocols and plans for resource support disaster response activities provide guidelines for operations at the Calloway County Emergency Operations Center and in the field.

- The EOP and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines that describe ESF-7/Resource Support capabilities are based on National Planning Scenarios, Universal Task List and Target Capabilities and are the basis of these guidelines;

- Periodic training and exercises are conducted to enhance effectiveness;

- ESF-7/Resource Support planning is continuous, beginning well before impact of approaching natural disasters and immediately upon those not forecasted.

A large event requiring regional, state and/or interstate mutual aid assistance will require ESF-7/Resource Support activation. ESF-7/Resource Support will coordinate with support agency counterparts to seek and procure, plan, coordinate and direct the use of any required resource support assets.

When an event requires a specific type or response mode, resource support technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with skills relevant to the type of event. The individual will advise and/or direct operations within the context of the Incident Command System structure.

As illustrated in Figure 7-1: *ESF-7/Resource Support Concept of Operation*, ESF-7 will give priority to five fundamental, interrelated functions:

- Use technology and human intelligence to collect, analyze and disseminate information on direct and indirect disaster impacts;

- Assess the capabilities of local government and governmental agencies, the business community and volunteer agencies to effectively respond to the disaster;

- Assess and prioritize the immediate needs of impacted communities, neighborhoods and areas of the county;

- Incorporate the analyses into Incident Action Plans that establish operational objectives and identify resource requirements to accomplish these objectives;

- Utilize an Incident Action Matrix to establish priorities, assign tasks to agencies and track progress in meeting objectives.

ESF-7/RESOURCE SUPPORT CONCEPT OF OPERATIONS

1. ASSESS IMPACTS
2. ASSESS LOCAL RESPONSE CAPABILITIES

3. PRIORITIZE NEEDS OF IMPACTED AREAS

4. PREPARE AND IMPLEMENT INCIDENT ACTION PLANS (IAP)

5. PREPARE AND IMPLEMENT INCIDENT ACTION MATRIX

Figure 7-1: *ESF-7/Resource Support Concept of Operations*

The Calloway County Office of Emergency Management will maintain up-to-date information (reviewed/updated annually) of resource support services in Calloway County including:

- Names of responsible officials,

- ESF-7/Resource Support staffing directory,

- ESF-7/Resource Support notification lists, and

- Major resource support equipment identified in resource typing and readiness status.

The ESF-7/Resource Support Emergency Operations Plan plus accompanying Appendices, Annexes and Standard Operating guidelines are maintained by the Calloway County Office of Emergency Management and are reviewed and updated by the resource support planning committee with the Calloway County Office of Emergency Management at least annually. Support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents must comply with the National Response Plan, National Incident Management System, Incident Command System and the EOP.

Resource support organizations are responsible for training and continuing education of their personnel.

The Calloway County Emergency Operations Center uses WebEOC (crisis management software) to supplement disaster management planning and actions. Specifically, all of the applicable Emergency Support Functions, agency based emergency operations centers, and other facilities or functions as appropriate are able to communicate their needs and status through WebEOC. This allows all of the information to be integrated for the specific event for efficient assessment of what actions, resources and needs exist.

Notifications

Calloway County E911 Dispatch is the county's 24 hour Warning Point. There are also E911 Dispatch centers serving the City of Murray and the main campus of Murray State University.

When the county or an area of the county has been threatened or impacted by an emergency or disaster event, the E911 Dispatch involved will notify the Calloway County Office of Emergency Management Director who in turn notifies the State Emergency Operations Center Duty Officer. The Commonwealth Emergency Operations Center notifies applicable state agencies including the Regional Response Manager of KyEM Region 1.

ESF-7/Resource Support is activated or alerted for standby upon notification by the Calloway County Office of Emergency Management. Upon instructions to activate this Emergency Support Function, the ESF-7 Coordinator and Support Agencies will implement their procedures to notify and mobilize all personnel, facilities and physical resources potentially needed, based on the emergency circumstance.

Direction and Control

Calloway County Office of Emergency Management, Calloway County Fiscal Court, the City of Murray and the City of Hazel are the lead agencies for ESF-7 and will manage the emergency activities of ESF-7/Resource Support. During emergency activations, ESF-7/Resource Support operates from the Calloway County Emergency Operations Center (EOC) on a 24 hour/7 days a week schedule to help maintain the flow of resource support services.

The Calloway County Office of Emergency Management functions as the official disaster organization for preparedness, mitigation, response and recovery within Calloway County and serves as the focal point for ESF-7 activities. It is responsible for ensuring that all appropriate program departments, support agencies, other Emergency Support Functions and private voluntary agencies have knowledge about the system and ESF-7 expectations.

The ESF-7/Resource Support system operates at two levels – the Emergency Operations Center and field operations.

All management decisions regarding county and/or regional resource allocation are made at the Emergency Operations Center with the ESF-7/Resource Support Coordinator during emergency activations. In accordance with a mission assignment from ESF-7 and further mission tasking by a local primary agency, each support organization assisting in an ESF-7/Resource Support assignment retains administrative control over its own resources and personnel but according to the operational control of ESF-7.

Organization

Response to an emergency/disaster event in Calloway County is progressive as demonstrated in Figure 7-2: *Progressive Requests for Emergency/Disaster Resources*. The initial response to an emergency/disaster situation is met by the use of the resources available at the local level. Calloway County, the city of Murray, the city of Hazel, and Murray State University activate available resources.

When the need for resources and/or services exceed the capability of what is available in the jurisdictions within Calloway County, established mutual aid agreements with surrounding counties to provide such resources are activated. When needed resources cannot be located through mutual aid agreements, the Calloway County Emergency Operations Center requests resources through the state Emergency Operations Center. The state Emergency Operations Center locates resources through intra- and inter-state mutual aid agreements and federal assets.

Calloway County has a mutual-aid agreement with Henry County Tennessee, which is a border county to our south. In the event that mutual aid is needed and the State Emergency Operations Center is overwhelmed or unable to be contacted, or is less convenient to provide, requests may be directed to Henry County Tennessee or to other convenient Tennessee counties.
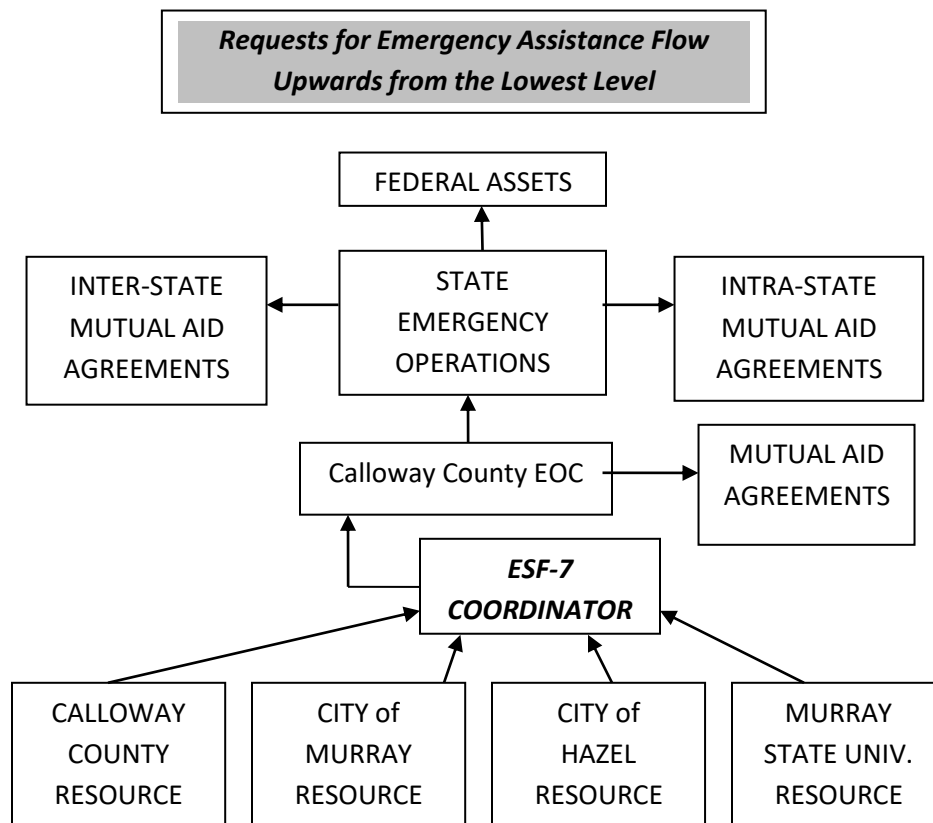
Figure 7-2: *Progressive Requests for Emergency/Disaster Resources*

County

Calloway County Emergency Management notifies ESF-7/Resource Support and requests assistance from the primary and support agencies to help staff the ESF-7 position in the Calloway County Emergency Operations Center.

In the Incident Command Structure, ESF-7/Resource Support is located in the Logistics section as shown in Figure 7-3: *Incident Command System Structure: ESF-7/Resource Support*.

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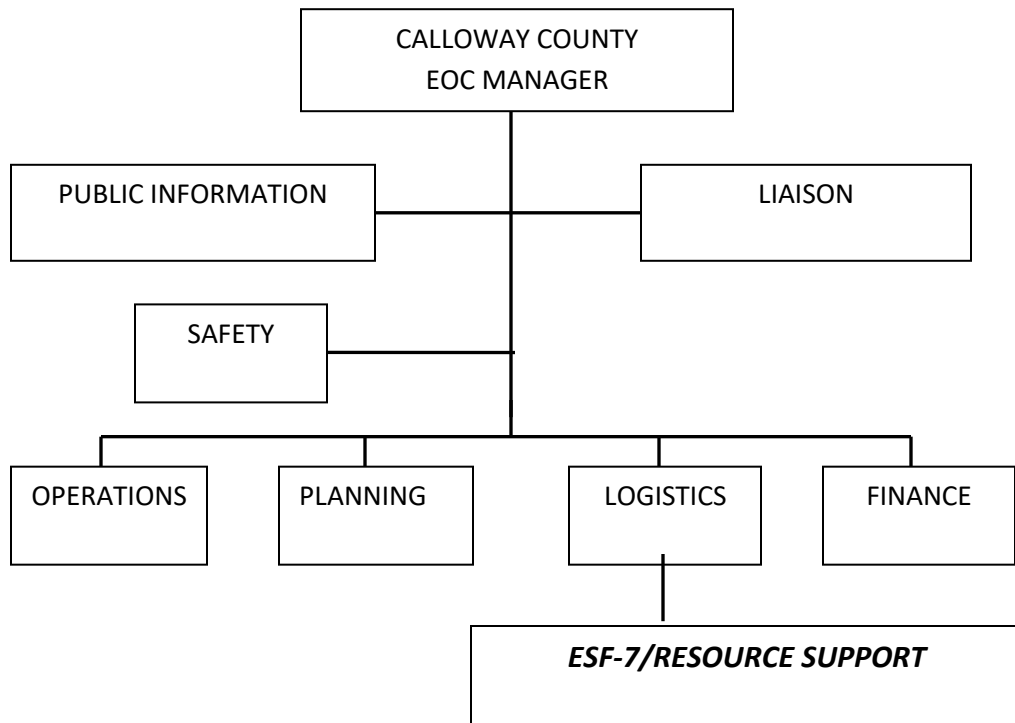
Figure 7-3: *Incident Command System Structure: ESF-7/Resource Support*

During an activation of the EOC, support agency staff is integrated with the resource support staff to provide support that will allow for an appropriate, coordinated and timely response.

<u>Procurement Process</u>

Equipment and materials will be procured from agencies' inventories as available. Resource requests not met by those entities noted will be procured by ESF-7 from commercial vendors to the extent possible. All resources within Calloway County agencies are considered available. Reimbursements will be made in accordance with local directive.

Purchasing Departments of the noted entities maintain lists of vendors, equipment suppliers, materiel and services needed during response and recovery operations.

Statewide and all other mutual aid agreements will be implemented as necessary to obtain goods and services from other jurisdictions; requests will be forwarded to the State EOC as needed.

Emergency contracts for resources or services will be initiated by ESF-7.

Resources may be available through donations and volunteers via coordination between ESF 5 and 7.

Throughout the response and recovery periods, ESF-7:

- Collects, analyzes, and disseminates tactical information on the nature, scope and potential impacts of an incident or major disaster related to resource support;

- Evaluates and analyzes information regarding resource support requests;

- Develops and updates assessments of current and anticipated future resource support needs and resource requirements;

- Implements contingency planning to meet anticipated resource support demands or needs;

- Incorporates this analysis into Incident Action Plans; and

- Uses this intelligence to support the Logistics, Operations and other ESFs in their impact assessment and response missions.

Region

When local resources are overwhelmed or depleted, additional resources are obtained through established mutual aid agreements Calloway County has with counties in the region. The Logistics section chief, in consultation with the requesting jurisdiction, contacts the agencies with whom mutual agreements are in effect to determine if the requested resources are available.

Additionally, either the KyEM Area-1 Response Manager or the state Emergency Operations Center can be contacted to identify the appropriate state agency determining resource support coordination at the state level. That agency can designate a liaison to the Calloway County EOC to assist Emergency Support Function 7 and to the extent capable provide coordinators, assessors and operational personnel in support of the EOC or field activities.

On activation of an emergency operations center in more than one county, the lead agency for resource support coordination at the state level may support the coordination of the event response with regional resources or request additional resources through the State EOC.

State

During an emergency or disaster event, ESF-7/comparable primary and support agencies at the State Emergency Operations Center report and function under the overall direction of the Kentucky Division of Emergency Management Director.

During the response phase, ESF-7/Resource Support evaluates and analyzes information regarding resource support requests. ESF-7/Resource Support also develops and updates assessments of the resource support situation/status in the impact area and initiates contingency planning to meet anticipated demands and needs.

The Kentucky Division of Emergency Management develops and maintains the overall State Emergency Operations Plan and accompanying Appendices and Standard Operating Guidelines that govern response actions related to emergencies. Support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents must comply with the National Response Plan, the National Incident Management System and the Incident Command System.

Actions

Actions initiated by ESF-7 are grouped into the phases of emergency management: preparation, mitigation, response and recovery. Each phase requires specific skills and knowledge to accomplish and requires significant cooperation and collaboration among all supporting agencies and the intended recipients of service. ESF-7 encompasses a full range of activities from training to the provision of field services. It also coordinates and may assume direct operational control of the assessment of resource needs and potential impacts which include:

- Resource personnel;

- Resource equipment and supplies;

- Resource support;

- Resource public information and risk communication;

- Resource management, command and control of assets;

- Resource activities related to terrorist threats and/or events;

- Logistical Staging Areas and Points of Dispensing;

- Catastrophic incident and alternate resource facility support.

Preparedness Actions

Actions and activities that develop resources response capabilities may include planning, training, orientation sessions and exercises for ESF-7 personnel and other emergency support functions that will respond with ESF-7. This involves the active participation of local inter-agency preparedness organizations, which collaborate in such activities on a regular basis.

Local agencies will jointly address planning issues on an on-going basis to identify response zones, potential staging areas, potential medical facilities and the maintenance and future development of specialized teams.

Initiatives also include:

- Planning with ESF-7 support agencies and other emergency support functions to refine resource operations;

- Developing and refining procedures for rapid impact assessment per field surveys;

- Conducting training and exercises for Emergency Operations Center (EOC) and resource response team members;

- Preparing and maintaining emergency operating procedures, resource inventories, personnel rosters and resource mobilization information necessary for implementation of the responsibilities of the lead agencies;

- Ensuring lead agencies personnel are trained in their responsibilities and duties;

- Development and implementation of emergency resource response strategies;

- Maintaining liaison with support agencies;

- Preparing documentation for public assistance requests from outside agencies and for impending damage survey reports (DSR);

- Conducting All Hazards exercises involving ESF-7.

Response Actions

Response actions/initiatives include:

- Coordination of operations at the ESF-7 position in the Calloway County EOC and/or at other locations as required;

- Coordinating needs and response actions with each resource agency;

- Establishing and maintaining a system to support on-scene coordination with Calloway County's EOC, State EOC, or other coordination entities as appropriate;

- Establishing mutual aid procedures for resources as appropriate;

- Coordinating resource management and logistical support;

- Implementing Disaster Assessment Teams to determine post-event effect on emergency services, functional group resources and the ability to perform continuity of operations for essential functions;

- Monitoring and directing resources and response activities to include pre-positioning for response/relocation due to the potential impact(s) of the emergency situation;

- Participating in EOC briefings, developing Incident Action Plans and Situation Reports, and attending meetings;

- Coordinating with support agencies in supporting emergency activities;

- Obtaining other resources through the Statewide Emergency Management Mutual Aid and Assistance Agreement;

- Coordinating all resources into the affected areas from designated staging areas;

- Coordinating with other jurisdictions' ESFs or like function to obtain resources and facilitating an effective emergency response among all participating agencies.

Recovery Actions

Recovery actions/initiatives include:

- Contacting each resource agency for initial damage assessment of personnel, equipment and supplies;

- Maintaining documentation of all reported damage by resource agencies.

Mitigation Actions

Mitigation actions/initiatives include:

- Providing personnel with the appropriate expertise to participate in activities designed to reduce or minimize the impact of future disasters;

- Coordinating resource procurement procedures with other support agencies and local purchasing directors/agents.

Responsibilities

All tasked agencies will:

- Develop applicable standard operating procedures, guidelines and/or checklists which clearly define the role of this emergency support function in the overall functioning of the Calloway County EOC and detail the accomplishment of their assigned functions;

- Train staff in the standard operating procedures, guidelines and/or checklists that outline the courses of action to be taken during a pending or actual disaster or emergency situation;

- Participate in drills to exercise these procedures and actions on a regular basis;

- Participate in honest appraisals of the performance of the resource support role and actions after each drill, exercise and actual activation of the Calloway County EOC;

- Participate in a continuous quality improvement process using performance appraisals and debriefs to continuously refine the role and actions of this emergency support function in the overall functioning of the Calloway County EOC, and incorporate any refinements or updates into clearly written procedures in coordination with all staff and involved agencies;

- Deploy a representative to the EOC to assist with resource support activities;

- Provide on-going status reports as requested by the Resource Support Coordinator;

- Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster-related work from daily work in the event that State and Federal reimbursement becomes available;

- Maintain up-to-date rosters for notifying personnel and 24-hour EOC staffing capabilities, and provide this information to the Calloway County Office of Emergency Management;

- Perform other emergency responsibilities as assigned.

Primary Agencies: Calloway County Office of Emergency Management
Calloway County Fiscal Court
City of Murray
City of Hazel

Duties include:

- Providing leadership in directing, coordinating and integrating overall Calloway County efforts to provide resource support to affected areas and populations;

- Staffing and operating a National Incident Management System compliant, command and control structure (i.e., Incident Command System), to assure that services and staff are provided to areas of need;

- Coordinating and directing the activation and deployment of resource agencies' personnel, supplies and equipment, and providing certain direct resources;

- ESF-7 representatives/designees jointly evaluate the emergency, make strategic decisions, identify resource needs, and secure resources required for field operations;

- Tasking support agencies as necessary to accomplish ESF-7 support responsibilities;

- Monitoring resource response and recovery operations;

- Coordinating all State and Federal resources into the affected areas from Staging Areas;

- Managing resource support activities in accordance with each agency's Standard Operating Guidelines and under the direction of ESF-7 representatives or designee;

- Making specific requests for resource assistance to the State ESF-7/comparable as needed;

- Activating resources via the state through the State Emergency Response Plan;

- Re-assessing priorities and strategies throughout the emergency according to the most critical resource needs;

- Assisting with emergency evacuations and re-entry of threatened areas;

- Demobilizing resources and deactivating the ESF-7 function upon direction from the EOC Manager;

- Implementing existing contracts or develop/implement new contracts with vendors as required;

- Identifying funding for emergency expenditures;

- Maintaining records of expenditures.

Support Agencies:

Support agencies will provide assistance to the Emergency Support Function with:

- Performing the above-outlined tasks as requested by the ESF Coordinator;

- Providing services, staff, equipment, and supplies that complement the entire emergency response effort; and

- Reporting current resources capabilities on a regular basis.

Administration and Support

Support

Requests for emergency assistance will be resolved at the lowest level direction and control facility with appropriate response resources capabilities. Unresolved assistance requests will normally flow upward from cities to the county and/or field deployed command posts to responsible representatives in the State Emergency Operations Center, and as required to other states or the federal government for assistance support.

Agreements and Understandings

All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of laws and procedures.

Status Reports

The primary agencies will maintain status of all outstanding assistance requests and unresolved ESF-7/Resource Support related issues. This information will be summarized into periodic status reports and submitted in accordance with applicable operating procedures.

Expenditures and Recordkeeping

Each ESF-7/Resource Support agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines. The first source of funds for expenditures by agencies in response to emergency, imminent disaster, or recovery from a catastrophic incident, is to be from funds associated with each local agency.

ESF-7/Resource Support is responsible for managing financial matters specific to ESF-7 activity and related to resources procured/used during an event and forwarding that information to the Finance/Administration Section. However, each local government/agency/department must also track and record its own expenditures to ensure accuracy with any submissions for potential reimbursement. Information will be provided post-event as to application procedures for reimbursement.

The Finance/Administration Section will coordinate with the Logistics Section to ensure that procurements and staff hours are properly documented and processed for potential reimbursement. It is also responsible for follow-up on all financial issues through coordination with Calloway County Government and other local governments' fiscal and personnel management officials, Kentucky Division of Emergency Management fiscal agents, Federal Emergency Management Agency fiscal agents, and directly with vendors as necessary.

Expenditures by other departments for activity not directly related to ESF-7/Resource Support will be documented by those entities and submitted directly to the Finance/Administration Section as soon as possible.

Critiques

Following the conclusion of any significant emergency, incident, or exercise, the primary agency representatives will conduct a debrief critique of the group activities during the emergency/incident/exercise with the ESF-7/Resource Support agencies, identifying both successful operations and areas of operations requiring further refinement in a continuous quality improvement process for the overall performance of the Calloway County Emergency Operations Center.

PUBLIC HEALTH AND MEDICAL SERVICES

ESF-8

Revised May 2024

Coordinates and organizes public health and medical services resources in preparing for, responding to and recovering from emergency/disaster incidents which impact the citizens of Calloway County.

PUBLIC HEALTH AND MEDICAL SERVICES
ESF-8

ESF Coordinator: Preparedness Chief, Calloway County Health Department

Primary Agencies: Calloway County Health Department
Murray-Calloway County Hospital

Support Agencies: **Calloway County Fiscal Court**
Calloway County Judge Executive and Magistrates
Calloway County Office of Emergency Management
Calloway County Coroner's Office
Calloway County Sheriff's Office
Calloway County Fire-Rescue

City of Murray
Mayor of Murray and City Council
Murray Police Department
Murray Fire Department

City of Hazel
Mayor of Hazel and City Council

Other Local Agencies
Murray-Calloway County Hospital Ambulance Service
Murray-Calloway County Hospital Spring Creek Health Center
Murray State University Nursing Department
Murray State University Student Health Services
Calloway County Board of Education
Murray Independent School District
Calloway County Chapter of the American Red Cross
Medical Reserve Corps
Calloway County CERT

State Agencies
Kentucky Division of Emergency Management
Kentucky Community Crisis Response Board (KCCRB)
Kentucky Public Health Department
Kentucky Department for Community Based Services

Introduction

The Public Health and Medical Services Emergency Support Function (ESF-8):

- Identifies and organizes the resources (human, technical, equipment, facility, materials and/or supplies) available to Calloway County, the City of Murray and the City of Hazel to address and support public health and medical services needs in the event of either a natural or man-made disaster or emergency situation;

- Identifies the responsibilities of organizations charged with providing public health and medical services in the case of a disaster or emergency situation;

- Is established to assure the provision of public health and medical services support to Calloway County, the City of Murray, the City of Hazel and private-sector response before, during and after an incident/event;

- Provides personnel and resources to support prevention, preparedness, protection, response, recovery and mitigation in support of the primary emergency management objectives of public health and medical services in emergency and disaster situations.

The purpose of Emergency Support Function 8 for Calloway County is to:

- Identify health and medical needs of the county before, during, and after a disaster;

- Coordinate the health and medical resources needed in the county to effectively respond to public health and medical care needs following a significant natural disaster or manmade event;

- Develop policy guidelines for sheltering people with special needs in Calloway County;

- Develop strategies to ensure adequate staffing for a special needs shelter and the registration of people with special needs.

ESF-8/Public Health and Medical Services can provide personnel and resources to support preparation, mitigation, response and recovery in support of the primary emergency management objectives. ESF-8 resources are used when individual agencies in Calloway County are overwhelmed and additional health and medical assistance is requested.

ESF-8/Public Health and Medical Services will coordinate:

(1) Health care and mortuary activities;

(2) Emergency care and treatment of casualties resulting from any type of incident;

(3) Emergency public health services;

(4) Preventative and remedial measures to offset biological, chemical and/or radiological incidents or warfare;

(5) Disposal of the dead;

(6) Maintenance of sanitation services;

(7) Mental health services; and

(8) The prevention and mitigation of the spread of infectious disease.

Mission

The mission of the Public Health and Medical Services Emergency Support Function is to coordinate and organize public health and medical services resources in preparing for, responding to and recovering from emergency/disaster incidents which impact the citizens of Calloway County.

Scope

The scope of this ESF includes:

- Assessing public health and medical services system damage and determining the required resources to restore such public health and medical services systems;

- Coordinating with ESF-8/Public Health and Medical Services support agencies for assistance in helping public health and medical services suppliers obtain information, equipment, specialized labor, fuel and transportation;

- Coordinating information with local, state, and federal officials and suppliers about available public health and medical services resources for recovery assistance;

- Providing technical assistance concerning public health and medical services systems.

ESF-8/Public Health and Medical Services is a functional annex to the Calloway County Kentucky Emergency Operations Plan (EOP) and, to the extent possible, information contained in other sections of the EOP will not be repeated in this ESF annex. Many of the agencies involved in ESF-8/Public Health and Medical Services activities have existing emergency plans and procedures which this ESF Annex complements and supports.

This Emergency Support Function applies to all agencies with assigned ESF-8/Public Health and Medical Services emergency responsibilities as described in the Calloway County EOP.

Situations and Assumptions

A well-planned health, behavioral health, medical, and mortuary support network is essential at any time, but becomes vital during emergency situations. Situations and assumptions include:

- A large-scale incident may significantly increase demand for public health, behavioral health, medical, and mortuary requirements in Calloway County, the City of Murray and the City of Hazel;

- Depending on the nature of the incident, complications may include general health and mental problems, traumatic injury, communicable disease, food poisoning, and contaminated water ailments;

- Residents or patients at health care facilities, retirement homes, or the University might be evacuated due to damage or the threat of damage from an incident;

- A disaster incident can give rise to secondary sources of infection and disease if proper precautionary steps are not taken in time;

- The number of beds in the Commonwealth for burned or radiologically-contaminated casualties is not sufficient under normal conditions, and therefore will not suffice if there is a major disaster;

- The number of casualties and fatalities resulting from a major epidemic or incident might overwhelm medical and mortuary services. The facilities for caring for the dead and injured might also sustain physical damage. Emergency responders, medical and mortuary personnel might be among the casualties;

- Many injuries, both minor and relatively severe, will be self-treated by the public;

- Disruption of the County's communication or transportation systems will impede the timely delivery of emergency medical response services;

- A well-planned health support network is essential during emergency situations;

- Difficulties in identifying the deceased might necessitate the services of forensic specialists;

- Casualties and fatalities contaminated by a chemical/biological/radiological/nuclear or explosive (CBRNE) incident might pose a health hazard to those trying to render medical aid or mortuary service to the victims;

- A major disaster may require activation of the National Disaster Medical System (NDMS) if state resources are overwhelmed;

- An emergency situation involving large areas of Calloway County may both adversely affect local resource response capabilities, and damage the existing medical infrastructure;

- Under certain circumstances, it may be necessary to relocate hospital or nursing home facilities and patients, including the seriously ill;

- When local resources can no longer meet the demand of the situation, regional, state, and federal resources may be requested. Additional resource requirements will be requested through the Calloway County Emergency Operations Center, which will request assistance through the State Emergency Operations Center.

Concept of Operations

The Calloway County Emergency Operations Center (EOC) serves as the central location for interagency coordination and executive decision-making, including all activities associated with ESF-8/Public Health and Medical Services, during a disaster/emergency event. The ESF-8/ Public Health and Medical Services Primary Agencies work with the EOC management team to ensure necessary public health and medical services tasks are accomplished. The Support and Partnering Agencies provide resources and personnel to assist in accomplishing ESF public health and medical services activities as required by the size and demands of the event. As calls are received requesting services and resources during an emergency/disaster situation, they are routed to the ESF-8/Public Health and Medical Services desk to determine appropriate action in consult with EOC management.

General

ESF-8/Public Health and Medical Services is organized consistent with the requirements of the National Response Plan, the National Incident Management System and uses the Incident Command System (composed of Planning, Operations, Logistics and Finance/Administration Sections with their standardized Units, Teams, positions, forms and terminology) to manage its emergency/disaster responsibilities. This structure and system supports incident assessment, planning, procurement, deployment and coordination of public health and medical services support operations for Calloway County, the City of Murray and the City of Hazel. Pursuant to the Incident Command System

structure, the Planning, Logistics, Finance/Administration and Operations Section Coordinators and staff at the Emergency Operations Center (EOC) assist the EOC Manager in achieving the overall mission. Sections, Units, Teams, staffing levels, etc. are modular and scalable, depending on the type, size, scope and complexity of the emergency or disaster event.

Procedures, protocols and plans for public health and medical services disaster response activities provide guidelines for operations at the Calloway County EOC and in the field.

- The Emergency Operations Plan and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines that describe ESF-8/Public Health and Medical Services capabilities are based on National Planning Scenarios, Universal Task List and Target Capabilities and are the basis of these guidelines;

- Periodic training and exercises are conducted to enhance effectiveness;

- Public health and medical services planning is continuous, beginning well before impact of approaching natural disasters and immediately upon those not forecasted.

A large event requiring regional, state and/or interstate mutual aid assistance will require ESF-8/Public Health and Medical Services activation. ESF-8/Public Health and Medical Services will coordinate with support agency counterparts to seek and procure, plan, coordinate and direct the use of any required public health and medical services assets.

When an event requires a specific type or response mode, public health and medical services technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with skills relevant to the type of event. The individual will advise and/or direct operations within the context of the Incident Command System structure.

As illustrated in Figure 8-1: *ESF-8/Public Health and Medical Services Concept of Operation*, ESF-8 will give priority to five fundamental, interrelated functions:

- Use technology and human intelligence to collect, analyze and disseminate information on direct and indirect disaster impacts,

- Assess the capabilities of local government, the business community and volunteer agencies to effectively respond to the disaster;

- Assess and prioritize the immediate needs of impacted communities, neighborhoods and areas of the county;

- Incorporate the analyses into Incident Action Plans that establish operational objectives and identify resource requirements to accomplish these objectives;

- Utilize an Incident Action Matrix to establish priorities, assign tasks to agencies and track progress in meeting objectives.

ESF-8/PUBLIC HEALTH AND MEDICAL SERVICES

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                    │ 2. ASSESS LOCAL         │
                    │    RESPONSE CAPABILITIES │
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  │ 5. PREPARE AND   │                    │ 3. PRIORITIZE    │
  │ IMPLEMENT        │                    │    NEEDS OF      │
  │ INCIDENT         │                    │    IMPACTED AREAS│
  │ ACTION MATRIX    │                    └──────────────────┘
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                         │ 4. PREPARE AND   │
                         │ IMPLEMENT        │
                         │ INCIDENT ACTION  │
                         │ PLANS (IAP)      │
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Figure 8-1: *ESF-8/Public Health and Medical Services Concept of Operations*

Each public health and medical services organization which enters into a mutual aid agreement will furnish a copy of the agreement to the Calloway County ESF-8 Coordinator.

The Calloway County Office of Emergency Management, with the assistance of the ESF-8 Coordinator, will maintain up-to-date information (reviewed/updated annually) of public health and medical services in Calloway County including:

- Names of responsible officials,

- ESF-8/Public Health and Medical Services staffing directory,

- ESF-8/Public Health and Medical Services notification lists,

- Major public health and medical services equipment identified in Resource Typing and readiness status.

The ESF-8/Public Health and Medical Services EOP plus accompanying Appendices, Annexes and Standard Operating guidelines are maintained by the Calloway County Office of Emergency Management and are reviewed and updated by the public health and medical services planning committee with the Calloway County Emergency Office of Management at least annually. Support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall EOP. All such documents must comply with the National Response Plan, National Incident Management System, Incident Command System and the EOP.

Public health and medical services organizations are responsible for training and continuing education of their personnel.

The Calloway County EOC uses WebEOC (crisis management software) to supplement disaster management planning and actions. Specifically, all of the applicable Emergency Support Functions, agency based emergency operations centers, and other facilities or functions as appropriate are able to communicate their needs and status through WebEOC. This allows all of the information to be integrated for the specific event for efficient assessment of what actions, resources and needs exist.

Notifications

Calloway County E911 Dispatch is the county's 24 hour Warning Point. There are also E911 Dispatch centers serving the City of Murray and the main campus of Murray State University.

When the county or an area of the county has been threatened or impacted by an emergency or disaster event, the E911 Dispatch involved will notify the Calloway County Office of Emergency Management Director who in turn notifies the State Emergency Operations Center Duty Officer. The state Emergency Operations Center notifies applicable state agencies including the Area Response Manager of KyEM Region 1.

ESF-8/Public Health and Medical Services is activated or alerted for standby upon notification by the Calloway County Office of Emergency Management. Upon instructions to activate this Emergency Support Function, the ESF-8 Coordinator and Support Agencies will implement their procedures to notify and mobilize all personnel, facilities and physical resources potentially needed, based on the emergency circumstance.

Direction and Control

Calloway County Health Department and Murray-Calloway County Hospital are the lead agencies for ESF-8 and will manage the emergency activities of ESF-8/Public Health and Medical Services. During emergency activations, ESF-8/Public Health and Medical Services operates from the Calloway County Emergency Operations Center (EOC) on a 24 hour/7 days a week schedule to help maintain the flow of public health and medical services.

The Calloway County Office of Emergency Management functions as the official disaster organization for preparedness, mitigation, response and recovery within Calloway County and serves as the focal point for ESF-8 activities. It is responsible for ensuring that all appropriate program departments, support agencies, other Emergency Support Functions and private voluntary agencies have knowledge about the system and ESF-8 expectations.

The ESF-8 system operates at two levels – the Emergency Operations Center and field operations.

All management decisions regarding county and/or regional resource allocation are made at the EOC with the ESF-8 Coordinator during emergency activations. In accordance with a mission assignment from ESF-8 and further mission tasking by a local primary agency, each support organization assisting in an ESF-8 assignment retains administrative control over its own resources and personnel but according to the operational control of ESF-8. Delegation of mission operational control may be delegated to a management Support Unit, Multi-Agency Coordination Team or a local entity.

Organization

Response to an emergency/disaster event in Calloway County is progressive as demonstrated in Figure 8-2: *Progressive Requests for Emergency/Disaster Resources*. The initial response to an emergency/disaster situation is met by the use of the public health and medical services resources available at the local level. Calloway County Fiscal Court, the city of Murray and the city of Hazel activate available resources. When the public health and medical services needs for resources and/or services exceed the capability of what is available in the jurisdictions within Calloway County, and there are established mutual aid agreements with surrounding counties to provide public health and medical services, such resources are activated. When needed public health and medical services resources cannot be located through mutual aid agreements, the Calloway County Emergency Operations Center requests resources through the state Emergency Operations Center. The state Emergency Operations Center locates resources through intra- and inter-state mutual aid agreements and federal assets.
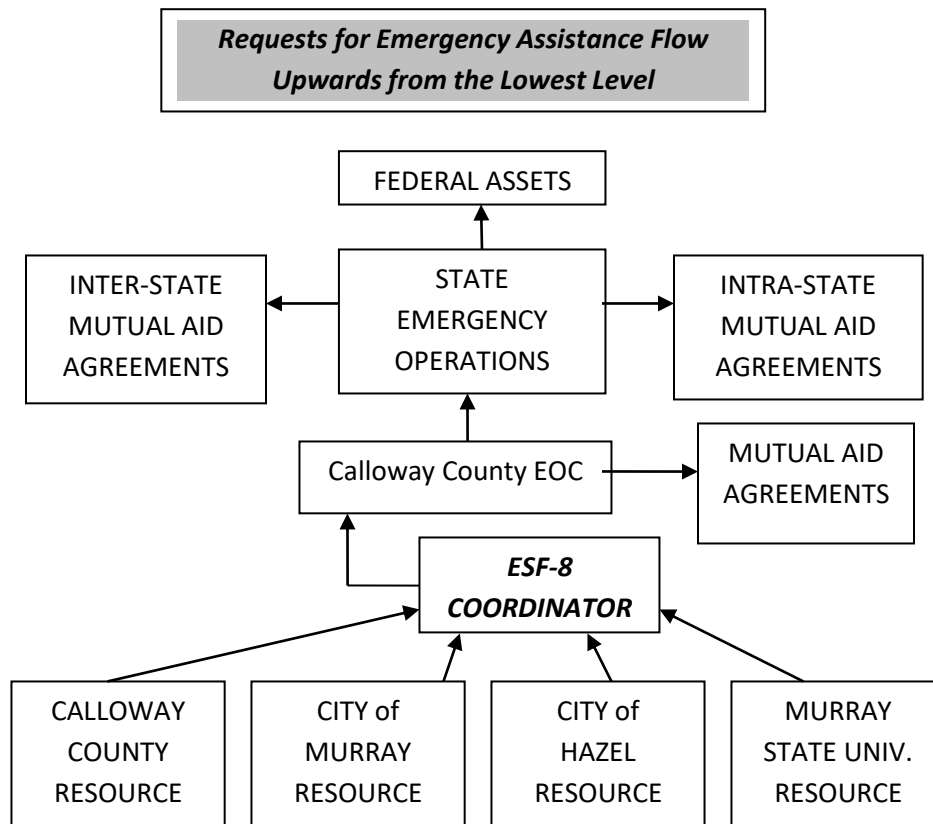
Figure 8-2: *Progressive Requests for Emergency/Disaster Resources*

County

Calloway County Emergency Management notifies ESF-8/Public Health and Medical Services notification and requests assistance from the primary and support agencies to help staff the ESF-8 position in the Calloway County Emergency Operations Center.

In the Incident Command Structure, ESF-8/Public Health and Medical Services is located in the Operations Sections as shown in Figure 8-3.

During an activation of the EOC, support agency staff is integrated with the public health and medical services staff to provide support that will allow for an appropriate, coordinated and timely response.

Throughout the response and recovery periods, ESF-8:

- Collects, analyzes, and disseminates tactical information on the nature, scope and potential impacts of an incident or major disaster related to public health and medical services;

- Evaluates and analyzes information regarding public health and medical services requests;

- Develops and updates assessments of current and anticipated future public health and medical services needs and resource requirements,

- Implements contingency planning to meet anticipated public health and medical services demands or needs;

- Incorporates this analysis into Incident Action Plans; and

- Uses this intelligence to support the Operations, Logistics and other ESFs in their impact assessment and response missions.

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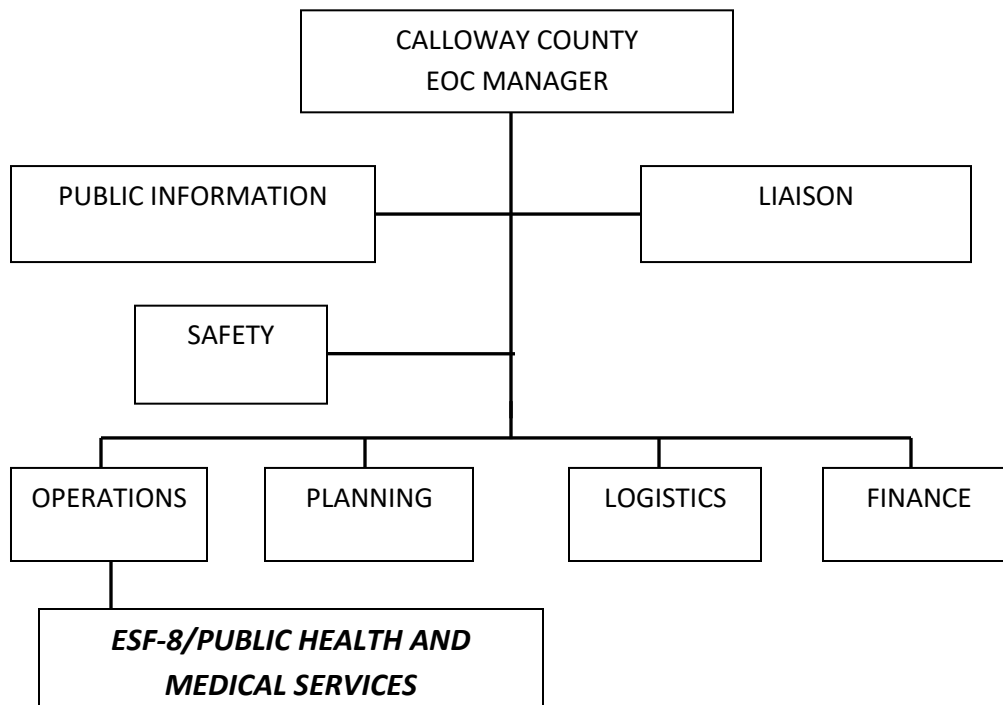
Figure 8-3: *Incident Command System Structure: ESF-8/Public Health and Medical Services*

Region

When local resources are overwhelmed or depleted, additional public health and medical services resources are obtained through established mutual aid agreements Calloway County has with counties in the region. The Logistics Chief, in consultation with the requesting jurisdiction, contacts the agencies with whom mutual agreements are in effect to determine if the requested resources are available.

Additionally, either the KyEM Area-1 Response Manager or the state Emergency Operations Center can be contacted to identify the appropriate state agency directing public health and medical services coordination/support at the state level. That agency can designate a liaison to the Calloway County EOC to assist Emergency Support Function 8 and to the extent capable provide coordinators, assessors and operational personnel in support of the EOC or field activities.

On activation of an emergency operations center in more than one county, the lead agency for public health and medical services coordination/support at the state level may support the coordination of the event response with regional resources or request additional resources through the State Emergency Operations Center.

State

During an emergency or disaster event, ESF-8/comparable primary and support agencies at the State Emergency Operations Center report and function under the overall direction of the Kentucky Division of Emergency Management Director.

During the response phase, ESF-8/comparable evaluates and analyzes information regarding public health and medical services requests. ESF-8/comparable also develops and updates assessments of the public health and medical services situation/status in the impact area and initiate contingency planning to meet anticipated demands and needs.

The Kentucky Division of Emergency Management develops and maintains the overall State Emergency Operations Plan and accompanying Appendices and Standard Operating Guidelines that govern response actions related to emergencies. Support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents must comply with the National Response Plan, the National Incident Management System and the Incident Command System.

Actions

Actions initiated by ESF-8 are grouped into the phases of emergency management: preparation, mitigation, response and recovery. Each phase requires significant cooperation and collaboration among all supporting agencies and the intended recipients of service. ESF-8 encompasses a full range of activities from training to the provision of field services.

ESF-8/Public Health and Medical Services coordinates and may assume direct operational control of the following functional areas:

Health Department

- Assessment of health/medical needs;

- Preparation and maintenance of roster of health and medical personnel;

- Activation and deployment of health/medical response teams;

- Establishment of liaison with Kentucky Department of Public Health;

- Preparation and maintenance of a list of facilities that could serve as temporary health facilities and the patient capacity of each;

- Disease control/epidemiology and inoculation of the population during a disaster;

- Coordination for obtaining, assembling and delivering health/medical care personnel, equipment and supplies;

- Provision of medical care for workers remaining in evacuated areas;

- Food/drug safety;

- Radiological/chemical/biological hazards;

- Implementation and enforcement of Altered Standards of Care;

- Public health information release(s);

- Provisions for staffing and medical services during a disaster;

- Vector control/monitoring;

- Support of Functional Needs Shelters such as determining needs and assisting to procure needs (i.e. walker, wheelchair, etc);

- Inspection of each shelter before its opening by environmental health specialist and shelter nurse;

- Organization and coordination of mass prophylaxis.

EMS

- Patient evacuation assistance;

- Emergency medical care personnel, equipment and supplies;

- Implementation and enforcement of Altered Standards of Care;

- Emergency responder health and safety;

- Establishment of plans for requesting additional support during a disaster or emergency;

- Assistance in staffing and coordinating first aid stations.

Coroner's Office

- Provision of mortuary services during the disaster period;

- Inventorying and planning for the personnel, supply and equipment requirements for the disaster period and the means of fulfilling those requirements;

- Organization/utilization of mortuary personnel from other counties;

- Plan for the selection and operation of emergency morgues during a disaster.

Functional or Special Needs Population/Assisted Care Shelters

Functional or Special Needs Shelters are a refuge for people with specific needs that cannot be met in other shelters but should not be considered a mini-hospital or nursing home. These may be separate shelters, or, more likely, a separate section of a general shelter. Only persons with Special Needs will be admitted and will be accompanied by a caregiver. Clients will be referred to an alternate site if their needs are too complex for the Special Needs Shelter or do not meet the minimum requirements. Responsibilities include:

▪ Assigning responsibilities and establishing procedures for governmental, volunteer agencies and individuals in preparing for and executing evacuation of the special needs population segment of Calloway County as required;

▪ Coordinating registration, notification, transportation and sheltering of special needs population.

Preparedness Actions

Actions and activities that develop health and medical response capabilities may include planning, training, orientation sessions, and exercises for ESF-8 personnel and other emergency support functions that will respond with ESF-8. Local agencies will jointly address planning issues on an on-going basis to identify response zones, potential staging areas, potential medical facilities and the maintenance and future development of specialized teams.

Initiatives also include:

▪ Planning with ESF-8 support agencies and other emergency support functions to refine Health and Medical operations;

▪ Conducting training and exercises for EOC and health and medical team members;

▪ Preparing and maintaining emergency operating procedures, resource inventories, personnel rosters and resource mobilization information necessary for implementation of the responsibilities of the lead agencies;

▪ Ensuring lead agencies' personnel are trained in their responsibilities and duties;

▪ Developing and implementing emergency response and health and medical strategies;

▪ Developing and presenting training courses for ESF-8 personnel, provide information on critical facilities to the Calloway County OEM and develop protocols for frequently provided services;

▪ Maintaining liaison with support agencies;

▪ Conducting vulnerability analysis at critical facilities and make recommendations to improve the physical security;

▪ Assessing the special needs of those persons who would need assistance during evacuations, sheltering and other event responses;

▪ Developing plans, information and guidance for persons with special needs during evacuations, sheltering and other event responses.

▪ Encouraging the development of emergency plans by citizens, businesses, and especially those entities with significant fragile populations such as retirement or nursing homes.

Response Actions

Response actions/initiatives include:

- Coordinating operations in the Calloway County EOC, Calloway County Health Department's Department Operations Center (DOC) and/or at other locations as required;

- Establishing and maintaining a system to support on-scene direction and control and coordination with Calloway County EOC, ESF-8 and the State EOC;

- Establishing Mutual Aid procedures for the following resources: Disaster Medical Assistance Teams (DMAT), Disaster Mortuary Operational Response Team (DMORT), Interoperable Communications, Resource Management and Logistical Support;

- Deploying Impact Assessment Teams to determine post-event health impact on critical infrastructure and essential functions;

- Pre-positioning response resources when it is apparent that health and medical resources will be necessary;

- Relocate health and medical resources when it is apparent that they are endangered by the likely impacts of the emergency situation;

- Monitoring and directing health and medical resources and response activities;

- Participating in EOC briefings, Incident Action Plans, Situation Reports and meetings;

- Coordinating with support agencies, as needed, to support emergency activities;

- Obtaining other resources through the Statewide Emergency Management Mutual Aid and Assistance Agreement;

- Coordinating all resources into the affected areas from designated staging areas;

- Coordinating with other jurisdictions' ESFs or like function to obtain resources and facilitate an effective emergency response among all participating agencies;

- Ensuring patient confidentiality protection, in accordance with the Health Insurance Portability and Accountability Act (HIPAA) by not releasing medical information on individual patients to the general public;

- Obtaining non-specific information on casualties/patients and provide to the American Red Cross for inclusion in the Disaster Welfare Information System, to ESF 15/Public Information for informational releases and to ESF 5/Emergency Management for development of Situation Report(s) for dissemination to the State EOC.

Recovery Actions

The activities of ESF-8 should assist systems in returning to normal pre-event status by:

- Providing support as required until response activities are concluded or until they can be managed and staffed by the primary incident agency or jurisdiction;

- Providing support as required to support the recovery phase;

- Initiating financial reimbursement process for these activities as support is available.

Mitigation Actions

Mitigation actions/initiatives include:

- Providing personnel with the appropriate expertise to participate in activities designed to reduce or minimize the impact of future disasters.

Responsibilities

All tasked agencies will:

- Develop applicable standard operating procedures, guidelines and/or checklists which clearly define the role of this emergency support function in the overall functioning of the Calloway County EOC and detail the accomplishment of their assigned functions;

- Train staff in the standard operating procedures, guidelines and/or checklists that outline the courses of action to be taken during a pending or actual disaster or emergency situation;

- Participate in drills to exercise these procedures and actions on a regular basis;

- Participate in honest appraisals of the performance of the public health and medical services role and actions after each drill, exercise and actual activation of the Calloway County EOC;

- Participate in a continuous quality improvement process using incident performance appraisals and debriefs to continuously refine the role and actions of this emergency support function in the overall functioning of the Calloway County EOC, and incorporate any refinements or updates into clearly written procedures in coordination with all staff and involved agencies;

- Deploy a representative to the EOC to assist with emergency management activities;

- Provide on-going status reports as requested by the Emergency Management Coordinator;

- Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster-related work from daily work in the event that state and federal reimbursement becomes available;

- Maintain up-to-date rosters for notifying personnel and 24-hour EOC staffing capabilities, and provide this information to the Calloway County Office of Emergency Management;

- Perform other emergency responsibilities as assigned.

Primary Agencies: Calloway County Health Department
                          Murray-Calloway County Hospital

Duties include:

- Providing leadership in directing, coordinating and integrating overall Calloway County efforts to provide health and medical assistance to affected areas and populations;

- Staffing and operating a National Incident Management system compliant command and control structure (i.e., Incident Command System) to assure that services and staff are provided to areas of need;

- Coordinating and directing the activation and deployment of Calloway County health and medical agencies, service personnel, supplies, and equipment and provide certain direct resources;

- Evaluating the emergency situation, make strategic decisions, identify resource needs and secure resources required for field operations;

- Coordinating supplemental assistance in identifying and meeting the health and medical needs of disaster victims;

- ESF-8 representatives/designees jointly evaluate the emergency, make strategic decisions, identify resource needs and secure resources required for field operations;

- Implementing the organization, assignment and staffing at the facilities in which ESF-8 requires location.

- Coordinating response for:

    o Safety of food and drugs;

    o Vector control;

    o Behavioral health;

    o Victim identification/mortuary services;

    o Health education;

    o Public information related to Public Health and Medical Services;

    o Laboratory services;

    o Mass medical care;

    o Public Health and sanitation;

    o Mass prophylaxis of population;

- Providing the coordination of the following resources:

    o Medical equipment and supplies;

    o Medical personnel;

    o Health administrators;

    o Pharmacy services;

    o Environmental health specialists;

    o Laboratories and laboratory personnel;

- o Nutritional services;

- o Epidemiology;

- o Disaster response expertise;

- o Dental;

- o Immunizations;

- o Discharge planning at the special needs shelter;

- o Outreach capability;

- o Public information and education;

- o Coordinating the response and location of deployed DMAT teams;

- o Obtaining medical equipment and supplies from local vendors where possible, and utilizing the State Emergency Operations Center for other resources;

- o Supporting the functional/special needs shelters as required with Calloway County Health Department nurses as needed. Their duties will include:

  - ▪ Administering first aid;

  - ▪ Assisting in triage/screening and displaced persons assignment;

  - ▪ Keeping patient records;

  - ▪ Evaluating sanitary conditions of shelters, and;

  - ▪ Consulting with environmental health specialists as needed.

Support Agencies:

Support agencies will provide assistance to the Emergency Support Function with:

- ▪ Performing the above-outlined tasks as requested by the ESF Coordinator;

- ▪ Providing services, staff, equipment, and supplies that complement the entire emergency response effort;

- ▪ Reporting current resources capabilities on a regular basis.

Administration and Support

Support

Requests for emergency assistance will be resolved at the lowest level direction and control facility with appropriate response resources capabilities. Unresolved assistance requests will normally flow upward from cities to the county and/or field deployed command posts to responsible representatives in the State EOC, and as required to other states or the federal government for assistance support.

Agreements and Understandings

All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of laws and procedures.

Status Reports

The primary agency will maintain status of all outstanding assistance requests and unresolved ESF-8/Public Health and Medical Services related issues. This information will be summarized into periodic status reports and submitted in accordance with applicable operating procedures.

Expenditures and Recordkeeping

Each ESF-8/Public Health and Medical Services agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines. The first source of funds for expenditures by agencies in response to emergency, imminent disaster, or recovery from a catastrophic incident, is to be from funds associated with each local agency.

ESF-8/Public Health and Medical Services is responsible for managing financial matters specific to ESF-8 activity and related to resources procured/used during an event and forwarding that information to the Finance/Administration Section. However, each local government/agency/department must also track and record its own expenditures to ensure accuracy with any submissions for potential reimbursement. Information will be provided post-event as to application procedures for reimbursement.

The Finance/Administration Section will coordinate with the Logistics Section to ensure that procurements and staff hours are properly documented and processed for potential reimbursement. It is also responsible for follow-up on all financial issues through coordination with Calloway County Government and other local governments' fiscal and personnel management officials, Kentucky Division of Emergency Management fiscal agents, Federal Emergency Management Agency fiscal agents and directly with vendors as necessary.

Expenditures by other departments for activity not directly related to ESF-8/Public Health and Medical Services will be documented by those entities and submitted directly to the Finance/Administration Section as soon as possible.

Critiques

Following the conclusion of any significant emergency, incident or exercise, the primary agency representatives will conduct a debrief critique of the group activities during the emergency/incident/exercise with the ESF-8/Public Health and Medical Services agencies, identifying both successful operations and areas of operations requiring further refinement in a continuous quality improvement process for the overall performance of the Calloway County Emergency Operations Center.

SEARCH AND RESCUE

ESF-9

Revised May 2024

Coordinates and organizes search and rescue resources in preparing for, responding to and recovering from emergency/disaster incidents which impact the citizens of Calloway County.

ESF–9

SEARCH AND RESCUE

ESF Coordinators: Calloway County Search and Rescue Coordinator
Chief, Calloway County Fire-Rescue

Primary SAR Agencies: Calloway County Fire-Rescue
Calloway County Office of Emergency Management

Secondary SAR Agencies: Area SAR Team(s) Requested Under Mutual Aid Agreements

Support Agencies: **Calloway County Fiscal Court**
Calloway County Judge Executive and Magistrates
Calloway County Sheriff's Office

City of Murray
Mayor of Murray and City Council
Murray Police Department
Murray Fire Department

City of Hazel
Mayor of Hazel and City Council

Other Local Agencies
Calloway County Chapter of American Red Cross
Murray-Calloway County Hospital & Ambulance Service
Murray State University
Calloway County CERT
MSU Amateur Radio Club

State Agencies
Kentucky Division of Emergency Management
Kentucky State Police
Kentucky National Guard

Introduction

The Search and Rescue Emergency Support Function (ESF-9):

- Identifies and organizes the resources (human, technical, equipment, facility, materials and/or supplies) available to Calloway County, the City of Murray and the City of Hazel to address and support search and rescue needs in the event of either a natural or man-made disaster or emergency situation;

- Identifies the responsibilities of organizations charged with providing search and rescue in the case of a disaster or emergency situation;

- Is established to assure the provision of search and rescue support to Calloway County, the City of Murray, the City of Hazel and private-sector response before, during and after an incident/event;

- Provides personnel and resources to support prevention, preparedness, protection, response, recovery and mitigation in support of the primary emergency management objectives of search and rescue in emergency and disaster situations.

Mission

The mission of the Search and Rescue Emergency Support Function is to coordinate and organize search and rescue resources in preparing for, responding to and recovering from emergency/disaster incidents which impact the citizens of Calloway County.

Scope

The scope of this ESF includes:

- Assessing search and rescue system damage or adequacy and determining the required resources to restore such search and rescue systems;

- Coordinating with ESF-9/Search and Rescue support agencies for assistance in helping search and rescue suppliers obtain information, equipment, specialized labor, fuel and transportation;

- Coordinating information with local, state, and federal officials and suppliers about available search and rescue recovery assistance;

- Providing technical assistance concerning search and rescue systems;

- Planning and providing of search and rescue services.

ESF-9/Search and Rescue is a functional annex to the Calloway County Kentucky Emergency Operations Plan (EOP) and, to the extent possible, information contained in other sections of the EOP will not be repeated in this ESF annex. Many of the agencies involved in ESF-9/Search and Rescue activities have existing emergency plans and procedures which this ESF Annex complements and supports.

This Emergency Support Function applies to all agencies with assigned search and rescue emergency responsibilities as described in the Calloway County Kentucky EOP.

Situations and Assumptions

Some of the situations and assumptions involved in ESF-9 planning include:

- The ESF-9 Coordinator will be the Emergency Management Director or his appointee, as directed by KRS 39F.200;

- Search and Rescue (SAR) is the employment of private, municipal, corporate, county, state and federal resources to locate and bring to safety persons who have become lost, injured, stranded, trapped or who have died;

- Search, rescue and recovery operations may have to be carried out underground, on or under water, in man-made structures, or in urban or rural settings;

- When the person is deceased, search and rescue then becomes a recovery effort;

- Search and rescue incidents may become crime scenes and at that point all precautions to protect evidence must be taken;

- Search and rescue operations in an incident will require the use of existing trained search and rescue personnel and specialized equipment;

- Search and rescue emergencies may reach such magnitude as to require resources from adjacent jurisdictions, the state, private organizations or the federal government;

- Catastrophic incidents within the county, or adjacent jurisdictions, could result in rescue problems of such an extent as to require utilization of all rescue resources within the state and the exchange of resources between states via mutual aid agreements or EMAC;

- The potential for an incident can result in the same level of mobilization as an actual rescue operation or search mission;

- Terrorist/WMD incidents, violent activity, or accidental chemical release from facilities may result in search and rescue emergencies;

- Environmental incidents such as floods, earthquakes, tornadoes may result in search and rescue emergencies;

- Civil disturbances frequently result in injuries to persons and property damage, with rescue resources likely to be mobilized;

- Search and rescue operations frequently occur in the county as a result of accidents that occur during recreational activities such as boating, hiking, and hunting.

Concept of Operations

The Calloway County Emergency Operations Center (EOC) serves as the central location for interagency coordination and executive decision-making, including all activities associated with ESF-9/Search and Rescue, during a large-scale disaster/emergency event. The ESF-9 Primary Agencies work with the EOC management team to ensure necessary search and rescue tasks are accomplished. The Support and Partnering Agencies provide resources and personnel to assist in accomplishing ESF-9 search and rescue activities as required by the size and demands of the event. As calls are received requesting services and resources during an emergency/disaster situation, they are routed to the ESF-9/Search and Rescue desk to determine appropriate action in consult with EOC management.

During a smaller scale event, for example the initial searching for a single missing person, central EOC activation is usually not necessary; in such cases management of a search and rescue incident will take place in the field and/or at the office of the law enforcement agency or fire department involved. The SAR Operations Plan Annex dated May 2024 which accompanies this ESF for Primary Agencies provides guidelines for conducting a search, and is focused more on small incidents.

General

ESF-9/Search and Rescue is organized consistent with the requirements of the National Response Plan, the National Incident Management System and uses the Incident Command System (composed of Planning, Operations, Logistics and Finance/Administration Sections with their standardized Units, Teams, positions, forms and terminology) to manage its emergency/disaster responsibilities. This structure and system supports incident assessment, planning, procurement, deployment and coordination of search and rescue support operations for Calloway County, the City of Murray and the City of Hazel. Pursuant to the Incident Command System structure, the Planning, Logistics, Finance/Administration and Operations Section Coordinators and staff at the Emergency Operations Center (EOC) assist the EOC Manager in achieving the overall mission. Sections, Units, Teams, staffing levels, etc. are modular and scalable, depending on the type, size, scope and complexity of the emergency or disaster event.

Procedures, protocols and plans for search and rescue response activities provide guidelines for operations at the Calloway County Emergency Operations Center and in the field.

- The Emergency Operations Plan and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines that describe ESF-9/Search and Rescue capabilities are based on National Planning Scenarios, Universal Task List and Target Capabilities and are the basis of these guidelines;

- Periodic training and exercises are conducted to enhance effectiveness;

- Search and rescue planning is continuous, beginning well before impact of approaching natural disasters and immediately upon those not forecasted.

A large event requiring regional, state and/or interstate mutual aid assistance will require ESF-9/Search and Rescue activation. ESF-9/Search and Rescue will coordinate with support agency counterparts to seek and procure, plan, coordinate and direct the use of any required search and rescue assets.

When an event requires a specific type or response mode, search and rescue technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with skills relevant to the type of event. The individual will advise and/or direct operations within the context of the Incident Command System structure.

ESF-9/SEARCH AND RESCUE CONCEPT OF OPERATIONS

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          │  1. ASSESS IMPACTS     │
          │  2. ASSESS LOCAL       │
          │     RESPONSE           │
          │     CAPABILITIES       │
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┌──────────────────┐              ┌──────────────────┐
│ 5. PREPARE AND   │              │ 3. PRIORITIZE    │
│ IMPLEMENT        │              │ NEEDS OF         │
│ INCIDENT         │              │ IMPACTED AREAS   │
│ ACTION MATRIX    │              │                  │
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          │ 4. PREPARE AND         │
          │ IMPLEMENT INCIDENT     │
          │ ACTION PLANS (IAP)     │
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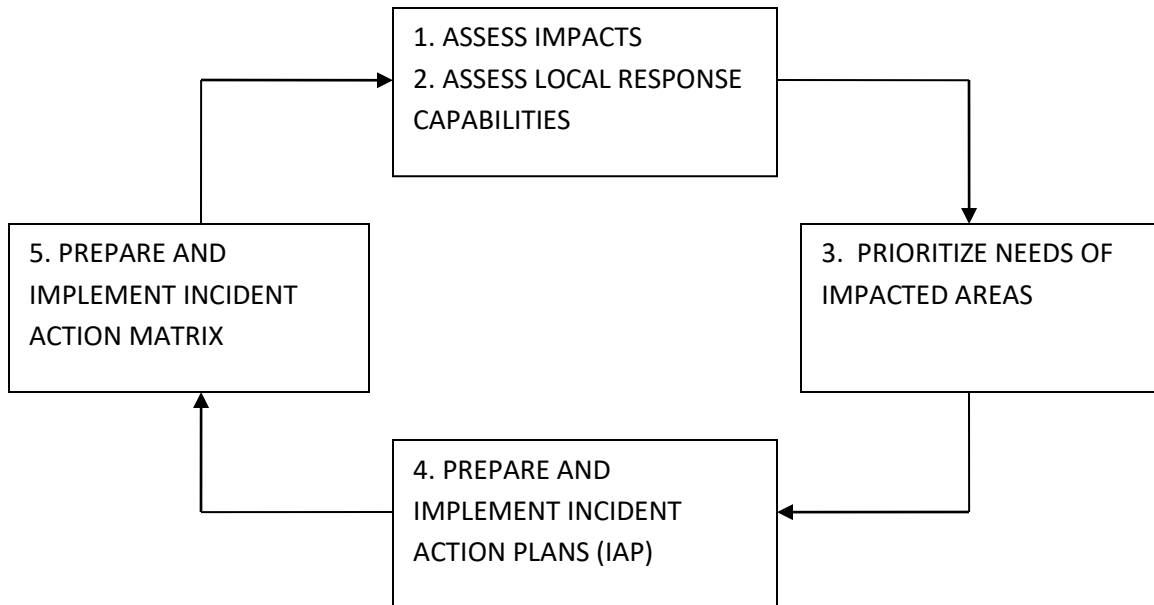
Figure 9-1: *ESF-9/Search and Rescue Concept of Operations*

As illustrated in Figure 9-1: *ESF-9/Search and Rescue Concept of Operation*, ESF-9 will give priority to five fundamental, interrelated functions:

- Use technology and human intelligence to collect, analyze and disseminate information on direct and indirect disaster impacts;

- Assess the capabilities of local government, the business community and volunteer agencies to effectively respond to the disaster;

- Assess and prioritize the immediate needs of impacted communities, neighborhoods and areas of the county;

- Incorporate the analyses into Incident Action Plans that establish operational objectives and identify resource requirements to accomplish these objectives;

- Utilize an Incident Action Matrix to establish priorities, assign tasks to agencies and track progress in meeting objectives.

Each search and rescue organization which enters into a mutual aid agreement will furnish a copy of the agreement to the Calloway County ESF-9 Coordinator.

The Calloway County Office of Emergency Management will maintain up-to-date information (reviewed/updated annually) of search and rescue services in Calloway County including:

- Names of responsible officials,

- ESF-9/Search and Rescue staffing directory,

- ESF-9/Search and Rescue notification lists, and

- Major search and rescue equipment identified in Resource Typing and readiness status.

The ESF-9/Search and Rescue Emergency Operations Plan plus accompanying Appendices, Annexes and Standard Operating guidelines are maintained by the Calloway County Office of Emergency Management and are reviewed and updated by the search and rescue planning committee with the Calloway County Emergency Management Agency at least annually.   Support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents must comply with the National Response Plan, National Incident Management System, Incident Command System and the Emergency Operations Plan (EOP).

Search and rescue organizations are responsible for training and continuing education of their personnel.

The Calloway County Emergency Operations Center uses WebEOC (crisis management software) to supplement disaster management planning and actions.   Specifically, all of the applicable Emergency Support Functions, agency based emergency operations centers, and other facilities or functions as appropriate are able to communicate their needs and status through WebEOC. This allows all of the information to be integrated for the specific event for efficient assessment of what actions, resources and needs exist.

Notifications

Calloway County E911 Dispatch is the county's 24 hour Warning Point. There are also E911 Dispatch centers serving the City of Murray and the main campus of Murray State University.

When the county or an area of the county has been threatened or impacted by an emergency or disaster event, the E911 Dispatch involved will notify the Calloway County Office of Emergency Management Director who in turn notifies the State Emergency Operations Center Duty Officer.   The Commonwealth Emergency Operations Center notifies applicable state agencies including the Area Response Manager of KyEM Region 1.

ESF-9/Search and Rescue is activated or alerted for standby upon notification by the Calloway County Office of Emergency Management. Upon instructions to activate this Emergency Support Function, the ESF-9 Coordinator and Support Agencies will implement their procedures to notify and mobilize all personnel, facilities and physical resources potentially needed, based on the emergency circumstance.

Direction and Control

Calloway County Office of Emergency Management and Calloway County Fire-Rescue are the lead agencies for ESF-9 and will manage the emergency activities of ESF-9/Search and Rescue. During emergency activations, Search and Rescue operates from the Calloway County Emergency Operations Center (EOC) on a 24 hour/7 days a week schedule to help maintain the flow of search and rescue services.

The Calloway County Office of Emergency Management functions as the official disaster organization for preparedness, mitigation, response and recovery within Calloway County and serves as the focal

point for ESF-9 activities. It is responsible for ensuring that all appropriate program departments, support agencies, other Emergency Support Functions and private voluntary agencies have knowledge about the system and ESF-9 expectations.

The ESF-9 system operates at two levels – the Emergency Operations Center and field operations.

All management decisions regarding county and/or regional resource allocations are made at the Emergency Operations Center with the ESF-9 Coordinator during emergency activations. In accordance with a mission assignment from ESF-9/Search and Rescue and further mission tasking by a local primary agency, each support organization assisting in an ESF-9 assignment retains administrative control over its own resources and personnel but according to the operational control of ESF-9/Search and Rescue.

Organization

Response to an emergency/disaster event in Calloway County is progressive as demonstrated in Figure 9-2: *Progressive Requests for Emergency/Disaster Resources*. The initial response to an emergency/disaster situation is met by the use of the search and rescue resources available at the local level. Calloway County, the city of Murray, the city of Hazel, and Murray State University activate available resources. When the search and rescue needs for resources and/or services exceed the capability of what is available in the jurisdictions within Calloway County, established mutual aid agreements with surrounding counties (including Tennessee) to provide search and rescue support are utilized. When needed search and rescue resources cannot be located through mutual aid agreements, the Calloway County Emergency Operations Center requests resources through the state Emergency Operations Center. The state Emergency Operations Center locates resources through intra- and inter-state mutual aid agreements and federal assets.

Requests for Emergency Assistance Flow
Upwards from the Lowest Level

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                        │     ESF-9        │
                        │  COORDINATOR     │
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| CALLOWAY COUNTY RESOURCE | CITY of MURRAY RESOURCE | CITY of HAZEL RESOURCE | MURRAY STATE UNIV. RESOURCE |
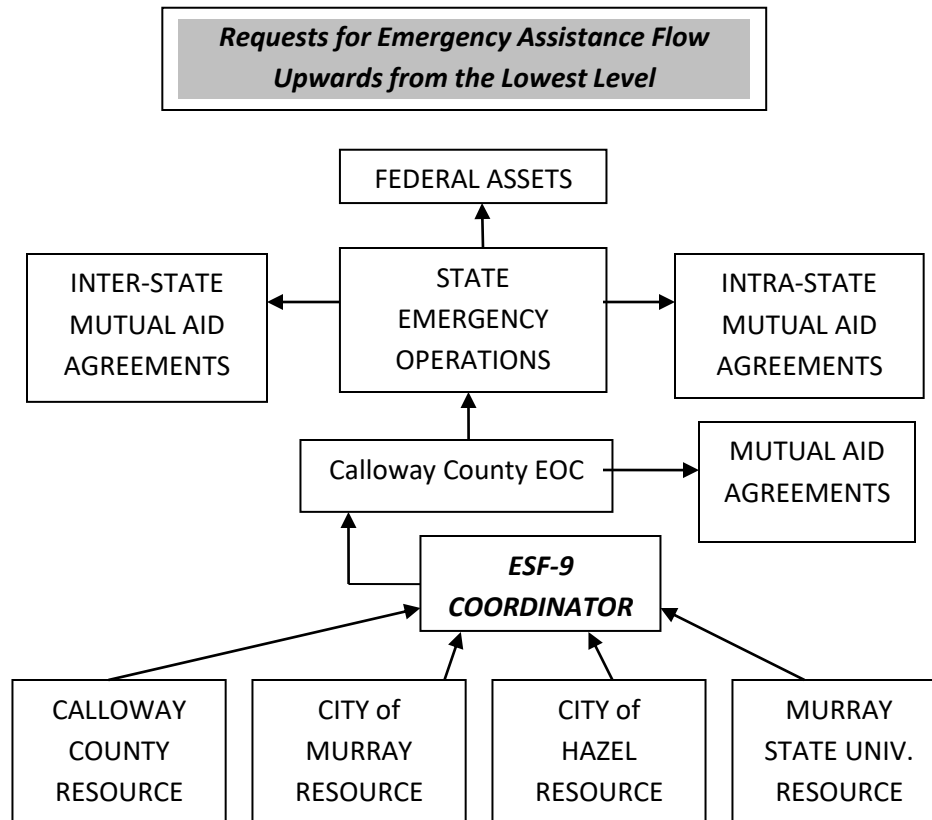
Figure 9-2: *Progressive Requests for Emergency/Disaster Resources*

County

Calloway County Emergency Management notifies ESF-9/Search and Rescue and requests assistance from the primary and support agencies to help staff the ESF-9 position in the Calloway County Emergency Operations Center.

In the Incident Command Structure, ESF-9/Search and Rescue is located in the Operations Section as shown in Figure 9-3: *Incident Command System Structure: ESF-9/Search and Rescue*.

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                    │   CALLOWAY COUNTY    │
                    │     EOC MANAGER      │
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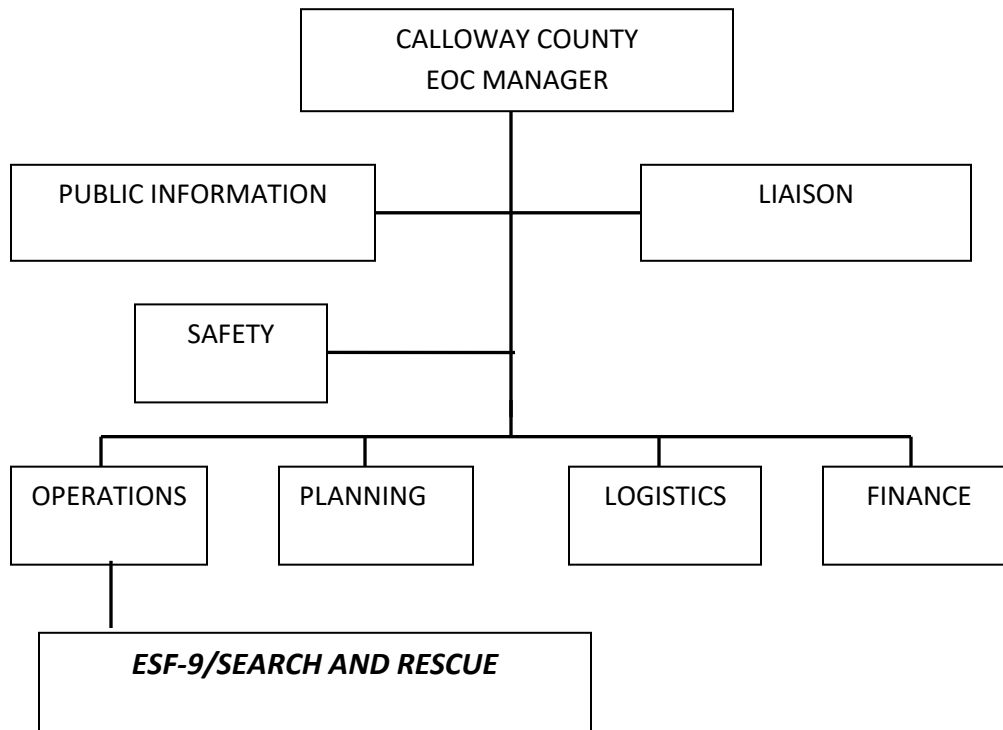
Figure 9-3: *Incident Command System Structure: ESF-9/Search and Rescue*

During an activation of the EOC, support agency staff is integrated with the search and rescue staff to provide support that will allow for an appropriate, coordinated and timely response.

Throughout the response and recovery periods, ESF-9:

- Collects, analyzes, and disseminates tactical information on the nature, scope and potential impacts of an incident or major disaster related to search and rescue;

- Evaluates and analyzes information regarding search and rescue requests;

- Develops and updates assessments of current and anticipated future search and rescue needs and resource requirements;

- Implements contingency planning to meet anticipated search and rescue demands or needs;

- Incorporates this analysis into Incident Action Plans; and

- Uses this intelligence to support the Logistics, Operations and other ESFs in their impact assessment and response missions.

Region

When local resources are overwhelmed or depleted, additional search and rescue resources are obtained through established mutual aid agreements Calloway County has with counties in the region. The Operations Chief, in consultation with the requesting jurisdiction, contacts the agencies with whom mutual agreements are in effect to determine if the requested resources are available.

Additionally, either the KyEM Area-1 Response Manager or the state Emergency Operations Center can be contacted to identify the appropriate state agency directing search and rescue coordination/support at the state level. That agency can designate a liaison to the Calloway County EOC to assist Emergency Support Function 9 and to the extent capable provide coordinators, assessors and operational personnel in support of the EOC or field activities.

On activation of an emergency operations center in more than one county, the lead agency for search and rescue coordination/support at the state level may support the coordination of the event response with regional resources or request additional resources through the State EOC.

State

During an emergency or disaster event, ESF-9/comparable primary and support agencies at the State Emergency Operations Center report and function under the overall direction of the Kentucky Division of Emergency Management Director.

During the response phase, ESF-9/Search and Rescue evaluates and analyzes information regarding search and rescue requests. ESF-9/Search and Rescue also develops and updates assessments of the search and rescue situation/status in the impact area and initiates contingency planning to meet anticipated demands and needs.

The Kentucky Division of Emergency Management develops and maintains the overall State Emergency Operations Plan and accompanying Appendices and Standard Operating Guidelines that govern response actions related to emergencies. Support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents must comply with the National Response Plan, the National Incident Management System and the Incident Command System.

Actions

Actions initiated by ESF-9 are grouped into the phases of emergency management: preparation, mitigation, response and recovery. Each phase requires specific skills and knowledge to accomplish. Each phase requires significant cooperation and collaboration among all supporting agencies and the intended recipients of service. ESF-9 encompasses a full range of activities from training to the provision of field services.

ESF-9/Search and Rescue coordinates and may assume direct operational control of the following provided services:

- Assessment of search and rescue (SAR) needs and potential impacts;

- SAR personnel;

- SAR equipment and supplies;

- Evacuation and re-entry support;

- Emergency SAR responder health and safety;

- Radiological/chemical/biological hazards monitoring/mitigation during searches;

- Mental health and crisis counseling for SAR responders;

- SAR public information and risk communication;

- SAR management, command and control of assets;

- SAR activities related to terrorist threats and/or events;

- SAR Logistical Staging Areas and Points of Dispensing;

- Catastrophic incident and alternate SAR facility support.

Preparedness Actions

Actions and activities that develop search and rescue response capabilities may include planning, training, orientation sessions and exercises for ESF-9 personnel and other emergency support functions that will respond with ESF-9. This involves the active participation of local inter-agency preparedness organizations, which collaborate in such activities on a regular basis. Local agencies will jointly address planning issues on an on-going basis to identify response zones, potential staging areas, potential medical facilities and the maintenance and future development of specialized teams.

Initiatives include:

- Planning with ESF-9 support agencies and other emergency support functions to refine search and rescue operations;

- Developing and refining procedures for rapid impact assessment per field surveys;

- Conducting training and exercises for the Calloway County Emergency Operations Center (EOC) and search and rescue response team members;

- Preparing and maintaining emergency operating procedures, resource inventories, personnel rosters and resource mobilization information necessary for implementation of the responsibilities of the lead agencies;

- Ensuring lead agency personnel are trained in their responsibilities and duties;

- Developing and implementing emergency response and search and rescue strategies;

- Developing and presenting training courses for ESF-9 personnel, providing information on critical facilities/infrastructure to the Calloway County Office of Emergency Management, and developing protocols for frequently provided services;

- Maintaining liaison with support agencies;

- Conducting vulnerability analyses at critical facilities and make recommendations to improve the physical security;

- Conducting All Hazards exercises involving ESF-9.

Response Actions

Response actions/initiatives include:

- Coordinating operations at the ESF-9 position in the Calloway County EOC and/or at other locations as required;

- Coordinating needs and response actions with each fire and law enforcement department;

- Establishing and maintaining a system to support on-scene direction/control and coordination with Calloway County's EOC, State EOC, or other coordination entities as appropriate;

- Establishing mutual aid procedures for search and rescue, interoperable communications and others as appropriate;

- Coordinating resource management and logistical support for SAR;

- Monitoring and directing search and rescue resources and response activities to include pre-positioning for response/relocation due to the potential impact(s) of the emergency situation;

- Participating in EOC briefings, developing Incident Action Plans and Situation Reports, and attending meetings;

- Coordinating with support agencies to support emergency activities;

- Obtaining other resources through the Statewide Emergency Management Mutual Aid and Assistance Agreement;

- Coordinating all SAR resources into the affected areas from designated staging areas;

- Coordinating with other jurisdictions' ESFs or like function to obtain resources and facilitate an effective emergency response among all participating agencies.

Recovery Actions

Recovery actions/initiatives include:

- Contacting SAR agencies for initial damages to personnel, equipment and supplies;

- Maintaining documentation of all reported damage by SAR agencies.

Mitigation Actions

Mitigation actions include:

- Providing personnel with the appropriate expertise to participate in activities designed to reduce or minimize the impact of future disasters.

Responsibilities

All tasked agencies will:

- Develop applicable standard operating procedures, guidelines and/or checklists which clearly define the role of this emergency support function in the overall functioning of the Calloway County EOC, and detail the accomplishment of their assigned functions;

- Train staff in the standard operating procedures, guidelines and/or checklists that outline the courses of action to be taken during a pending or actual disaster or emergency situation;

- Participate in drills to exercise these procedures and actions on a regular basis;

- Participate in honest appraisals of the performance of the Search and Rescue role and actions after each drill, exercise and actual activation of the Calloway County EOC;

- Participate in a continuous quality improvement process using incident performance appraisals and debriefs to continuously refine the role and actions of this emergency support function in the overall functioning of the Calloway County EOC, and incorporate any refinements or updates into clearly written procedures in coordination with all staff and involved agencies;

- Deploy a representative to the EOC to assist with emergency management activities;

- Provide on-going status reports as requested by the Emergency Management Director;

- Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster-related work from daily work in the event that State and Federal reimbursement becomes available;

- Maintain up-to-date rosters for notifying personnel and 24-hour EOC staffing capabilities, and provide this information to the Calloway County Office of Emergency Management;

- Perform other emergency responsibilities as assigned.

Primary SAR Agencies: Calloway County Office of Emergency Management
                                             Calloway County Fire-Rescue

Secondary SAR Agencies: Area SAR Team(s) Requested Under Mutual Aid Agreements

Duties include:

- Providing leadership in directing, coordinating and integrating overall Calloway County efforts to provide search and rescue assistance to affected areas and populations;

- Staffing and operating a National Incident Management System compliant, command and control structure (i.e., Incident Command System), to assure that services and staff are provided to areas of need;

- Coordinating and directing the activation and deployment of fire and law enforcement agencies' SAR personnel, supplies, and equipment, and provide certain direct resources;

- Evaluating the emergency, making strategic decisions, identifying resource needs and securing resources required for field operations;

- Tasking support agencies as necessary to accomplish ESF-9 support responsibilities;

- Monitoring search and rescue emergency response and recovery operations;

- Coordinating all state and federal SAR resources into the affected areas from Staging Areas;

- Managing search and rescue and other emergency incidents in accordance with each department's Standard Operating Guidelines and under the direction of ESF-9 representatives or designee;

- Making specific requests for assistance to the State ESF-9/comparable as needed. The State will activate resources through the State Emergency Response Plan;

- Re-assessing priorities and strategies throughout the emergency according to the most critical search and rescue needs;

- Assisting with emergency evacuations and re-entry of threatened areas;

- Demobilizing resources and deactivating the ESF-9 function upon direction from the EOC Manager.

Support Agencies:

Support agencies will provide assistance to the Emergency Support Function with:

- Performing the above-outlined tasks as requested by the ESF Coordinator;

- Providing services, staff, equipment, and supplies that complement the entire emergency response effort; and

- Reporting current resources capabilities on a regular basis.

Administration and Support

Support

Requests for emergency assistance will be resolved at the lowest level direction and control facility with appropriate response resources capabilities. Unresolved assistance requests will normally flow upward from cities to the county and/or field deployed command posts to responsible representatives in the State Emergency Operations Center, and as required to other states or the federal government for assistance support.

Agreements and Understandings

All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of laws and procedures.

Status Reports

The primary agencies will maintain status of all outstanding assistance requests and unresolved ESF-9/Search and Rescue related issues. This information will be summarized into periodic status reports and submitted in accordance with applicable operating procedures.

Expenditures and Recordkeeping

Each ESF-9/Search and Rescue agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines. The first source of funds for expenditures by agencies in response to emergency, imminent disaster, or recovery from a catastrophic incident, is to be from funds associated with each local agency.

ESF-9/Search and Rescue is responsible for managing financial matters specific to ESF-9 activity and related to resources procured/used during an event and forwarding that information to the Finance/Administration Section. However, each local government/agency/department must also track

and record its own expenditures to ensure accuracy with any submissions for potential reimbursement. Information will be provided post-event as to application procedures for reimbursement.

The Finance/Administration Section will coordinate with the Logistics Section to ensure that procurements and staff hours are properly documented and processed for potential reimbursement. It is also responsible for follow-up on all financial issues through coordination with Calloway County Government and other local governments' fiscal and personnel management officials, Kentucky Division of Emergency Management fiscal agents, Federal Emergency Management Agency fiscal agents, and directly with vendors as necessary.

Expenditures by other departments for activity not directly related to ESF-9/Search and Rescue will be documented by those entities and submitted directly to the Finance/Administration Section as soon as possible.

Critiques

Following the conclusion of any significant emergency, incident or exercise, the primary agency representatives will conduct a debrief critique of the group activities during the emergency/incident/exercise with the ESF-9/Search and Rescue agencies, identifying both successful operations and areas of operations requiring further refinement in a continuous quality improvement process for the overall performance of the Calloway County Emergency Operations Center.

HAZARDOUS MATERIALS

ESF-10

Revised May 2024

Coordinates and organizes hazardous materials resources in preparing for, responding to and recovering from emergency/disaster incidents which impact the citizens of Calloway County.

ESF-10

HAZARDOUS MATERIALS

ESF Coordinator: Calloway County Emergency Management Director / LEPC Chair

Primary Agencies: Calloway Office of Emergency Management
Murray Fire Department
Calloway County Fire-Rescue

Support Agencies: **Calloway County Fiscal Court**
Calloway County Judge Executive and Magistrates
Calloway County Sheriff
Calloway County Road Department

City of Murray
Mayor of Murray and City Council
Murray Police Department
Murray Public Works

City of Hazel
Mayor of Hazel and City Council
Hazel Public Works

Other Local and Regional Agencies
HazMat-1 Regional Hazardous Materials Team
Calloway County Health Department
Murray-Calloway County Hospital & Ambulance Service
American Red Cross, Calloway County Chapter
Murray State University

State Agencies
Kentucky Division of Emergency Management
Kentucky Environmental Protection Cabinet
Kentucky State Fire Marshal
Kentucky Department of Transportation

Introduction

The Hazardous Materials Emergency Support Function (ESF-10):

▪ Identifies and organizes the resources (human, technical, equipment, facility, materials and/or supplies) available to Calloway County, the City of Murray and the City of Hazel to address and support ESF-10/Hazardous Materials needs in the event of either a natural or man-made disaster or emergency situation;

▪ Identifies the responsibilities of organizations charged with providing hazardous materials response in the case of a disaster or emergency situation;

▪ Is established to assure the provision of ESF-10/Hazardous Materials response and support to Calloway County, the City of Murray, the City of Hazel and private-sector response before, during and after an incident/event;

▪ Provides personnel and resources to support prevention, preparedness, protection, response, recovery and mitigation in support of the primary emergency management objectives of ESF-10/Hazardous Materials response in emergency and disaster situations.

The necessity of ESF-10/Hazardous Materials is based on the following:

▪ Potentially dangerous materials are manufactured, stored and transported throughout Calloway County;

▪ US 641, KY 80, and other highways; the railroad line; Kentucky Lake; and pipelines in and around Calloway County are major shipping routes with constant potential for an incident involving hazardous materials;

▪ In Calloway County 10 facilities have reported to the State Emergency Response Commission and the Calloway County Emergency Planning Committee that they manufactured, stored, or used one or more of the substances covered in Section 302, Title III of Public Law 99-499, Emergency Planning and Community Right-To-Know Act of SARA;

▪ Local government is responsible for safety measures or precautions that may be required for public protection until a hazardous situation has been corrected.

The responsibility for safeguards relating to hazardous materials belongs to the party having custody, such as the plant where it is stored and used or the carrier providing the transport. Companies or individuals doing business in Calloway County have responsibilities under one or more of the following regulatory directives:

▪ Calloway County Hazardous Materials/Cost Recovery Ordinance;

▪ Public Law 99-499, October 17, 1986;

▪ SARA Title III, Emergency Planning and Community Right-To-Know;

▪ Comprehensive Environmental Response Compensation and Liability Act (CERCLA) of 1980;

▪ Superfund Amendment and Reauthorization Act of 1986 (SARA);

▪ National Incident Management System (NIMS).

Mission

The mission of the Hazardous Materials Emergency Support Function is to coordinate and organize hazardous materials resources in preparing for, responding to and recovering from emergency/disaster incidents which impact the citizens of Calloway County.

Scope

The scope of this ESF includes:

- Assessing hazardous materials system damage and determining the required resources to restore such hazardous materials systems;

- Coordinating with ESF-10/Hazardous Materials support agencies for assistance in helping hazardous materials suppliers obtain information, equipment, specialized labor, fuel and transportation;

- Coordinating information with local, state, and federal officials and suppliers about available hazardous materials resources for recovery assistance;

- Providing technical assistance concerning hazardous materials systems.

ESF-10/Hazardous Materials is a functional annex to the Calloway County Kentucky Emergency Operations Plan (EOP) and, to the extent possible, information contained in other sections of the EOP will not be repeated in this ESF annex. Many of the agencies involved in ESF-10/Hazardous Materials activities have existing emergency plans and procedures which this ESF Annex complements and supports. Copies of these KERC-approved EHS Emergency Response Plans are an Annex to this ESF.

This Emergency Support Function applies to all agencies with assigned hazardous materials emergency responsibilities as described in the Calloway County Kentucky EOP.

Situations and Assumptions

Situations and assumptions involved in ESF-10/Hazardous Materials planning include:

- Hazardous materials are produced, used, stored, and transported throughout the Commonwealth;

- Accidents or incidents involving hazardous materials are one of the most common emergencies in the Commonwealth of Kentucky;

- Hazardous material releases require swift and decisive emergency response action;

- All on-scene emergency response operations for oil or hazardous material incidents are conducted in accordance with the Incident Command System (ICS) described in the National Incident Management System (NIMS);

- Response to oil and hazardous materials incidents shall be executed in conformity with the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) of 1980, the Superfund Amendments and Reauthorization Act of 1986, Section 311 of the Clean Water Act of 1972 as amended by the Oil Pollution Act of 1990, Kentucky Occupational Safety and Health Program (KY-OSH) regulations and the Kentucky Revised Statutes (KRS) 224 and 227 as they pertain to hazardous substances;

- Response to oil and hazardous substances discharges will be in accordance with the National Contingency Plan (40 CFR 300) and as authorized pursuant to KRS 224, delegating to the EPA the power and duty to control, prohibit, and respond to pollution of the air, water, and lands of the Commonwealth, and protect human health, safety, and the environment from the effects of hazardous substances;

- The majority of hazardous material incidents require coordination between state and local agencies;

  o In most incidents, state level involvement is limited until the scope of the disaster exceeds local government capabilities;

  o However, state level involvement may occur at any time since the state has certain jurisdictional responsibilities, complex federal and state statutes to enforce, and technical expertise that may not be available at the local level;

- ESF-10/Hazardous Materials will facilitate the coordination between responding local and state agencies and between these agencies and federal response agencies in the event that the involvement of the latter is required;

- All persons responding to hazardous materials incidents will respond only up to their highest level of OSHA 29 CFR 1910.120 (HAZWOPER) training.

Concept of Operations

The Calloway County Emergency Operations Center (EOC) serves as the central location for interagency coordination and executive decision-making, including all activities associated with ESF-10/Hazardous Materials, during a disaster/emergency event. The ESF-10 Primary Agencies work with the EOC management team to ensure necessary hazardous materials tasks are accomplished. The Support and Partnering Agencies provide resources and personnel to assist in accomplishing ESF-10/Hazardous Materials activities as required by the size and demands of the event. As calls are received requesting services and resources during an emergency/disaster situation, they are routed to the ESF-10/Hazardous Materials desk to determine appropriate action in consult with EOC management.

General

ESF-10/Hazardous Materials is organized consistent with the requirements of the National Response Plan, the National Incident Management System and uses the Incident Command System (composed of Planning, Operations, Logistics and Finance/Administration Sections with their standardized Units, Teams, positions, forms and terminology) to manage its emergency/disaster responsibilities. This structure and system supports incident assessment, planning, procurement, deployment and coordination of hazardous materials support operations for Calloway County, the City of Murray and the City of Hazel. Pursuant to the Incident Command System structure, the Planning, Logistics, Finance/Administration and Operations Section Coordinators and staff at the Emergency Operations Center (EOC) assist the EOC Manager in achieving the overall mission. Sections, Units, Teams, staffing levels, etc. are modular and scalable, depending on the type, size, scope and complexity of the emergency or disaster event.

Procedures, protocols and plans for hazardous materials disaster response activities provide guidelines for operations at the Calloway County Emergency Operations Center and in the field.

- The Emergency Operations Plan and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines that describe ESF-10/Hazardous Materials capabilities are based on National Planning Scenarios, Universal Task List and Target Capabilities and are the basis of these guidelines;

- Periodic training and exercises are conducted to enhance effectiveness;

- Hazardous materials response planning is continuous, beginning well before impact of approaching natural disasters and immediately upon those not forecasted.

A large event requiring regional, state and/or interstate mutual aid assistance will require ESF-10/Hazardous Materials activation. ESF-10/Hazardous Materials will coordinate with support agency counterparts to seek and procure, plan, coordinate and direct the use of any required hazardous materials assets.

When an event requires a specific type or response mode, hazardous materials technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with skills relevant to the type of event. The individual will advise and/or direct operations within the context of the Incident Command System structure.

As illustrated in Figure 10-1: *ESF-10/Hazardous Materials Concept of Operation*, ESF-10 will give priority to five fundamental, interrelated functions:

- Use technology and human intelligence to collect, analyze and disseminate information on direct and indirect disaster impacts;

- Assess the capabilities of local government, the business community and volunteer agencies to effectively respond to the disaster;

- Assess and prioritize the immediate needs of impacted communities, neighborhoods and areas of the county;

- Incorporate the analyses into Incident Action Plans that establish operational objectives and identify resource requirements to accomplish these objectives;

- Utilize an Incident Action Matrix to establish priorities, assign tasks to agencies and track progress in meeting objectives.

ESF-10/HAZARDOUS MATERIALS CONCEPT OF OPERATIONS

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                    │ 1. ASSESS IMPACTS           │
                    │ 2. ASSESS LOCAL RESPONSE    │
                    │    CAPABILITIES             │
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│ 5. PREPARE AND       │                    │ 3. PRIORITIZE NEEDS OF│
│ IMPLEMENT INCIDENT   │                    │ IMPACTED AREAS       │
│ ACTION MATRIX        │                    │                      │
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                    │ 4. PREPARE AND              │
                    │ IMPLEMENT INCIDENT          │
                    │ ACTION PLANS (IAP)          │
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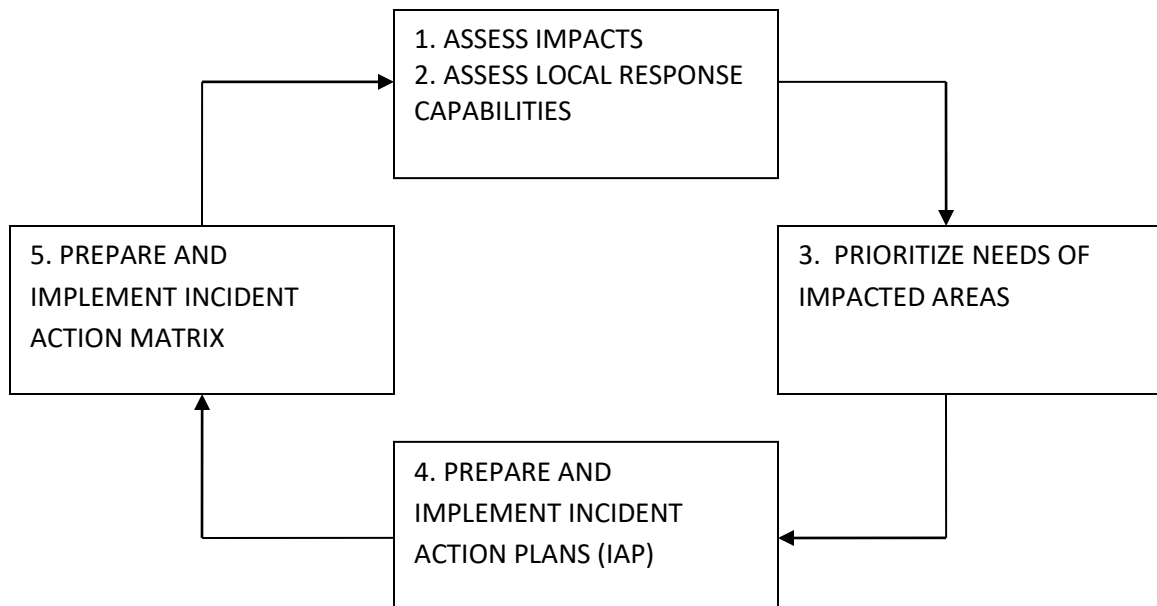
Figure 10-1: *ESF-10/Hazardous Materials Concept of Operations*

Each hazardous materials organization which enters into a mutual aid agreement will furnish a copy of the agreement to the Calloway County ESF-10 Coordinator.

The Calloway County Office of Emergency Management will maintain up-to-date information (reviewed/updated annually) of hazardous materials services in Calloway County including:

- Names of responsible officials,

- ESF-10/Hazardous Materials staffing directory,

- ESF-10/Hazardous Materials notification lists, and

- Major hazardous materials equipment identified in Resource Typing and readiness status.

The ESF-10/Hazardous Materials Emergency Operations Plan plus accompanying Appendices, Annexes and Standard Operating guidelines are maintained by the Calloway County Office of Emergency Management and are reviewed and updated by the hazardous materials planning committee with the Calloway County Office of Emergency Management at least annually. Support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents must comply with the National Response Plan, National Incident Management System, Incident Command System and the Emergency Operations Plan (EOP).

Hazardous materials organizations are responsible for training and continuing education of their personnel.

The Calloway County Emergency Operations Center uses WebEOC (crisis management software) to supplement disaster management planning and actions. Specifically, all of the applicable Emergency Support Functions, agency based emergency operations centers, and other facilities or functions as appropriate are able to communicate their needs and status through WebEOC. This allows all of the information to be integrated for the specific event for efficient assessment of what actions, resources and needs exist.

Notifications

Calloway County E911 Dispatch is the county's 24 hour Warning Point. There are also E911 Dispatch centers serving the City of Murray and the main campus of Murray State University.

When the county or an area of the county has been threatened or impacted by an emergency or disaster event, the E911 Dispatch involved will notify the Calloway County Office of Emergency Management Director who in turn notifies the State Emergency Operations Center Duty Officer. The Commonwealth Emergency Operations Center notifies applicable state agencies including the Area Response Manager of KyEM Region 1.

ESF-10/Hazardous Materials is activated or alerted for standby upon notification by the Calloway County Office of Emergency Management. Upon instructions to activate this Emergency Support Function, the ESF-10/Hazardous Materials Coordinator and Support Agencies will implement their procedures to notify and mobilize all personnel, facilities and physical resources potentially needed, based on the emergency circumstance.

Direction and Control

Calloway County Office of Emergency Management, Murray Fire Department, and Calloway County Fire-Rescue are the lead agencies for ESF-10/Hazardous Materials and will manage the emergency activities of ESF-10. During emergency activations, Hazardous Materials operates from the Calloway County Emergency Operations Center (EOC) on a 24 hour/7 days a week schedule to help maintain the flow of hazardous materials services.

The Calloway County Office of Emergency Management functions as the official disaster organization for preparedness, mitigation, response and recovery within Calloway County and serves as the focal point for ESF-10/Hazardous Materials activities. It is responsible for ensuring that all appropriate program departments, support agencies, other Emergency Support Functions and private voluntary agencies have knowledge about the system and ESF-10/Hazardous Materials expectations.

The ESF-10/Hazardous Materials system operates at two levels – the Emergency Operations Center and field operations.

All management decisions regarding county and/or regional resource allocation are made at the Emergency Operations Center with the ESF-10/Hazardous Materials Coordinator during emergency activations. In accordance with a mission assignment from ESF-10/Hazardous materials and further mission tasking by a local primary agency, each support organization assisting in an ESF-10 assignment retains administrative control over its own resources and personnel but according to the operational control of ESF-10/Hazardous Materials. Delegation of mission operational control may be delegated to a management Support Unit, Multi-Agency Coordination Team or a local entity.

Organization

Response to an emergency/disaster event in Calloway County is progressive as demonstrated in Figure 10-2: *Progressive Requests for Emergency/Disaster Resources*. The initial response to an

emergency/disaster situation is met by the use of the hazardous materials resources available at the local level. Calloway County, the city of Murray, the city of Hazel, and Murray State University activate available resources. When the hazardous materials needs for resources and/or services exceed the capability of what is available in the jurisdictions within Calloway County, established mutual aid agreements with surrounding counties to provide hazardous materials support are activated. A significant resource agency is the HazMat-1 Regional Response Team, which has units stationed at Paducah Fire Department. When needed hazardous materials resources cannot be located through HazMat-1 or other mutual aid agreements, the Calloway County Emergency Operations Center requests resources through the state Emergency Operations Center. The state Emergency Operations Center locates resources through intra- and inter-state mutual aid agreements and federal assets.
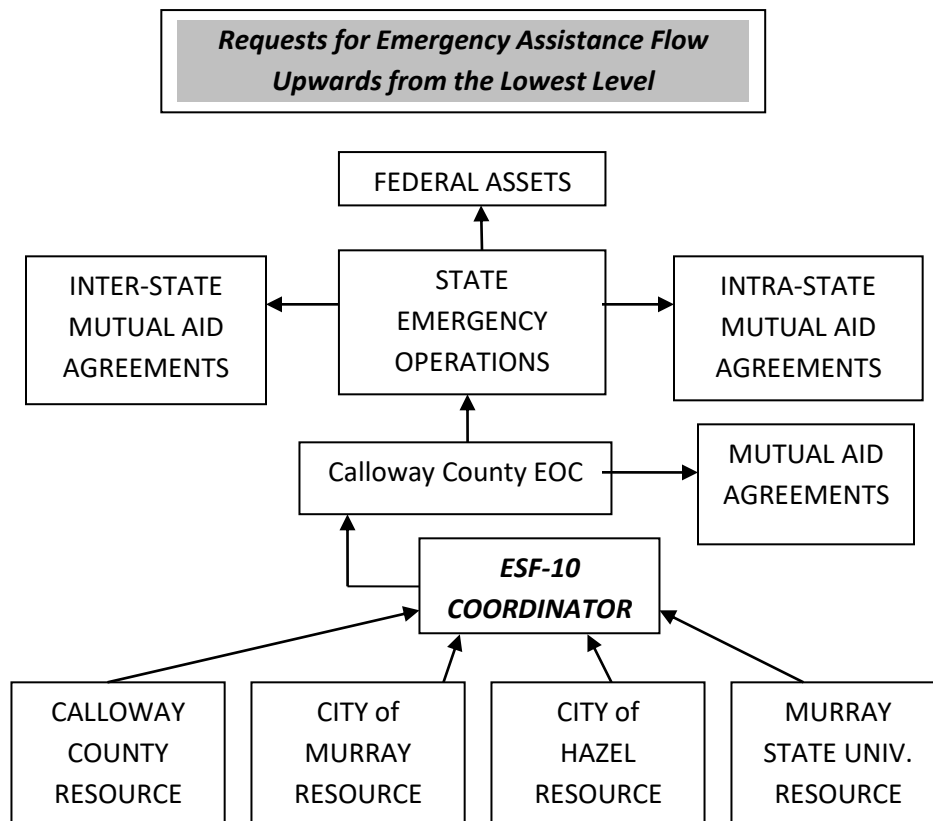
Figure 10-2: *Progressive Requests for Emergency/Disaster Resources*

County

Calloway County Emergency Management notifies ESF-10/Hazardous Materials and requests assistance from the primary and support agencies to help staff the ESF-10 position in the Calloway County Emergency Operations Center.

In the Incident Command Structure, ESF-10/Hazardous Materials is located in the Operations Section as shown in Figure 10-3: *Incident Command System Structure: ESF-10/Hazardous Materials*.

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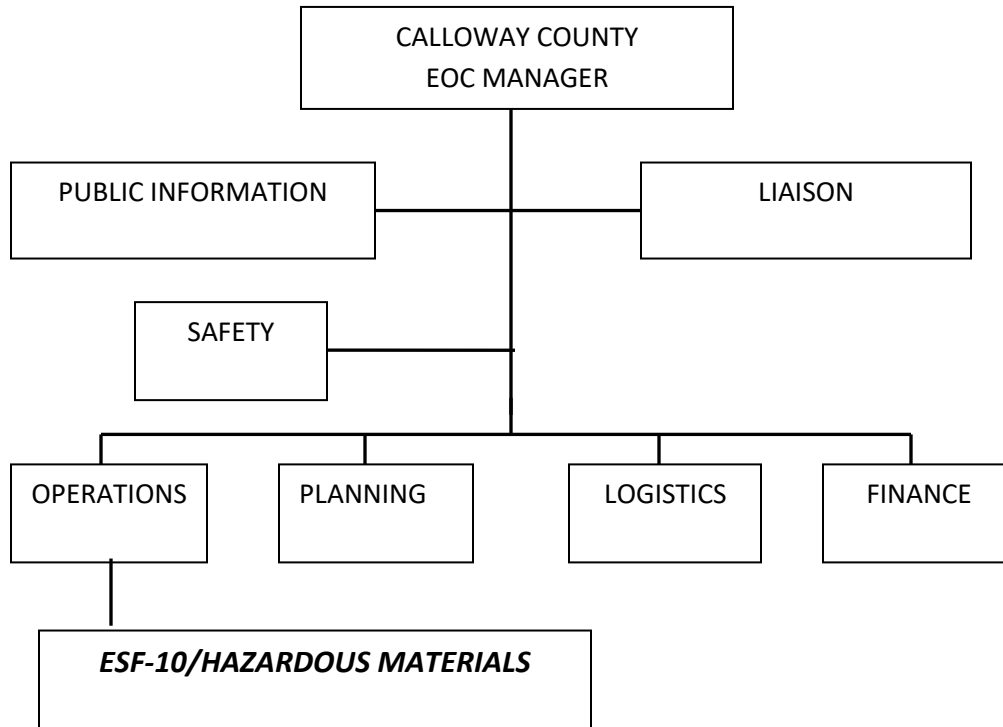
Figure 10–3: *Incident Command System Structure: ESF-10/Hazardous Materials*

During an activation of the EOC, support agency staff is integrated with the hazardous materials staff to provide support that will allow for an appropriate, coordinated and timely response.

Throughout the response and recovery periods, ESF-10/Hazardous Materials:

- Collects, analyzes, and disseminates tactical information on the nature, scope and potential impacts of an incident or major disaster related to hazardous materials;

- Evaluates and analyzes information regarding hazardous materials requests;

- Develops and updates assessments of current and anticipated future hazardous material needs and resource requirements;

- Implements contingency planning to meet anticipated hazardous materials demands or needs;

- Incorporates this analysis into Incident Action Plans; and

- Uses this intelligence to support the Logistics, Operations and other ESFs in their impact assessment and response missions.

Region

When local resources are overwhelmed or depleted, additional hazardous materials resources are obtained through established mutual aid agreements Calloway County has with counties in the region. The Operations Chief, in consultation with the requesting jurisdiction, contacts the agencies with whom mutual agreements are in effect to determine if the requested resources are available.

Additionally, either the KyEM Area-1 Response Manager or the state Emergency Operations Center can be contacted to identify the appropriate state agency directing hazardous materials coordination/support at the state level. That agency can designate a liaison to the Calloway County EOC to assist ESF-10/Hazardous Materials and to the extent capable provide coordinators, assessors and operational personnel in support of the EOC or field activities.

On activation of an emergency operations center in more than one county, the lead agency for hazardous materials coordination/support at the state level may support the coordination of the event response with regional resources or request additional resources through the State EOC.

State

During an emergency or disaster event, ESF-10/comparable primary and support agencies at the State Emergency Operations Center report and function under the overall direction of the Kentucky Division of Emergency Management Director.

During the response phase, ESF-10/Hazardous Materials evaluates and analyzes information regarding hazardous materials requests. ESF-10/Hazardous Materials also develops and updates assessments of the hazardous materials situation/status in the impact area and initiates contingency planning to meet anticipated demands and needs.

The Kentucky Division of Emergency Management develops and maintains the overall State Emergency Operations Plan and accompanying Appendices and Standard Operating Guidelines that govern response actions related to emergencies. Support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents must comply with the National Response Plan, the National Incident Management System and the Incident Command System.

Actions

Actions initiated by ESF-10 are grouped into the phases of emergency management: preparation, mitigation, response and recovery. Each phase requires specific skills and knowledge to accomplish and requires significant cooperation and collaboration among all supporting agencies and the intended recipients of service. ESF-10 encompasses a full range of activities from training to the provision of field services.

ESF-10/Hazardous Materials coordinates and may assume direct operational control of the following services:

- Assessment of hazardous materials needs and potential impacts;

- Hazardous materials personnel;

- Hazardous materials equipment and supplies;

- Evacuation support and re-entry;

- Emergency responder health and safety;

- Radiological/chemical/biological hazards monitoring/mitigation;

- Mental health and crisis counseling for HazMat responders;

- Hazardous materials public information and risk communication;

- Hazardous materials management, command and control of assets;

- Hazardous materials activities related to terrorist threats and/or events;

- Logistical Staging areas and Points of Dispensing;

- Catastrophic incident and alternate hazardous materials facility support;

- Information on drinking water, wastewater and solid waste facilities;

- Information on SARA Title III fixed facilities.

Preparedness Actions

Actions and activities that develop ESF-10/Hazardous Materials response capabilities include planning, training, orientation sessions, and exercises for ESF-10 personnel and other ESFs that will respond with ESF-10. This involves the active participation of inter-agency preparedness organizations, which collaborate in such activities on a regular basis. Local and State hazardous materials teams will jointly address planning issues on an on-going basis to identify response zones, potential staging areas, and potential medical facilities and establish specialized teams.

Initiatives also include:

- Planning with ESF-10/Hazardous Materials support agencies and other emergency support functions to refine hazardous materials operations;

- Conducting training and exercise for the Calloway County EOC and hazardous materials response team members;

- preparing and maintaining emergency operating procedures, resource inventories, personnel rosters and resource mobilization information necessary for implementation of the responsibilities of the lead agencies;

- Ensuring lead agency personnel are trained in their responsibilities and duties;

- Developing and presenting training courses for ESF-10/Hazardous Materials personnel, providing information on critical facilities to County Emergency Management, and developing protocols for frequently provided services;

- Maintaining liaison with support agencies;

- Conducting vulnerability analysis at critical facilities and making recommendations to improve the physical security;

- Conducting exercises involving ESF-10/Hazardous Materials.

Response Actions

Response actions/initiatives include:

- Coordinating operations at the ESF-10/Hazardous Materials position in the Calloway County Emergency Operations Center (EOC) and/or at other locations as required;

- Coordinating needs and response actions with each fire department;

- Establishing and maintaining a system to support on-scene direction/control and coordination with Calloway County's EOC, State EOC, or other coordination entities as appropriate;

- Establishing mutual aid procedures for hazardous materials response teams, interoperable communications and others as appropriate;

- Coordinating resource management and logistical support;

- Implementing Disaster Assessment Teams to determine:

  o Post-event effect on emergency services;

  o Functional group resources, and;

  o The ability to perform Continuity of Operations for essential functions;

- Monitoring the environmental impact of hazardous materials incidents in regards to the safety of responders as well as the public;

- Coordinating environmental impact data with ESF-5/Emergency Management and ESF-8/Public Health and Medical Services and others as appropriate;

- Monitoring and directing hazardous materials resources and response activities to include pre-positioning for response/relocation due to the potential impact(s) of the emergency situation;

- Participating in EOC briefings, developing incident action plans and situation reports, and attending meetings;

- Coordinating with support agencies, as needed, to support emergency activities;

- Obtaining other resources through the Statewide Emergency Management Mutual Aid and Assistance Agreement and other mutual aid agreements;

- Coordinating all resources into the affected areas from designated staging areas;

- Coordinating with other jurisdictions' ESFs or like function to obtain resources and facilitate an effective emergency response among all participating agencies.

Recovery Actions

Recovery actions/initiatives include:

- Contacting each fire department for initial damage assessment of personnel, equipment and supplies;

- Maintaining documentation of all reported damage by fire district;

- Maintaining documentation related to environmental damage from hazardous material releases;

- Coordinating ongoing environmental assessment(s) with Kentucky Environmental Protection Cabinet.

Mitigation Actions

Mitigation actions/initiatives include:

- Identifying deficiencies or areas to be improved and seeking funds to enhance protective measures to lessen the impact on vulnerable populations and/or minimize damage to critical facilities;

- Providing personnel with the appropriate expertise to participate in activities designed to reduce or minimize the impact of future disasters.

Responsibilities

All tasked agencies will:

- Develop applicable standard operating procedures, guidelines and/or checklists which clearly define the role of this emergency support function in the overall functioning of the Calloway County EOC, and detail the accomplishment of their assigned functions;

- Train staff in the standard operating procedures, guidelines and/or checklists that outline the courses of action to be taken during a pending or actual disaster or emergency situation;

- Participate in drills to exercise these procedures and actions on a regular basis;

- Participate in honest appraisals of the performance of the Hazardous Materials role and actions after each drill, exercise and actual activation of the Calloway County EOC;

- Participate in a continuous quality improvement process using incident performance appraisals and debriefs to continuously refine the role and actions of this emergency support function in the overall functioning of the Calloway County EOC, and incorporate any refinements or updates into clearly written procedures which are shared with all staff and involved agencies;

- Deploy a representative to the EOC to assist with emergency management activities;

- Provide on-going status reports as requested by the Emergency Management Coordinator;

- Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster-related work from daily work in the event that State and Federal reimbursement becomes available;

- Maintain up-to-date rosters for notifying personnel and 24-hour EOC staffing capabilities, and provide this information to the Calloway County Office of Emergency Management;

- Perform other emergency responsibilities as assigned.

Primary Agencies: Calloway Office of Emergency Management
                          Murray Fire Department
                          Calloway County Fire-Rescue

Duties include:

- Providing leadership in directing, coordinating and integrating overall Calloway County efforts to provide hazardous materials assistance to affected areas and populations;

- Staffing and operating a National Incident Management System compliant, command and control structure (i.e., Incident Command System), to assure that services and staff are provided to areas of need;

- Coordinating and directing the activation and deployment of fire agencies' personnel, supplies and equipment, and providing of certain direct resources;

- Evaluating the emergency, making strategic decisions, identifying resource needs and securing resources required for field operations;

- Tasking support agencies as necessary to accomplish ESF-10/Hazardous Materials support responsibilities;

- Monitoring hazardous materials emergency response and recovery operations;

- Coordinating all state and federal hazardous materials resources into the affected areas from Staging Areas;

- Managing hazardous materials and other emergency incidents in accordance with each department's Standard Operating Guidelines and under the direction of ESF-10/Hazardous Materials representative or designee;

- Making specific requests for hazardous materials assistance to the State ESF-10/comparable as needed. The State will activate resources through the State Emergency Response Plan;

- Re-assessing priorities and strategies throughout the emergency according to the most critical needs;

- Assisting with emergency evacuations and re-entry of threatened areas;

- Demobilizing resources and deactivating the ESF-10/Hazardous Materials function upon direction from the EOC Manager.

Support Agencies:

Support agencies will provide assistance to the Emergency Support Function with:

- Performing the above-outlined tasks as requested by the ESF Coordinator;

- Providing services, staff, equipment, and supplies that complement the entire emergency response effort;

- Reporting current resources capabilities on a regular basis.

Administration and Support

Support

Requests for emergency assistance will be resolved at the lowest level direction and control facility with appropriate response resources capabilities. Unresolved assistance requests will normally flow upward from cities to the county and/or field deployed command posts to responsible representatives in the State EOC, and as required to other states or the federal government for assistance support.

Agreements and Understandings

All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of laws and procedures.

Status Reports

The primary agencies will maintain status of all outstanding assistance requests and unresolved ESF-10/Hazardous Materials related issues. This information will be summarized into periodic status reports and submitted in accordance with applicable operating procedures.

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Critiques

Following the conclusion of any significant emergency, incident or exercise, the primary agency representatives will conduct a debrief of the group activities during the emergency/incident/exercise with the ESF-10/Hazardous Materials agencies, identifying both successful operations and areas of operations requiring further refinement in a continuous quality improvement process for the overall performance of the Calloway County Emergency Operations Center.

CALLOWAY COUNTY, KENTUCKY
EMERGENCY OPERATIONS PLAN

AGRICULTURE

ESF-11

Revised May 2024

Coordinates and organizes agriculture resources in preparing for, responding to and recovering from emergency/disaster incidents which impact the citizens of Calloway County.

ESF-11

AGRICULTURE

ESF Coordinator: Calloway County Agriculture and Natural Resource Agent

Primary Agency: Calloway County Extension Office

Support Agencies: **Calloway County Fiscal Court**
Calloway County Judge Executive and Magistrates
Calloway County Sheriff's Office
Calloway County Office of Emergency Management
Calloway County Road Department
Calloway County Animal Control
Calloway County Fire-Rescue

City of Murray
Mayor of Murray and City Council
Murray Police Department
Murray Fire Department
Murray Public Works

City of Hazel
Mayor of Hazel and City Council
Hazel Public Works

Murray State University
MSU Police
MSU School of Agriculture
MSU Facilities Management

Other Local Agencies
Calloway County Board of Education
Murray Independent School District
Calloway County Health Department
Calloway County Humane Society
American Red Cross—Calloway County Chapter
Murray-Calloway County Parks and Recreation
Calloway County CERT

State Agencies
Kentucky State Police
Kentucky Commercial Vehicle Enforcement
Kentucky Department of Transportation
Kentucky Division of Emergency Management

Introduction

The Agriculture Emergency Support Function (ESF-11):

- Identifies and organizes the resources (human, technical, equipment, facility, materials and/or supplies) available to Calloway County, the City of Murray, and the City of Hazel to address and support agriculture needs in the event of either a natural or man-made disaster or emergency situation;

- Identifies the responsibilities of organizations charged with providing agriculture support in the case of a disaster or emergency situation;

- Is established to assure the provision of agriculture support to Calloway County, the City of Murray, the City of Hazel and private-sector response before, during and after an incident/event;

- Provides personnel and resources to support prevention, preparedness, protection, response, recovery and mitigation in support of the primary emergency management objectives of agriculture support in emergency and disaster situations.

Mission

The mission of the agriculture Emergency Support Function is to coordinate and organize agriculture resources in preparing for, responding to and recovering from emergency/disaster incidents which impact the citizens of Calloway County.

Scope

The scope of this ESF includes:

- Assessing agriculture system damage and determining the required resources to restore such agriculture systems;

- Coordinating with ESF-11/Agriculture support agencies for assistance in helping agriculture suppliers obtain information, equipment, specialized labor, fuel and transportation to repair or restore agricultural systems;

- Coordinating information with local, state, and federal officials and suppliers about available resources for agriculture recovery assistance;

- Providing technical assistance concerning agriculture systems;

- Ensuring the safety and security of the county's agricultural market (crop, livestock production, transportation and processing);

- Ensuring that animal and veterinary issues in natural disasters are supported;

- Providing guidance for dealing with animals impacted by disaster or disease.

ESF-11/Agriculture is a functional annex to the Calloway County Kentucky Emergency Operations Plan and, to the extent possible, information contained in other sections of the EOP will not be repeated in this ESF annex. Many of the agencies involved in ESF-11/Agriculture activities have existing emergency plans and procedures which this ESF Annex complements and supports.

This Emergency Support Function applies to all agencies with assigned agriculture emergency responsibilities as described in the Calloway County Kentucky Emergency Operations Plan.

Situations and Assumptions

ESF-11 readiness planning is guided by the following assumptions:

Common Activities

- Care of domestic animals in an emergency shall be a joint governmental and non-governmental effort;

- Located within the county are veterinary resources, humane societies, wildlife experts, industry representatives, and/or animal care providers who can assist in the care of injured animals and the disposal of dead animals;

- Wildlife emergencies will be handled by Fish and Wildlife;

- The direct impact on productivity, exporting animal products, feeding of animals (pets, livestock and wildlife), sheltering of animals and medical care for domestic animals could be such that outside assistance will need to be requested;

- It is possible that response procedures will extend across county and state lines, requiring intrastate/interstate coordination;

- Response efforts could encompass the culling of livestock and wildlife;

- Many chemicals have the potential for causing harmful effects to humans and animal health;

Disaster

- Large-scale disasters, such as severe droughts, floods, ice, and snow storms will injure, kill, and displace animals. These animals may be pets, livestock, and wildlife;

- Crop productivity, harvesting, monitoring, and exporting could be directly impacted by large-scale disasters;

- Acts of terrorism may be directed at the nation's food supply, livestock herds, or poultry flocks, either as the target or as a vehicle for weapons of mass destruction;

- Animals that are displaced due to severe flooding, ice/snow storms, animal and plant diseases and cut off from food supplies could be of such number that euthanizing and disposal procedures may become necessary;

- Chemical accidents present features that differ from emergencies such as drought, floods, etc.

Disease

- The agricultural industry in Kentucky is a major contributor to the economy of the Commonwealth, the nation, and the world;

- An outbreak of a disease that impacts the agricultural community could result in economic losses of unprecedented scale;

- Tobacco, as well as many other crops, is grown within the state. These crops are all vulnerable and potential targets of disease or contamination, either through natural or accidental introduction, or through terrorist attack;

- Calloway County must be ready to effectively respond and control an outbreak of communicable disease or other conditions affecting agriculture, livestock, poultry, wildlife, exotic and companion animals, including but not limited to environmental emergencies or natural disasters;

- People, animals or materials can bring pathogens into contact with a susceptible host and spread the disease. The pathogen must be quickly and effectively controlled. Prevention measures at all levels must be addressed;

- Effective eradication requires extraordinary resources and cooperation of all local agencies, to minimize the impact on the agricultural industry and commerce. Eradication will require proper sanitary and disposal procedures for carcasses;

- An animal disease emergency detected anywhere in the United States puts the country's entire agricultural community at risk;

- There is the potential for animal pathogens and the threat of disease to be used for terrorism;

- Response efforts could encompass the culling of livestock and wildlife;

- Vector control could include discarding organic and inorganic matter, in any form, that is located on the site of positive detection;

- Suspected infected facilities and transport vehicles will need to be cleaned and disinfected;

- Areas where suspected or confirmed cases originate will require special operational procedures and quarantine areas.

Concept of Operations

The Calloway County Emergency Operations Center (EOC) serves as the central location for interagency coordination and executive decision-making, including all activities associated with ESF-11/Agriculture during a disaster/emergency event. The ESF-11 Primary Agencies work with the EOC management team to ensure necessary agriculture tasks are accomplished. The Support and Partnering Agencies provide resources and personnel to assist in accomplishing ESF-11/Agriculture activities as required by the size and demands of the event. As calls are received requesting services and resources during an emergency/disaster situation, they are routed to the ESF-11/Agriculture desk to determine appropriate action in consult with EOC management.

General

ESF-11/Agriculture is organized consistent with the requirements of the National Response Plan, the National Incident Management System and uses the Incident Command System (composed of Planning, Operations, Logistics and Finance/Administration Sections with their standardized Units, Teams, positions, forms and terminology) to manage its emergency/disaster responsibilities. This structure and system supports incident assessment, planning, procurement, deployment and coordination of agriculture support operations for Calloway County, the City of Murray, and the City of Hazel. Pursuant to the Incident Command System structure, the Planning, Logistics, Finance/Administration and Operations Section Coordinators and staff at the Emergency Operations

Center (EOC) assist the EOC Manager in achieving the overall mission. Sections, Units, Teams, staffing levels, etc. are modular and scalable, depending on the type, size, scope and complexity of the emergency or disaster event.

Procedures, protocols and plans for agriculture disaster response activities provide guidelines for operations at the Calloway County Emergency Operations Center and in the field.

- The EOP and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines that describe ESF-11/Agriculture capabilities are based on National Planning Scenarios, Universal Task List and Target Capabilities and are the basis of these guidelines;

- Periodic training and exercises are conducted to enhance effectiveness;

- Agriculture planning is continuous, beginning well before impact of approaching natural disasters and immediately upon those not forecasted.

A large event requiring regional, state and/or interstate mutual aid assistance will require ESF-11/Agriculture activation. ESF-11/Agriculture will coordinate with support agency counterparts to seek and procure, plan, coordinate and direct the use of any required agriculture assets.

When an event requires a specific type or response mode, agriculture technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with skills relevant to the type of event. The individual will advise and/or direct operations within the context of the Incident Command System structure.

As illustrated in Figure 11-1: *ESF-11/Agriculture Concept of Operation*, ESF-11 will give priority to five fundamental, interrelated functions:

- Use technology and human intelligence to collect, analyze and disseminate information on direct and indirect disaster impacts;

- Assess the capabilities of local government, the business community and volunteer agencies to effectively respond to the disaster;

- Assess and prioritize the immediate needs of impacted communities, neighborhoods and areas of the county;

- Incorporate the analyses into Incident Action Plans that establish operational objectives and identify resource requirements to accomplish these objectives;

- Utilize an Incident Action Matrix to establish priorities, assign tasks to agencies and track progress in meeting objectives.

ESF-11/AGRICULTURE CONCEPT OF OPERATIONS

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        │ 1. ASSESS IMPACTS       │
        │ 2. ASSESS LOCAL RESPONSE│
        │    CAPABILITIES         │
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│ 5. PREPARE AND   │                    │ 3.  PRIORITIZE   │
│ IMPLEMENT INCIDENT│                   │ NEEDS OF         │
│ ACTION MATRIX    │                    │ IMPACTED AREAS   │
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        │ 4. PREPARE AND          │
        │ IMPLEMENT INCIDENT      │
        │ ACTION PLANS (IAP)      │
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Figure 11-1: *ESF-11/Agriculture Concept of Operation*

Each agriculture organization which enters into a mutual aid agreement will furnish a copy of the agreement to the Calloway County ESF-11 Coordinator.

The Calloway County Emergency Management Agency, with the assistance of the ESF-1 Coordinator, will maintain up-to-date information (reviewed/updated annually) of agriculture services in Calloway County including:

- Names of responsible officials,

- ESF-11/Agriculture staffing directory,

- ESF-11/Agriculture notification lists, and

- Major agriculture equipment identified in Resource Typing and readiness status.

The ESF-11/Agriculture Emergency Operations Plan plus accompanying Appendices, Annexes and Standard Operating guidelines are maintained by the Calloway County Office of Emergency Management and are reviewed and updated by the agriculture planning committee with the Calloway County Office of Emergency Management at least annually.   Support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan.   All such documents must comply with the National Response Plan, National Incident Management System, Incident Command System and the Emergency Operations Plan (EOP).

Agriculture organizations are responsible for training and continuing education of their personnel.

The Calloway County Emergency Operations Center uses WebEOC (crisis management software) to supplement disaster management planning and actions. Specifically, all of the applicable Emergency Support Functions, agency based emergency operations centers, and other facilities or functions as appropriate are able to communicate their needs and status through WebEOC. This allows all of the information to be integrated for the specific event and to assess what actions, resources and needs exist.

Notifications

Calloway County E911 Dispatch is the county's 24 hour Warning Point. There are also E911 Dispatch centers serving the City of Murray and the main campus of Murray State University.

When the county or an area of the county has been threatened or impacted by an emergency or disaster event, the E911 Dispatch involved will notify the Calloway County Office of Emergency Management Director who in turn notifies the State Emergency Operations Center Duty Officer. The Commonwealth Emergency Operations Center notifies applicable state agencies including the Area Response Manager of KyEM Region 1.

ESF-11/Agriculture is activated or alerted for standby upon notification by the Calloway County Office of Emergency Management. Upon instructions to activate this Emergency Support Function, the ESF-11 Coordinator and Support Agencies will implement their procedures to notify and mobilize all personnel, facilities and physical resources potentially needed, based on the emergency circumstance.

Direction and Control

Calloway County Extension Office is the lead agency for ESF-11 and will manage the emergency activities of ESF-11/Agriculture. During emergency activations, ESF-11/Agriculture operates from the Calloway County Emergency Operations Center (EOC) on a 24 hour/7 days a week schedule to help maintain the flow of agriculture services.

The Calloway County Office of Emergency Management functions as the official disaster organization for preparedness, mitigation, response and recovery within Calloway County and serves as the focal point for ESF-11 activities. It is responsible for ensuring that all appropriate program departments, support agencies, other Emergency Support Functions and private voluntary agencies have knowledge about the system and ESF-11/Agriculture expectations.

The ESF-11/Agriculture system operates at two levels – the Emergency Operations Center and field operations.

All management decisions regarding county and/or regional resource allocation are made at the Emergency Operations Center with the ESF-11 Coordinator or designee during emergency activations. In accordance with a mission assignment from ESF-11/Agriculture and further mission tasking by a local primary agency, each support organization assisting in an ESF-11 assignment retains administrative control over its own resources and personnel but according to the operational control of ESF-11. Delegation of mission operational control may be delegated to a management Support Unit, Multi-Agency Coordination Team or a local entity.

Organization

Response to an emergency/disaster event in Calloway County is progressive as demonstrated in Figure 11-2: *Progressive Requests for Emergency/Disaster Resources*. The initial response to an emergency/disaster situation is met by the use of the agriculture resources available at the local level. Calloway County, the city of Murray, the city of Hazel, and Murray State University activate available

resources.   When the agriculture needs for resources and/or services exceed the capability of what is available in the jurisdictions within Calloway County, established mutual aid agreements with surrounding counties to provide agriculture are activated. When needed agriculture resources cannot be located through mutual aid agreements, the Calloway County Emergency Operations Center requests resources through the state Emergency Operations Center. The state Emergency Operations Center locates resources through intra- and inter-state mutual aid agreements and federal assets.
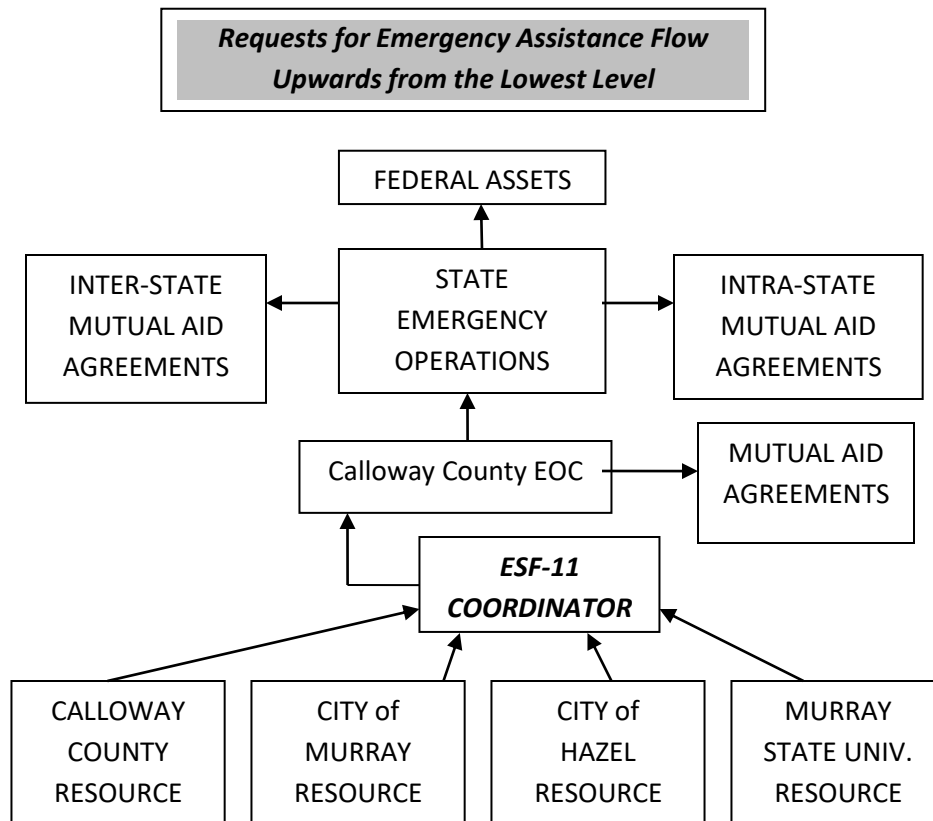
Figure 11-2: *Progressive Requests for Emergency/Disaster Resources*

County

Calloway County Emergency Management notifies ESF-11/Agriculture and requests assistance from the primary and support agencies to help staff the ESF-11 position in the Calloway County Emergency Operations Center.

In the Incident Command Structure, ESF-11/Agriculture is located in the Logistics Section as shown in Figure 11-3: *Incident Command System Structure: ESF-11/Agriculture*.

During an activation of the EOC, support agency staff is integrated with the agriculture staff to provide support that will allow for an appropriate, coordinated and timely response.

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                    │    CALLOWAY COUNTY       │
                    │      EOC MANAGER         │
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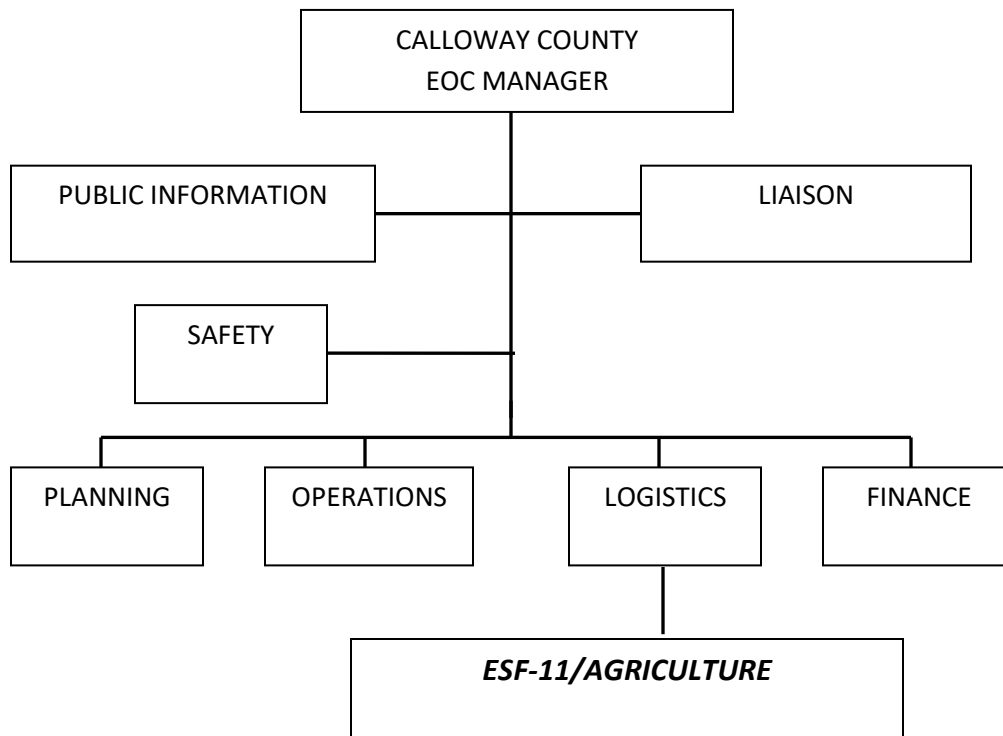
Figure 11-3 : *Incident Command System Structure: ESF-11/AGRICULTURE*

Throughout the response and recovery periods, ESF-11:

- Collects, analyzes, and disseminates tactical information on the nature, scope and potential impacts of an incident or major disaster related to agriculture;

- Evaluates and analyzes information regarding agriculture requests;

- Develops and updates assessments of current and anticipated future agriculture needs and resource requirements;

- Implements contingency planning to meet anticipated agriculture demands or needs;

- Incorporates this analysis into Incident Action Plans; and

- Uses this intelligence to support the Logistics, Operations and other ESFs in their impact assessment and response missions.

Region

When local resources are overwhelmed or depleted, additional agriculture resources are obtained through established mutual aid agreements Calloway County has with counties in the region. The Logistics Chief, in consultation with the requesting jurisdiction, contacts the agencies with whom mutual agreements are in effect to determine if the requested resources are available.

Additionally, either the KyEM Area-1 Response Manager or the state Emergency Operations enter can be contacted to identify the appropriate state agency directing agriculture coordination/support at the state level. That agency can designate a liaison to the Calloway County EOC to assist Emergency Support Function 11 and to the extent capable provide coordinators, assessors and operational personnel in support of the EOC or field activities.

On activation of an emergency operations center in more than one county, the lead agency for agriculture coordination/support at the state level may support the coordination of the event response with regional resources or request additional resources through the State EOC.

State

During an emergency or disaster event, ESF-11/comparable primary and support agencies at the State Emergency Operations Center report and function under the overall direction of the Kentucky Division of Emergency Management Director.

During the response phase, ESF-11/Agriculture evaluates and analyzes information regarding agriculture requests. ESF-11/Agriculture also develops and updates assessments of the agriculture situation/status in the impact area and initiates contingency planning to meet anticipated demands and needs.

The Kentucky Division of Emergency Management develops and maintains the overall State Emergency Operations Plan and accompanying Appendices and Standard Operating Guidelines that govern response actions related to emergencies. Support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents must comply with the National Response Plan, the National Incident Management System and the Incident Command System.

Actions

Actions initiated by ESF-11 are grouped into the phases of emergency management: preparation, mitigation, response and recovery. Each phase requires specific skills and knowledge to accomplish. Each phase requires significant cooperation and collaboration among all supporting agencies and the intended recipients of service. ESF-11 encompasses a full range of activities from training to the provision of field services.

ESF-11 also coordinates and may assume direct operational control of the following functional areas:

- Assistance to emergency response teams with animal-related problems;

- Coordination for animal services and or support agencies to transport animals as needed, during and after disasters;

- Assistance in coordination of any sites of animal needs stations to be set up in the Calloway County area;

- Coordination of appropriate equipment and resources for pre-and post-disaster sheltering and rescue of horses and farm animals;

- Coordination of any field mutual aid from supporting agencies for emergency care to all injured animals;

- Coordination of any needs of local or support agencies for disposal for animal carcasses to include massive numbers;

▪ Release of public information through ESF-15 to the general public regarding such issues as quarantine areas, zoonotic issues alert and public service information announcements.

Preparedness Actions

Actions and activities that develop animal services response capabilities may include planning, training, orientation sessions, and exercises for ESF-11/Agriculture personnel and other emergency support functions that will respond with ESF-11.

Local agencies will jointly address planning issues on an on-going basis to identify response zones, potential staging areas and potential veterinary facilities.

Initiatives also include the following:

▪ Planning with ESF-11 support agencies and other emergency support functions to refine animal services operations;

▪ Conducting training and exercises for EOC and Animal Services response team members;

▪ Delivering preparedness programs that address small pet issues. The Calloway County Extension Service will coordinate preparedness and response measures that address livestock or other large animals;

▪ Ensuring lead agency personnel are trained in their responsibilities and duties;

▪ Promoting awareness of animal protection through a United States Department of Homeland Security public education brochure entitled "Preparing your Pets for Emergencies Makes Sense -- Get Ready Now" and other mediums as appropriate.

Common Activities

▪ Developing mutual aid agreements with government agencies, professional associations, and private agencies and organizations;

▪ Developing agricultural operating procedures, organizational structure and recruit needed personnel;

▪ Developing a system of determining availability and need of manpower, equipment, and other resources and develop alternate sources of notification;

▪ Carrying out a training program for the appropriate type of organization(s) or Animal Response Teams (ART), and take part in tests and exercises;

▪ Refining and exercising preplanned protective measures relative to the county's crop, livestock, and poultry industry.

Disaster Activities

▪ Coordinating efforts to rescue and capture animals including relocation and sheltering before an incident/disaster. Calloway County will need to identify available barns, pastures, kennels, etc., with local agencies and volunteer organizations;

▪ Coordinating with local agencies to establish a system to register identification data in an effort to reunite animals with their owners when separated during an incident/disaster;

- Coordinating the storage of emergency relief supplies and their distribution to animal caretakers/shelters;

Disease Activities

- Coordinating a system for assignment of personnel and equipment to distribute supplies and equipment needed into infected areas;

- Coordinating location(s) to be confinement areas or areas to be quarantined due to infectious animal or plant diseases to help prevent the spread to other areas;

- Coordinating a system for tracking of activities based on information provided by personnel located by confinement areas or quarantine locations.

Response Actions

Response actions/initiatives include:

- Identifying, mobilizing and deploying assessment representatives to the disaster area(s) to determine the specific animal service needs and priorities;

- ESF-11 will coordinate with other Emergency Support Functions represented at the EOC to provide support to aid in the relief of nuisance and health-related problems involving animals and their impact on human relief efforts;

- During this phase, animal-related services will become more generalized:

  o ESF-11 will proceed with assistance on a limited basis and participate with damage assessment teams.

  o Additionally, due to the complexity of injured, dead and nuisance animal problems, conditions may require special expert advisory groups;

  o ESF-11 will coordinate advice from subject matter experts and will determine specific strategies to manage and respond to these situations.

- The responsibility for providing safe shelter for animals lies with the owner. Owners who must evacuate are encouraged to make arrangements ahead of time for pet evacuation and are advised of the following options:

  o Stay with friends or family members in a safe area;

  o Make reservations in lodgings which will accept pets;

  o Make arrangements to board animals at a kennel or a veterinarian's office;

  o Relocate larger animals to open pasture areas.

- Pet disaster information is available at the following website: www.protectyourfamily.ky.gov.

Common Activities

- Coordinate Animal Response Teams for the care and disposal of domestic animals;

- Coordinate emergency medical care for all animals, including commercial livestock, poultry, fish, exhibition (racing) animals, and domestic pets;

- Increase surveillance of critical locations (i.e., auction markets, confinement markets, slaughter plants and free-range operations);

- Take additional precautions at public events where animals are displayed and/or markets, and possibly consider alternate venues or cancellation;

- Keep records of workers available, work undertaken, and hours worked.

Disaster Activities

- Track the activities of all available animal shelter facilities and confinement areas identified before, during, and after the incident/disaster;

- Coordinate evacuation of livestock during a disaster/incident to emergency shelters and coordinate efforts to provide water, food, and other physical needs to livestock/wildlife being sheltered.

Disease Activities

- Coordinate animal care, euthanasia of injured animals and disposal of dead animals;

- Disposal methods for infected or potentially infected carcasses and plant host material are chosen for their minimal impact on the environment and disease control.

Recovery Actions

- Provide continued care of sheltered animals and an extended network for the adoption of unclaimed animals;

- Assist in the relocation of sick and injured animals to permanent facilities until a return to normal operations;

- Coordinate with other Emergency Support Functions represented at the EOC to provide support to aid in the relief of nuisance and health-related problems involving animals and their impact on human relief efforts;

- Continue to provide assistance in the following areas: capture of injured and displaced animals, sheltering, medical care, feeding, relocation and reunification with owners, acquisition of additional food and supplies from vendors to support the relief efforts, continued coordination with other ESFs for timely and proper carcass disposal;

- Address long-term animal issues to include the return of animals to their owners or natural environment, long-term health recovery, and proper disposal of carcasses with the aid of ESF-3/Public Works-Infrastructure Management.

Common Activities

- Coordinate organized Animal Response Teams and other local emergency response teams within the county, and with the statewide support network and the SART;

- Coordinate damage assessment and restore equipment and supplies to normal operational readiness as soon as feasible.

Disaster Activities

- Manage crisis response and resulting consequences, and cooperate with law enforcement officials in criminal investigations, if a terrorist act is suspected in connection with agricultural incidents;

- Coordinate the security of supplies, equipment, personnel, and other resources to carry out the recovery plans associated with animal health emergency management and/or any act of agro-terrorism that may pose a substantial threat to the county.

Disease Activities

- Coordinate decontamination and/or destruction of animals, plants, and their associated facilities as deemed necessary.

Mitigation Actions

- Develop and deliver guidance for farmers and owners of livestock on measures that can be taken to reduce losses from scenario disaster events;

- Develop and deliver guidance for pet owners on measures that can be taken to reduce losses from scenario disaster events.

Responsibilities

All tasked agencies will:

- Develop applicable standard operating procedures, guidelines and/or checklists which clearly define the role of this emergency support function in the overall functioning of the Calloway County EOC and detail the accomplishment of their assigned functions;

- Train staff in the standard operating procedures, guidelines and/or checklists that outline the courses of action to be taken during a pending or actual disaster or emergency situation;

- Participate in drills to exercise these procedures and actions on a regular basis;

- Participate in honest appraisals of the performance of the Agriculture role and actions after each drill, exercise and actual activation of the Calloway County EOC;

- Participate in a continuous quality improvement process using incident performance appraisals and debriefs to continuously refine the role and actions of this emergency support function in the overall functioning of the Calloway County EOC, and incorporate any refinements or updates into clearly written procedures in coordination with all staff and involved agencies;

- Deploy a representative to the EOC to assist with emergency management activities;

- Provide on-going status reports as requested by the Emergency Management Coordinator;

- Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster-related work from daily work in the event that State and Federal reimbursement becomes available;

- Maintain up-to-date rosters for notifying personnel and 24-hour EOC staffing capabilities, and provide this information to the Calloway County Office of Emergency Management;

- Perform other emergency responsibilities as assigned.

Primary Agency: Calloway County Extension Office

Duties include:

- Providing leadership in directing, coordinating and integrating overall Calloway County efforts to provide animal service to affected areas;

- Staffing and operating a National Incident Management system compliant command and control structure (i.e., Incident Command System) to assure that services and staff are provided to areas of need;

- Coordinating and directing the activation and deployment of Calloway County animal services agencies, service personnel, supplies, and equipment and provide certain direct resources;

- Evaluating the emergency situation, making strategic decisions, identifying resource needs and securing resources required for field operations;

- Coordinating supplemental assistance in identifying and meeting the needs of animals during a disaster;

- Implementing the organization, assignment and staffing at the facilities in which ESF-11 requires location;

- Investigating all animal bites;

- Facilitating the transportation of injured, stray or nuisance animals to animal care facilities;

- Coordinating with Calloway County Health Department for the release of public information regarding animals and related health issues;

- Providing for the quarantine of bite animals for observation and impounding of animals roaming at large;

- Euthanizing sick and/or injured animals through assigned and authorized personnel;

- Returning wild animals to their natural environment;

- Responding to animal-related inquires;

- Investigating animal cruelty and neglect complaints;

- Coordinating surveillance of plant pests of unknown or questionable origin which may pose a potential or substantial threat to agriculture, horticulture, economy or public health;

- Assisting in monitoring and reporting environmental hazards.

Support Agencies

Support agencies will provide assistance to the Emergency Support Function with services, staff, equipment and supplies that complement the entire emergency response effort as the Emergency Operations Center addresses the consequences generated by the hazards that may affect the county (i.e., severe weather, earthquake, environmental, biological and/or terrorism). Services and resources are subject to change. Emergency coordinators are responsible for frequently updating their resources capabilities with the ESF-11.

General responsibilities include:

- Notifying, activating and mobilizing all personnel and equipment to perform or support assigned functions;

- Designating and assigning personnel for staffing of all facilities at which this ESF is required, and providing representation when it is determined by the primary agency of this ESF to be necessary;

- Coordinating all actions of the support agency with the primary agency when performing the assigned missions of the ESF;

- Identify all personnel and resource requirements to perform assigned missions which are in excess of the support agencies' capabilities;

- Ensure that procedures are developed for surveillance and response to pests of crops and horticulture. These procedures will relate to catastrophic disaster and disease that pose a significant impact on human life, property or the economy;

- Providing personnel to conduct product tracing to determine the source, destination and disposition of adulterated and/or contaminated products;

When requested, the Kentucky State Agriculture Response Team (SART) can provide agriculture/animal relief response and recovery efforts. (The SART was developed to augment response and recovery efforts for incidents involving agriculture/animals in any part of the state).

Administration and Support

Support

Requests for emergency assistance will be resolved at the lowest level direction and control facility with appropriate response resources capabilities. Unresolved assistance requests will normally flow upward from cities to the county and/or field deployed command posts to responsible representatives in the State Emergency Operations Center, and as required to other states or the federal government for assistance support.

Agreements and Understandings

All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of laws and procedures.

Status Reports

The primary agency will maintain status of all outstanding assistance requests and unresolved ESF-11 related issues. This information will be summarized into periodic status reports and submitted in accordance with applicable operating procedures.

Expenditures and Recordkeeping

Each ESF-11 agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines. The first source of funds for expenditures by agencies in response to emergency, imminent disaster, or recovery from a catastrophic incident, is to be from funds associated with each local agency.

ESF-11 is responsible for managing financial matters (specific to ESF 11 activity) related to resources procured/used during an event and forwarding that information to the Finance/Administration Section. However, each local government/agency/department must also track and record its own expenditures to ensure accuracy with any submissions for potential reimbursement. Information will be provided post-event as to application procedures for reimbursement.

The Finance/Administration Section will coordinate with the Logistics Section to ensure that procurements and staff hours are properly documented and processed for potential reimbursement. It is also responsible for follow-up on all financial issues via coordination with Calloway County Government and other local governments' fiscal and personnel management officials, Kentucky Division of Emergency Management fiscal agents, Federal Emergency Management Agency fiscal agents and directly with vendors as necessary.

Expenditures by other departments for activity not directly related to ESF 11 will be documented by those entities and submitted directly to the Finance/Administration Section as soon as possible.

Critiques

Following the conclusion of any significant emergency, incident or exercise, the primary agency representative will conduct a debrief critique of the group activities during the emergency/incident/exercise with the ESF 11 agencies, identifying both successful operations and areas of operations requiring further refinement in a continuous quality improvement process for the overall performance of the Calloway County Emergency Operations Center.

ENERGY AND UTILITIES/INFRASTRUCTURE MANAGEMENT

ESF-12

Revised May 2024

Coordinates and organizes energy and utilities/infrastructure management resources in preparing for, responding to and recovering from emergency/disaster incidents which impact the citizens of Calloway County.

ENERGY AND UTILITIES/INFRASTRUCTURE MANAGEMENT
ESF-12

ESF Coordinator: Director, Murray Public Works Department

Primary Agencies: Murray Public Works Department
Murray Electric System

Support Agencies: **Calloway County Fiscal Court**
Calloway County Judge Executive and Magistrates
Calloway County Sheriff's Office
Calloway County Office of Emergency Management
Calloway County Road Department
Calloway County Fire-Rescue

City of Murray
Mayor of Murray and City Council
Murray Police Department
Murray Fire Department

City of Hazel
Mayor of Hazel and City Council
Hazel Public Works

Murray State University
MSU Police Department
MSU Facilities Management

Other Local and Regional Agencies
West Kentucky Rural Electric Co-operative System
Propane and Petroleum distributors (see Calloway ERL for listing)
Water distribution districts (see Calloway ERL for listing)

State Agencies
Kentucky Division of Emergency Management
Kentucky Transportation Cabinet (KYTC) District Office
Kentucky State Police
Kentucky Motor Vehicle Enforcement
Kentucky State Fire Marshal
Kentucky Department of Military Affairs/Kentucky National Guard

Introduction

The Energy and Utilities/Infrastructure Management Emergency Support Function (ESF-12):

- Identifies and organizes the resources (human, technical, equipment, facility, materials and/or supplies) available to Calloway County, the City of Murray, and the City of Hazel to address and support energy and utilities needs in the event of either a natural or man-made disaster or emergency situation;

- Identifies the responsibilities of organizations charged with providing energy, water, and wastewater treatment in the case of a disaster or emergency situation;

- Is established to assure the provision of energy and utilities support to Calloway County, the City of Murray, the City of Hazel and private-sector response before, during and after an incident/event;

- Provides personnel and resources to support prevention, preparedness, protection, response, recovery and mitigation in support of the primary emergency management objectives of energy, water, and wastewater treatment in emergency and disaster situations.

Mission

The mission of the Energy and Utilities/Infrastructure Management Emergency Support Function is to coordinate and organize energy and utilities resources in preparing for, responding to and recovering from emergency/disaster incidents which impact the citizens of Calloway County.

Scope

The scope of this ESF includes:

- Assessing energy and utilities system damage and determining the required resources to restore such systems;

- Coordinating with ESF-12/Energy and Utilities support agencies for assistance in helping suppliers obtain information, equipment, specialized labor, fuel and transportation to repair or restore energy and utilities systems;

- Coordinating information with local, state, and federal officials and suppliers about available energy and utilities resources for recovery assistance;

- Providing technical assistance concerning energy and utilities systems.

ESF-12/Energy and Utilities is a functional annex to the Calloway County Kentucky Emergency Operations Plan (EOP) and, to the extent possible, information contained in other sections of the EOP will not be repeated in this ESF annex. Many of the agencies involved in ESF-12/Energy and Utilities activities have existing emergency plans and procedures which this ESF Annex complements and supports.

This Emergency Support Function applies to all agencies with assigned energy and utilities emergency responsibilities as described in the Calloway County EOP.

Situations and Assumptions

Some of the situations and assumptions involved in ESF-12/Energy and Utilities planning include but are not limited to the following:

Electric, Natural Gas, Propane, and Petroleum fuels:

- A reliable supply of energy is necessary to sustain human life, business activity, and agricultural and industrial production;

- A catastrophic incident such as severe weather conditions (ice storms, heat waves, or tornadoes), earthquake, equipment failure or terrorist damage, may cause energy shortages by interfering with delivery through transmission lines or transportation services, or by forcing higher than normal usage of energy for heating or cooling or for emergency power generation;

- Evacuation/relocation/disabling of the county population due to a catastrophic incident may cause a disruption of energy distribution due to loss of manpower;

- Utilities systems usage may be curtailed or otherwise cease to operate due to damage or other emergency conditions;

- Depending on the situation, rationing or conservation of electricity or fuel may be imposed to conserve Kentucky's energy resources;

- Utility and energy organizations will perform tasks on their own authority to restore their essential services to the jurisdiction.

Water/ Wastewater:

- Clean water is necessary to sustain human life, business activity, and agricultural and industrial production;

- Potable water may not be available due to drought, hazardous materials spills, terrorist action, severe weather or mechanical failure;

- Evacuation/relocation/disabling of the county population due to a catastrophic incident may cause a disruption of water distribution or treatment due to loss of manpower;

- A catastrophic incident could seriously cripple the county, making potable water extremely scarce. Rationing to conserve the county's water would have to be undertaken;

- Public and private water usage may be curtailed or otherwise cease to operate due to damage or other emergency conditions;

- Receipt and distribution of bottled water may be required;

- The return of untreated consumed water to the ground water supply can so contaminate this supply as to make converting back to potable water uneconomical.

Concept of Operations

The Calloway County Emergency Operations Center (EOC) serves as the central location for interagency coordination and executive decision-making, including all activities associated with ESF-12/Energy and Utilities, during a disaster/emergency event. The ESF-12/Energy and Utilities Primary Agencies work with the EOC management team to ensure necessary energy tasks are accomplished. The Support and Partnering Agencies provide resources and personnel to assist in accomplishing ESF-12/Energy and Utilities activities as required by the size and demands of the event. As calls are received requesting services and resources during an emergency/disaster situation, they are routed to the ESF-12/Energy and Utilities desk to determine appropriate action in consult with EOC management.

General

ESF-12/Energy and Utilities is organized consistent with the requirements of the National Response Plan, the National Incident Management System and uses the Incident Command System (composed of Planning, Operations, Logistics and Finance/Administration Sections with their standardized Units, Teams, positions, forms and terminology) to manage its emergency/disaster responsibilities. This structure and system supports incident assessment, planning, procurement, deployment and coordination of energy support operations for Calloway County, the City of Murray, and the City of Hazel. Pursuant to the Incident Command System structure, the Planning, Logistics, Finance/Administration and Operations Section Coordinators and staff at the Emergency Operations Center (EOC) assist the EOC Manager in achieving the overall mission. Sections, Units, Teams, staffing levels, etc. are modular and scalable, depending on the type, size, scope and complexity of the emergency or disaster event.

Procedures, protocols and plans for energy and utilities disaster response activities provide guidelines for operations at the Calloway County Emergency Operations Center and in the field.

- The Emergency Operations Plan and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines that describe ESF-12/Energy and Utilities capabilities are based on National Planning Scenarios, Universal Task List and Target Capabilities and are the basis of these guidelines;

- Periodic training and exercises are conducted to enhance effectiveness;

- Energy and Utilities planning is continuous, beginning well before impact of approaching natural disasters and immediately upon those not forecasted.

A large event requiring regional, state and/or interstate mutual aid assistance will require ESF-12/Energy and Utilities activation. ESF-12/Energy and Utilities will coordinate with support agency counterparts to seek and procure, plan, coordinate and direct the use of any required energy and utilities assets.

When an event requires a specific type or response mode, energy and utilities technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with skills relevant to the type of event. The individual will advise and/or direct operations within the context of the Incident Command System structure.

As illustrated in Figure 12-1: *ESF-12/Energy and Utilities Concept of Operation*, ESF-12 will give priority to five fundamental, interrelated functions:

- Use technology and human intelligence to collect, analyze and disseminate information on direct and indirect disaster impacts,

- Assess the capabilities of local government, the business community and volunteer agencies to effectively respond to the disaster;

- Assess and prioritize the immediate needs of impacted communities, neighborhoods and areas of the county;

- Incorporate the analyses into Incident Action Plans that establish operational objectives and identify resource requirements to accomplish these objectives;

- Utilize an Incident Action Matrix to establish priorities, assign tasks to agencies and track progress in meeting objectives.

ESF-12/ENERGY AND UTILITIES/INFRASTRUCTURE MANAGEMENT

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        │ 1. ASSESS IMPACTS        │
        │ 2. ASSESS LOCAL RESPONSE │
        │    CAPABILITIES          │
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┌──────────────────────┐          ┌──────────────────────┐
│ 5. PREPARE AND       │          │ 3. PRIORITIZE NEEDS OF│
│ IMPLEMENT INCIDENT   │          │ IMPACTED AREAS        │
│ ACTION MATRIX        │          │                       │
└──────────────────────┘          └──────────────────────┘

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        │ 4. PREPARE AND           │
        │ IMPLEMENT INCIDENT       │
        │ ACTION PLANS (IAP)       │
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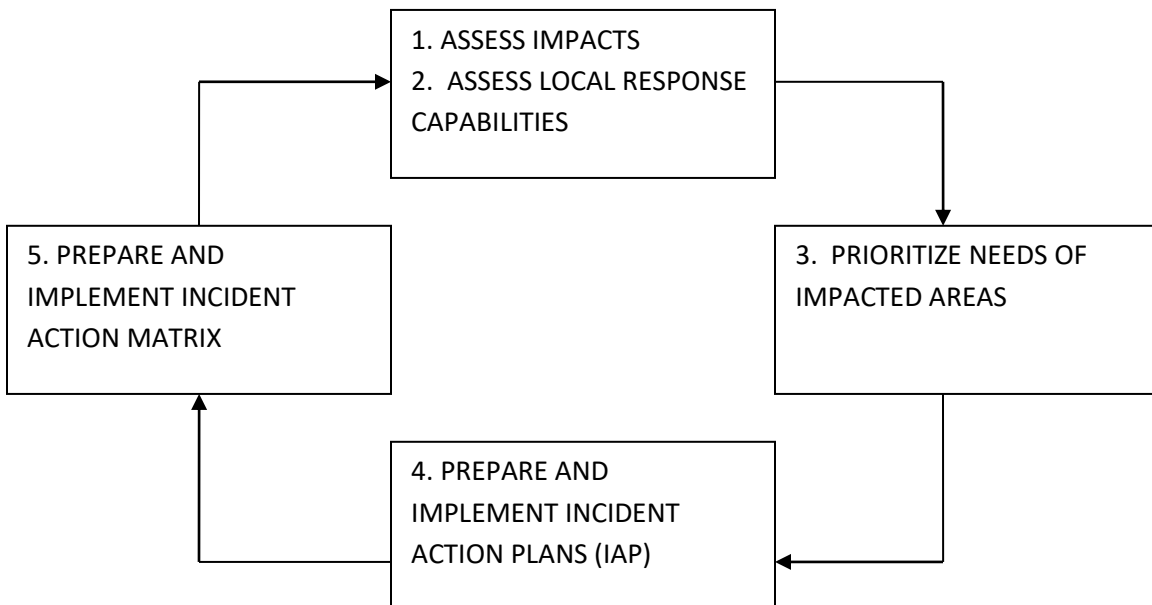
Figure 12-1: *ESF-12/Energy and Utilities Concept of Operations*

Each energy and utilities organization which enters into a mutual aid agreement will furnish a copy of the agreement to the Calloway County ESF-12 Coordinator.

The Calloway County Office of Emergency Management, with the assistance of the ESF-12 Coordinator, will maintain up-to-date information (reviewed/updated annually) of energy and utilities services in Calloway County including:

- Names of responsible officials,

- ESF-12/Energy and Utilities staffing directory,

- ESF-12/Energy and Utilities notification lists,

- Major energy equipment identified in Resource Typing and readiness status.

The ESF-12/Energy and Utilities Emergency Operations Plan plus accompanying Appendices, Annexes and Standard Operating guidelines are maintained by the Calloway County Office of Emergency Management and are reviewed and updated by the energy planning committee with the Calloway County Office of Emergency Management at least annually. Support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents must comply with the National Response Plan, National Incident Management System, Incident Command System and the Emergency Operations Plan (EOP).

Energy and utilities organizations are responsible for training and continuing education of their personnel.

The Calloway County Emergency Operations Center uses WebEOC (crisis management software) to supplement disaster management planning and actions. Specifically, all of the applicable Emergency Support Functions, agency based emergency operations centers, and other facilities or functions as appropriate are able to communicate their needs and status through WebEOC. This allows all of the information to be integrated for the specific event for efficient assessment of what actions, resources and needs exist.

Notifications

Calloway County E911 Dispatch is the county's 24 hour Warning Point. There are also E911 Dispatch centers serving the City of Murray and the main campus of Murray State University.

When the county or an area of the county has been threatened or impacted by an emergency or disaster event, the E911 Dispatch involved will notify the Calloway County Office of Emergency Management Director who in turn notifies the State Emergency Operations Center Duty Officer. The state Emergency Operations Center notifies applicable state agencies including the Area Response Manager of KyEM Region 1.

ESF-12/Energy and Utilities is activated or alerted for standby upon notification by the Calloway County Office of Emergency Management. Upon instructions to activate this Emergency Support Function, the ESF-12/Energy and Utilities Coordinator and Support Agencies will implement their procedures to notify and mobilize all personnel, facilities and physical resources potentially needed, based on the emergency circumstance.

Direction and Control

Murray Public Works Department and Murray Electric System are the lead agencies for ESF-12 and will manage the emergency activities of ESF-12/Energy and Utilities. During emergency activations, ESF-12 operates from the Calloway County Emergency Operations Center (EOC) on a 24 hour/7 days a week schedule to help maintain the flow of energy and utilities services.

The Calloway County Office of Emergency Management functions as the official disaster organization for preparedness, mitigation, response and recovery within Calloway County and serves as the focal point for ESF-12/Energy and Utilities activities. It is responsible for ensuring that all appropriate program departments, support agencies, other Emergency Support Functions and private voluntary agencies have knowledge about the system and ESF-12/Energy and Utilities expectations.

The ESF-12/Energy and Utilities system operates at two levels – the Emergency Operations Center and field operations.

All management decisions regarding county and/or regional resource allocation are made at the Emergency Operations Center with the ESF-12/Energy and Utilities Coordinator during emergency activations. In accordance with a mission assignment from ESF-12/Energy and Utilities and further mission tasking by a local primary agency, each support organization assisting in an ESF-12 assignment retains administrative control over its own resources and personnel but according to the operational control of ESF-12/Energy and Utilities. Delegation of mission operational control may be delegated to a management Support Unit, Multi-Agency Coordination Team or a local entity.

Organization

Response to an emergency/disaster event in Calloway County is progressive as demonstrated in Figure 12-2: *Progressive Requests for Emergency/Disaster Resources*. The initial response to an emergency/disaster situation is met by the use of the energy and utilities resources available at the local level. Calloway County, the city of Murray, the city of Hazel, and Murray State University activate available resources.   When the energy or utilities needs for resources and/or services exceed the capability of what is available in the jurisdictions within Calloway County, established mutual aid agreements with surrounding counties to provide energy and water are activated. When needed energy and water resources cannot be located through mutual aid agreements, the Calloway County Emergency Operations Center requests resources through the state Emergency Operations Center. The state Emergency Operations Center locates resources through intra- and inter-state mutual aid agreements and federal assets.

Requests for Emergency Assistance Flow Upwards from the Lowest Level

FEDERAL ASSETS

INTER-STATE MUTUAL AID AGREEMENTS

STATE EMERGENCY OPERATIONS

INTRA-STATE MUTUAL AID AGREEMENTS

Calloway County EOC

MUTUAL AID AGREEMENTS

ESF-12 COORDINATOR

CALLOWAY COUNTY RESOURCE

CITY of MURRAY RESOURCE

CITY of HAZEL RESOURCE

MURRAY STATE UNIV. RESOURCE
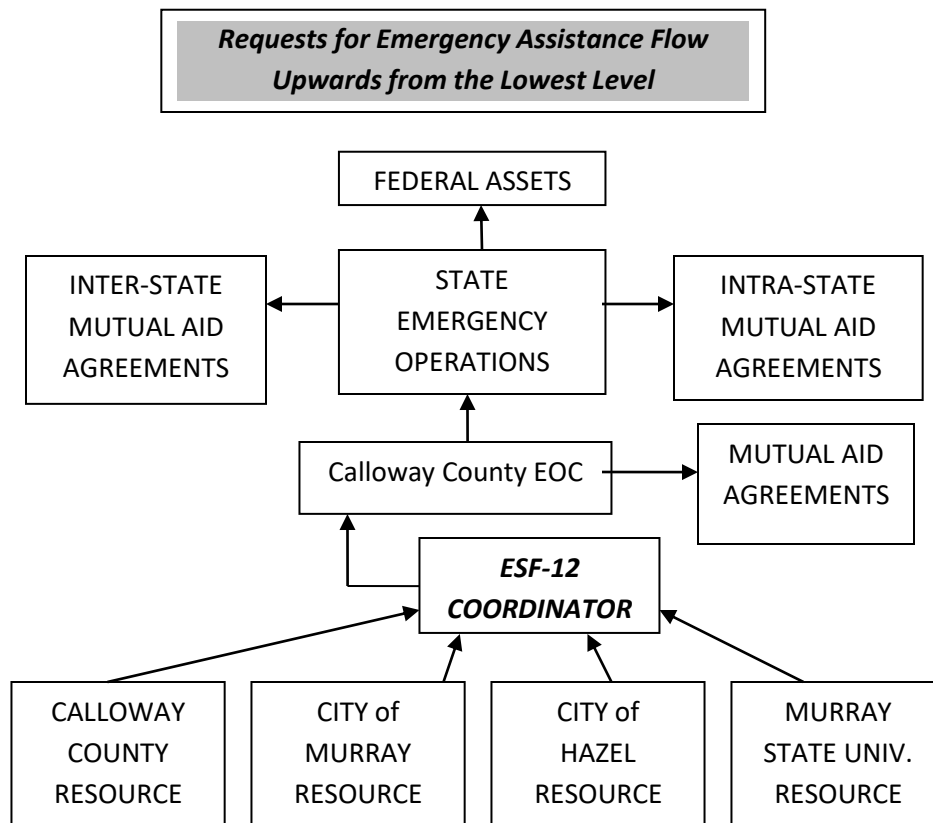
Figure 12-2: *Progressive Requests for Emergency/Disaster Resources*

County

Calloway County Emergency Management notifies ESF-12/Energy and Utilities and requests assistance from the primary and support agencies to help staff the ESF-12 position in the Calloway County Emergency Operations Center.

In the Incident Command Structure, ESF-12/Energy and Utilities is located in the Planning Section as shown in Figure 12-3: *Incident Command System Structure: ESF-12/Energy and Utilities*.

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                    │  CALLOWAY COUNTY    │
                    │    EOC MANAGER      │
                    └─────────────────────┘
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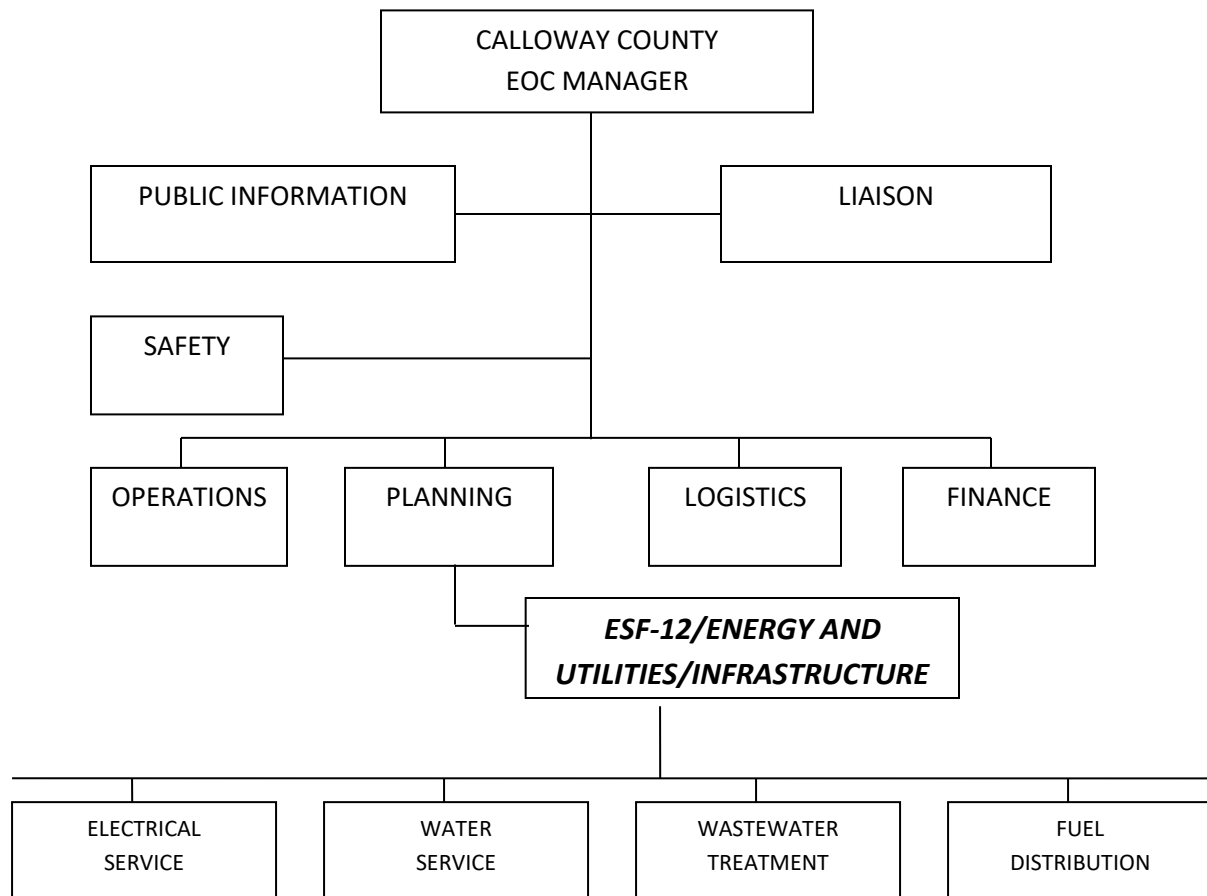
Figure 12-3: *Incident Command System Structure: ESF-12/Energy and Utilities*

During an activation of the EOC, support agency staff is integrated with the energy and utilities staff to provide support that will allow for an appropriate, coordinated and timely response.

Throughout the response and recovery periods, ESF-12/Energy and Utilities:

- Collects, analyzes, and disseminates tactical information on the nature, scope and potential impacts of an incident or major disaster related to energy and utilities;

- Evaluates and analyzes information regarding energy and utilities requests;

- Develops and updates assessments of current and anticipated future energy and utilities needs and resource requirements;

- Implements contingency planning to meet anticipated energy and utilities needs;

- Incorporates this analysis into Incident Action Plans; and

▪ Uses this intelligence to support the Logistics, Operations and other ESFs in their impact assessment and response missions.

Region

When local resources are overwhelmed or depleted, additional energy or utilities resources are obtained through established mutual aid agreements Calloway County has with counties in the region. The Planning Chief, in consultation with the requesting jurisdiction, contacts the agencies with whom mutual agreements are in effect to determine if the requested resources are available.

Additionally, either the KyEM Area-1 Response Manager or the state Emergency Operations Center can be contacted to identify the appropriate state agency directing energy and utilities coordination/support at the state level. That agency can designate a liaison to the Calloway County EOC to assist ESF-12/Energy and Utilities and to the extent capable provide coordinators, assessors and operational personnel in support of the EOC or field activities.

On activation of an emergency operations center in more than one county, the lead agency for energy and utilities coordination/support at the state level may support the coordination of the event response with regional resources or request additional resources through the State Emergency Operations Center.

State

During an emergency or disaster event, ESF-12/comparable primary and support agencies at the State Emergency Operations Center report and function under the overall direction of the Kentucky Division of Emergency Management Director.

During the response phase, ESF-12/Energy and Utilities evaluates and analyzes information regarding energy requests. ESF-12/Energy and Utilities also develops and updates assessments of the energy and utilities situation/status in the impact area and initiates contingency planning to meet anticipated demands and needs.

The Kentucky Division of Emergency Management develops and maintains the overall State Emergency Operations Plan and accompanying Appendices and Standard Operating Guidelines that govern response actions related to emergencies. Support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents must comply with the National Response Plan, the National Incident Management System and the Incident Command System.

Actions

Actions initiated by ESF-12/Energy and Utilities are grouped into the phases of emergency management: preparation, mitigation, response and recovery. Each phase requires specific skills and knowledge to accomplish. Each phase requires significant cooperation and collaboration among all supporting agencies and the intended recipients of service. ESF-12/Energy and Utilities encompasses a full range of activities from training to the provision of field services.

Preparedness Actions

Actions and activities that develop energy and utilities sector response capabilities may include planning, training, orientation sessions and exercises for ESF-12/Energy and Utilities personnel and other emergency support functions that will respond with ESF-12. This involves the active participation of local inter-agency preparedness organizations, which collaborate in such activities on a

regular basis. Local agencies will jointly address planning issues on an on-going basis to identify response zones, potential staging areas, potential medical facilities and the maintenance and future development of specialized teams.

Initiatives also include:

- Planning with ESF-12/Energy and Utilities support agencies and other emergency support functions to refine energy and utilities sector operations;

- Developing and refining procedures for rapid impact assessment per field surveys;

- Conducting training and exercises for Emergency Operations Center (EOC) and energy and utilities sector response team members;

- Preparing and maintaining emergency operating procedures, resource inventories, personnel rosters and resource mobilization information necessary for implementation of the responsibilities of the lead agencies;

- Ensuring lead agencies personnel are trained in their responsibilities and duties;

- Developing and implementing emergency response strategies;

- Developing and presenting training for ESF-12/Energy and Utilities personnel, providing information on critical facilities/infrastructure to the Calloway County Office of Emergency Management and developing protocols for frequently provided services;

- Maintaining liaison with support agencies;

- Conducting vulnerability analyses at critical facilities and making recommendations to improve physical security;

- Conducting All Hazards exercises involving ESF-12/Energy and Utilities.

Response Actions

Response actions/initiatives include:

- Coordinating operations at the ESF-12/Energy and Utilities position in the Calloway County EOC and/or at other locations as required;

- Coordinating needs and response actions with Calloway County Office of Emergency Management;

- Establishing and maintaining a system to support on-scene direction/control and coordination with the Calloway County EOC, State EOC, or other coordination entities as appropriate;

- Establishing mutual aid procedures for:

  o Energy and utilities restoration;

  o Interoperable communications; and

  o Others as appropriate;

- Coordinating resource management and logistical support;

- Implementing Disaster Assessment Teams to determine:

  o Post-event effect on emergency services;

  o Functional group resources, and;

  o The ability to perform continuity of operations for essential functions;

- Monitoring and directing energy and utilities resources and response activities to include pre-positioning for response/relocation due to the potential impact(s) of the emergency situation;

- Participating in EOC briefings, development of Incident Action Plans and Situation Reports, and meetings;

- Coordinating with support agencies to support emergency activities;

- Obtaining other resources through the Statewide Emergency Management Mutual Aid and Assistance Agreement and/or Mutual Assistance Groups comprised of restoration teams from other energy and utilities providers;

- Coordinating all resources into the affected areas from designated staging areas;

- Coordinating with other jurisdictions' ESFs or like function to obtain resources and facilitate an effective emergency response among all participating agencies.

Recovery Actions

Recovery actions/initiatives include:

- Obtaining additional energy and utilities sector resources.

Mitigation Actions

Mitigation activities/initiatives include:

- Identifying and seeking funds for retrofitting critical facilities and providing auxiliary power;

- Coordinating with the Local Emergency Planning Committee to identify potential hazards and their impacts, include in the Jackson Purchase Hazard Mitigation Plan, and seek funding;

- Providing personnel with the appropriate expertise to participate in mitigation strategy activities designed to reduce or minimize the impact of future disasters.

Responsibilities

All tasked agencies will:

- Develop applicable standard operating procedures, guidelines and/or checklists which clearly define the role of this emergency support function in the overall functioning of the Calloway County EOC and detail the accomplishment of their assigned functions;

- Train staff in the standard operating procedures, guidelines and/or checklists that outline the courses of action to be taken during a pending or actual disaster or emergency situation;

- Participate in drills to exercise these procedures and actions on a regular basis;

- Participate in honest appraisals of the performance of the Energy and Utilities role and actions after each drill, exercise and actual activation of the Calloway County EOC;

- Participate in a continuous quality improvement process using incident performance appraisals and debriefs to continuously refine the role and actions of this emergency support function in the overall functioning of the Calloway County EOC, and incorporate any refinements or updates into clearly written procedures in coordination with all staff and involved agencies;

- Deploy a representative to the EOC to assist with emergency management activities;

- Provide on-going status reports as requested by the Emergency Management Coordinator;

- Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster-related work from daily work in the event that State and Federal reimbursement becomes available;

- Maintain up-to-date rosters for notifying personnel and 24-hour EOC staffing capabilities, and provide this information to the Calloway County Office of Emergency Management;

- Perform other emergency responsibilities as assigned.

Primary Agencies: Murray Public Works Department
Murray Electric System

Duties include:

- Providing leadership in directing, coordinating and integrating overall Calloway County efforts to provide energy and utilities restoration to affected areas and populations;

- Staffing and operating a National Incident Management System compliant command and control structure (i.e., Incident Command System), to assure that services and staff are provided to areas of need;

- Coordinating and directing the activation and deployment of energy and utilities restoration personnel, supplies and equipment and providing certain direct resources;

- Evaluating the emergency, making strategic decisions, identifying resource needs and securing resources required for field operations;

- Tasking support agencies as necessary to accomplish ESF-12/Energy and Utilities support responsibilities;

- Monitoring energy and utilities sector emergency response and recovery operations;

- Making specific requests for energy and utilities restoration assistance to the State ESF-12/comparable as needed. The state will activate resources through the State Emergency Response Plan;

- Re-assessing priorities and strategies throughout the emergency according to the greatest energy and utilities needs;

- Assisting with emergency evacuations and re-entry of threatened areas;

- Demobilizing resources and deactivating the ESF-12/Energy and Utilities function upon direction from the EOC Manager.

Support Agencies:

Support agencies will provide assistance to the Emergency Support Function with:

- Performing the above-outlined tasks as requested by the ESF Coordinator;

- Providing services, staff, equipment, and supplies that complement the entire emergency response effort; and

- Reporting current resources capabilities on a regular basis.

Administration and Support

Support

Requests for emergency assistance will be resolved at the lowest level direction and control facility with appropriate response resources capabilities. Unresolved assistance requests will normally flow upward from cities to the county and/or field deployed command posts to responsible representatives in the State Emergency Operations Center, and as required to other states or the federal government for assistance support.

Agreements and Understandings

All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of laws and procedures.

Status Reports

The primary agencies will maintain status of all outstanding assistance requests and unresolved ESF-12/Energy and Utilities related issues. This information will be summarized into periodic status reports and submitted in accordance with applicable operating procedures.

Expenditures and Recordkeeping

Each ESF-12/Energy and Utilities agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines. The first source of funds for expenditures by agencies in response to emergency, imminent disaster, or recovery from a catastrophic incident, is to be from funds associated with each local agency.

ESF-12/Energy and Utilities is responsible for managing financial matters specific to ESF-12/Energy and Utilities activity and related to resources procured/used during an event and forwarding that information to the Finance/Administration Section. However, each local government/agency/ department must also track and record its own expenditures to ensure accuracy with any submissions for potential reimbursement. Information will be provided post-event as to application procedures for reimbursement.

The Finance/Administration Section will coordinate with the Logistics Section to ensure that procurements and staff hours are properly documented and processed for potential reimbursement. It is also responsible for follow-up on all financial issues through coordination with Calloway County Government and other local governments' fiscal and personnel management officials, Kentucky

Division of Emergency Management fiscal agents, Federal Emergency Management Agency fiscal agents and directly with vendors as necessary.

Expenditures by other departments for activity not directly related to ESF-12/Energy and Utilities will be documented by those entities and submitted directly to the Finance/Administration Section as soon as possible.

<u>Critiques</u>

Following the conclusion of any significant emergency, incident or exercise, the primary agency representatives will conduct a debrief critique of the group activities during the emergency/incident/exercise with the ESF-12/Energy and Utilities agencies, identifying both successful operations and areas of operations requiring further refinement in a continuous quality improvement process for the overall performance of the Calloway County Emergency Operations Center.

LAW ENFORCEMENT
AND SECURITY

ESF-13

Revised May 2024

Coordinates and organizes law enforcement and security resources in preparing for, responding to and recovering from emergency/disaster incidents which impact the citizens of Calloway County.

ESF-13
LAW ENFORCEMENT AND SECURITY

ESF Coordinator: Calloway County Sheriff

Primary Agencies: Calloway County Sheriff Office
Murray Police Department
Murray State University Police Department
Calloway County Jailer's Office

Support Agencies: **Calloway County Fiscal Court**
Calloway County Judge-Executive and Magistrates
Calloway County Office of Emergency Management
Calloway County Road Department
Calloway County Fire-Rescue
Murray-Calloway County Hospital Ambulance Service
Calloway County Animal Control Officer

City of Murray
Mayor of Murray and City Council
Murray Fire Department
Murray Public Works

City of Hazel
Mayor of Murray and City Council
Hazel Public Works

Other Local Agencies
Calloway County CERT

State Agencies
Kentucky State Police
Kentucky Motor Vehicle Enforcement
Kentucky Fish & Wildlife
Kentucky Department of Transportation
Kentucky Department of Corrections
Kentucky Division of Emergency Management

Introduction

The Law Enforcement and Security Emergency Support Function (ESF-13):

- Identifies and organizes the resources (human, technical, equipment, facility, materials and/or supplies) available to Calloway County, the City of Murray and the City of Hazel to address and support law enforcement and security needs in the event of either a natural or man-made disaster or emergency situation;

- Identifies the responsibilities of organizations charged with providing law enforcement and security in the case of a disaster or emergency situation;

- Is established to assure the provision of law enforcement and security support to Calloway County, the City of Murray, and the City of Hazel before, during and after an incident/event;

- Provides personnel and resources to support prevention, preparedness, protection, response, recovery and mitigation in support of the primary emergency management objectives of law enforcement and security in emergency and disaster situations.

Mission

The mission of the Law Enforcement and Security ESF is to coordinate and organize law enforcement and security resources in preparing for, responding to and recovering from emergency/disaster incidents which impact the citizens of Calloway County.

Scope

The scope of this ESF includes:

- Assessing law enforcement and security system damage and determining the required resources to restore such law enforcement and security systems;

- Coordinating with ESF-13/Law Enforcement and Security support agencies for assistance in helping law enforcement and security suppliers obtain information, equipment, specialized labor, fuel and transportation;

- Coordinating information with local, state, and federal officials and suppliers about available resources for law enforcement and security recovery assistance;

- Providing technical assistance concerning law enforcement and security systems;

- Providing law enforcement and security coordination and support services for emergency events in Calloway County;

- Maintaining law and order;

- Protecting life and property;

- Undertaking traffic control;

- Providing law enforcement support to other law enforcement agencies;

- Guarding essential facilities and supplies, and

- Coordinating law enforcement mutual aid.

ESF-13/Law Enforcement and Security is a functional annex to the Calloway County Kentucky Emergency Operations Plan (EOP) and, to the extent possible, information contained in other sections of the EOP will not be repeated in this ESF annex. Many of the agencies involved in ESF-13/Law Enforcement and Security activities have existing emergency plans and procedures which this ESF Annex is designed to complement and support.

This Emergency Support Function applies to all agencies with assigned law enforcement and security emergency responsibilities as described in the Calloway County EOP.

Situations and Assumptions

Some of the situations and assumptions involved in ESF-13 planning include:

- In an incident many events will occur which will necessitate law enforcement and other safety measures for the protection of life and property;

- In an incident, law enforcement resources may be directly impacted and potentially degraded;

- Local law enforcement organizations must be prepared to support each other during emergency situations using available expertise, equipment, and manpower, to ensure efficient and effective emergency law enforcement operations;

- In most incidents, the major law enforcement tasks will include traffic control, cordoning off of stricken areas, providing security for vital installations, crowd and access control, and assisting in dissemination of warnings to the general public, as well as generally maintaining law and order;

- During an emergency law enforcement action, uniformed personnel of law enforcement agencies are best able to initially respond and restore order because individuals in the public and private sectors will usually follow instructions given by law enforcement personnel;

- Terrorism and violent activities may result in emergency situations. Local law enforcement resources may be immobilized as a result of bombings, blackmail, sniping or other terrorist activity. Civil disturbances frequently result in injuries to persons and damage to property. Explosives and firebombs are common components of civil disturbances. Law enforcement resources will be fully mobilized for such occurrences;

- During an evacuation resulting from an incident, large numbers of people could be traveling in private and public vehicles to reception centers. In order to have an orderly flow of traffic and proper parking at the reception center and shelters, there will be a need for traffic control personnel;

- The concentration of additional large numbers of people in congregate care facilities during a major relocation will necessitate additional police patrols to preserve orderly conduct;

- Additional law enforcement surveillance will be needed in the areas evacuated, to prevent looting;

- Evacuation of an area may necessitate the moving of prisoners. This will result in the need for additional law enforcement personnel during movement of the jail population and possibly at the temporary detention center;

- Law enforcement personnel may be called upon to perform functions other than their normal duties and actions for which they may have not have been trained. Other emergency

personnel, such as firefighters or public works employees, may be called upon to assist in the performance of law enforcement activities under the direction of the ESF-13 Coordinator and officers on the scene. Every effort should be made to determine if there are personnel trained for a specific duty, on hand, before untrained personnel are allowed into possibly dangerous areas or the performance of possibly hazardous actions.

Concept of Operations

The Calloway County Emergency Operations Center (EOC) serves as the central location for interagency coordination and executive decision-making, including all activities associated with ESF-13/Law Enforcement and Security, during a disaster/emergency event. The ESF-13 Primary Agencies work with the EOC management team to ensure necessary law enforcement and security tasks are accomplished. The Support and Partnering Agencies provide resources and personnel to assist in accomplishing ESF-13 activities as required by the size and demands of the event. As calls are received requesting services and resources during an emergency/disaster situation, they are routed to the ESF-13/Law Enforcement and Security desk to determine appropriate action in consult with EOC management.

General

ESF-13 / Law Enforcement and Security is organized consistent with the requirements of the National Response Plan, the National Incident Management System and uses the Incident Command System (composed of Planning, Operations, Logistics and Finance/Administration Sections with their standardized Units, Teams, positions, forms and terminology) to manage its emergency/disaster responsibilities. This structure and system supports incident assessment, planning, procurement, deployment and coordination of law enforcement and security support operations for Calloway County, the City of Murray and the City of Hazel. Pursuant to the Incident Command System structure, the Planning, Logistics, Finance/Administration and Operations Section Coordinators and staff at the Emergency Operations Center (EOC) assist the EOC Manager in achieving the overall mission. Sections, Units, Teams, staffing levels, etc. are modular and scalable, depending on the type, size, scope and complexity of the emergency or disaster event.

Procedures, protocols and plans for ESF-13/Law Enforcement and Security disaster response activities provide guidelines for operations at the Calloway County EOC and in the field.

- The Emergency Operations Plan and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines that describe ESF-13/Law Enforcement and Security capabilities are based on National Planning Scenarios, Universal Task List and Target Capabilities and are the basis of these guidelines;

- Periodic training and exercises are conducted to enhance effectiveness;

- Law enforcement and security planning is continuous, beginning well before impact of approaching natural disasters and immediately upon those not forecasted.

A large event requiring regional, state and/or interstate mutual aid assistance will require ESF-13/Law Enforcement and Security activation. ESF-13/Law Enforcement and Security will coordinate with support agency counterparts to seek and procure, plan, coordinate and direct the use of any required law enforcement and security assets.

When an event requires a specific type or response mode, law enforcement and security technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with skills relevant to the type of event. The individual will advise and/or direct operations within the context of the Incident Command System structure.

ESF-13/LAW ENFORCEMENT AND SECURITY CONCEPT OF OPERATIONS

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                    ┌──────────────────────┐
                    │ 1. ASSESS IMPACTS    │
          ┌────────▶│ 2. ASSESS LOCAL      │─────────┐
          │         │    RESPONSE          │         │
          │         │    CAPABILITIES      │         │
          │         └──────────────────────┘         ▼
┌──────────────────┐                          ┌──────────────────┐
│ 5. PREPARE AND   │                          │ 3. PRIORITIZE    │
│ IMPLEMENT        │                          │ NEEDS OF         │
│ INCIDENT ACTION  │                          │ IMPACTED AREAS   │
└──────────────────┘                          └──────────────────┘
          ▲         ┌──────────────────────┐         │
          │         │ 4. PREPARE AND       │         │
          └─────────│ IMPLEMENT            │◀────────┘
                    │ INCIDENT ACTION      │
                    │ PLANS (IAP)          │
                    └──────────────────────┘
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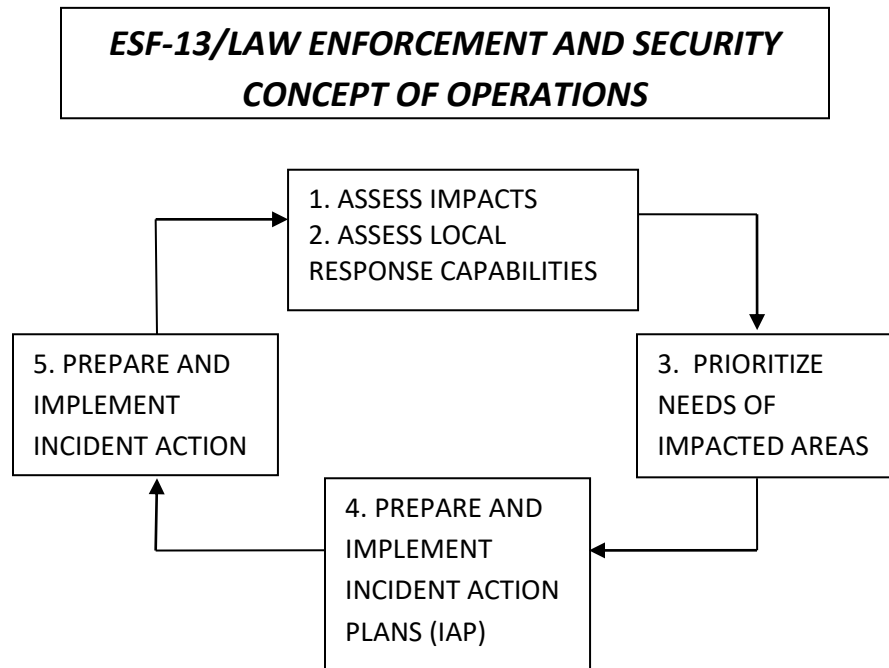
Figure 13-1: *ESF-13/Law Enforcement and Security Concept of Operations*

As illustrated in Figure 13-1: *ESF-13/Law Enforcement and Security Concept of Operation*, ESF-13 will give priority to five fundamental, interrelated functions:

- Use technology and human intelligence to collect, analyze and disseminate information on direct and indirect disaster impacts;

- Assess the capabilities of local government and agencies, the business community and volunteer agencies to effectively respond to the disaster;

- Assess and prioritize the immediate needs of impacted communities, neighborhoods and areas of the county;

- Incorporate the analyses into Incident Action Plans that establish operational objectives and identify resource requirements to accomplish these objectives;

- Utilize an Incident Action Matrix to establish priorities, assign tasks to agencies and track progress in meeting objectives.

Each law enforcement and security organization which enters into a mutual aid agreement will furnish a copy of the agreement to the Calloway County ESF-13 Coordinator.

The Calloway County Office of Emergency Management, with the assistance of the ESF-13 Coordinator, will maintain up-to-date information (reviewed/updated annually) of law enforcement and security services in Calloway County including:

- Names of responsible officials,

- ESF-13/Law Enforcement and Security staffing directory,

- ESF-13/Law Enforcement and Security notification lists,

- Major Law enforcement and security equipment identified in Resource Typing and readiness status.

The ESF-13/Law Enforcement and Security Emergency Operations Plan plus accompanying Appendices, Annexes and Standard Operating guidelines are maintained by the Calloway County Office of Emergency Management and are reviewed and updated by the law enforcement and security planning committee with the Calloway County Office of Emergency Management at least annually. Support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents must comply with the National Response Plan, National Incident Management System, Incident Command System and the Emergency Operations Plan (EOP).

Law enforcement and security organizations are responsible for training and continuing education of their personnel.

The Calloway County Emergency Operations Center uses WebEOC (crisis management software) to supplement disaster management planning and actions. Specifically, all of the applicable Emergency Support Functions, agency based emergency operations centers, and other facilities or functions as appropriate are able to communicate their needs and status through WebEOC. This allows all of the information to be integrated for the specific event for efficient assessment of what actions, resources and needs exist.

Notifications

Calloway County E911 Dispatch is the county's 24 hour Warning Point. There are also E911 Dispatch centers serving the City of Murray and the main campus of Murray State University.

When the county or an area of the county has been threatened or impacted by an emergency or disaster event, the E911 Dispatch involved will notify the Calloway County Office of Emergency Management Director who in turn notifies the State Emergency Operations Center Duty Officer. The state Emergency Operations Center notifies applicable state agencies including the Area Response Manager of KyEM Region 1.

ESF-13/Law Enforcement and Security is activated or alerted for standby upon notification by the Calloway County Office of Emergency Management. Upon instructions to activate this Emergency Support Function, the ESF-13 Coordinator and Support Agencies will implement their procedures to notify and mobilize all personnel, facilities and physical resources potentially needed, based on the emergency circumstance.

Direction and Control

Calloway County Sheriff Office, Murray Police Department, the Murray State University Police Department, and the Calloway County Jailer's Office are the lead agencies for ESF-13 and will manage

the emergency activities of ESF-13/Law Enforcement and Security. During emergency activations, Law Enforcement and Security operates from the Calloway County Emergency Operations Center (EOC) on a 24 hour/7 days a week schedule to help maintain the flow of law enforcement and security services.

The Calloway County Office of Emergency Management functions as the official disaster organization for preparedness, mitigation, response and recovery within Calloway County and serves as the focal point for ESF-13 activities. It is responsible for ensuring that all appropriate program departments, support agencies, other Emergency Support Functions and private voluntary agencies have knowledge about the system and ESF-13 expectations.

The ESF-13 system operates at two levels – the Emergency Operations Center and field operations.

All management decisions regarding county and/or regional resource allocation are made at the Emergency Operations Center with the ESF-13 Coordinator during emergency activations. In accordance with a mission assignment from ESF-13 and further mission tasking by a local primary agency, each support organization assisting in an ESF-13 assignment retains administrative control over its own resources and personnel but according to the operational control of ESF-13. Delegation of mission operational control may be delegated to a management Support Unit, Multi-Agency Coordination Team or a local entity.

Organization

Response to an emergency/disaster event in Calloway County is progressive as demonstrated in Figure 13-2: *Progressive Requests for Emergency/Disaster Resources*. The initial response to an emergency/disaster situation is met by the use of the law enforcement and security resources available at the local level. Calloway County Fiscal Court, the city of Murray the city of Hazel and Murray State University activate available resources. When the law enforcement and security needs for resources and/or services exceed the capability of what is available in the jurisdictions within Calloway County, and there are established mutual aid agreements with surrounding counties to provide law enforcement and security, such resources are activated. When needed law enforcement and security resources cannot be located through mutual aid agreements, the Calloway County EOC requests resources through the state EOC. The state EOC locates resources through intra- and inter-state mutual aid agreements and federal assets.

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

FEDERAL ASSETS

INTER-STATE
MUTUAL AID
AGREEMENTS

STATE
EMERGENCY
OPERATIONS

INTRA-STATE
MUTUAL AID
AGREEMENTS

Calloway County EOC

MUTUAL AID
AGREEMENTS

**ESF-13
COORDINATOR**

CALLOWAY
COUNTY
RESOURCE

CITY of
MURRAY
RESOURCE

CITY of
HAZEL
RESOURCE

MURRAY
STATE UNIV.
RESOURCE
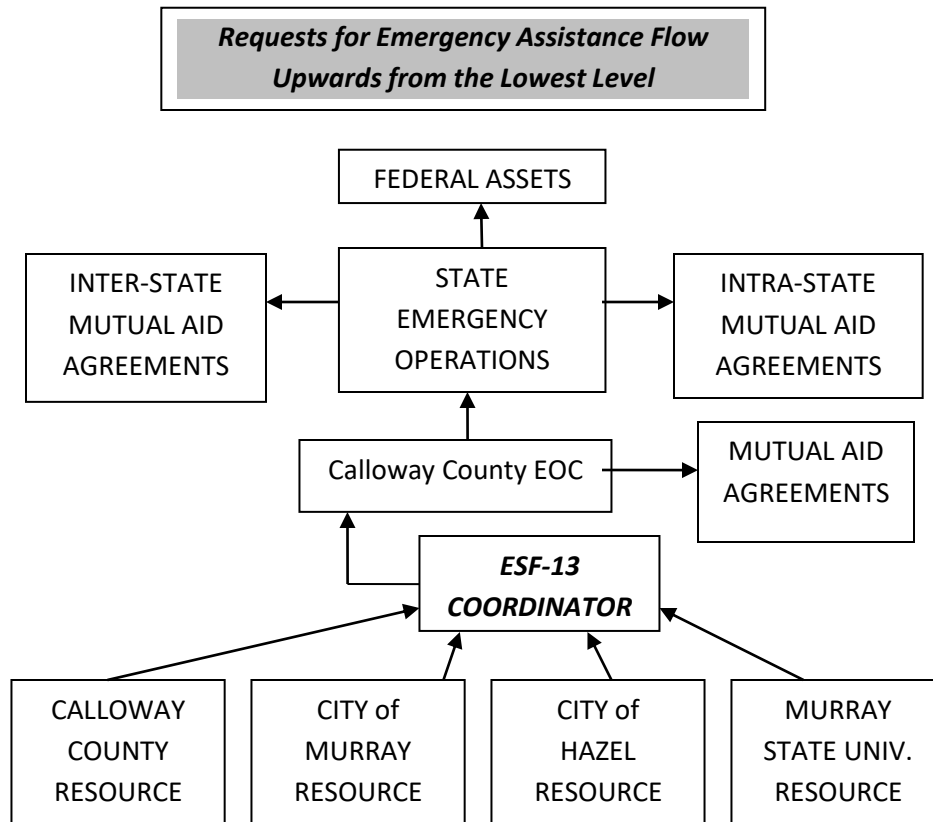
Figure 13-2: *Progressive Requests for Emergency/Disaster Resources*

County

Calloway County Emergency Management notifies ESF-13/Law Enforcement and Security and requests assistance from the primary and support agencies to help staff the ESF-13 position in the Calloway County Emergency Operations Center.

In the Incident Command Structure, ESF-13/Law Enforcement and Security is located in the Operations Section as shown in Figure 13-3: *Incident Command System Structure: ESF-13/Law Enforcement and Security*.
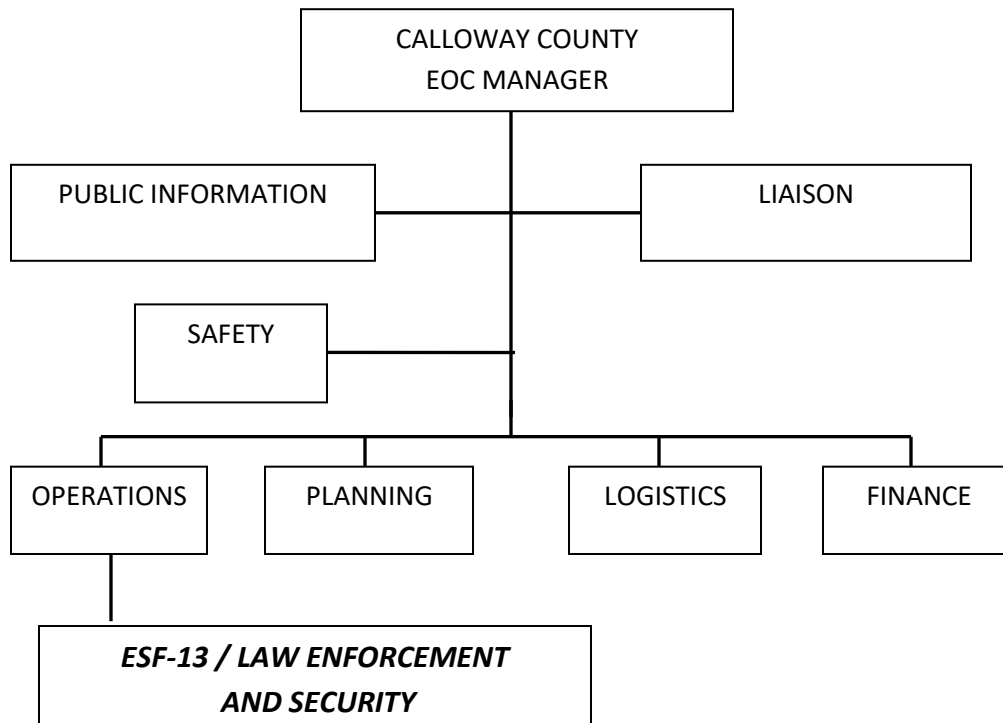
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                    ┌─────────────────────┐
                    │  CALLOWAY COUNTY    │
                    │    EOC MANAGER      │
                    └─────────────────────┘
                              │
   ┌──────────────────┐       │       ┌──────────────────┐
   │ PUBLIC INFORMATION│──────┼───────│     LIAISON      │
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   │ OPERATIONS│ │ PLANNING │ │ LOGISTICS│ │  FINANCE │
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         │
   ┌──────────────────────────┐
   │ ESF-13 / LAW ENFORCEMENT  │
   │      AND SECURITY         │
   └──────────────────────────┘
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Figure 13−3: *Incident Command System Structure: ESF-13 Law Enforcement and Security*

During an activation of the EOC, support agency staff is integrated with the law enforcement and security staff to provide support that will allow for an appropriate, coordinated and timely response.

Throughout the response and recovery periods, ESF-13:

- Collects, analyzes, and disseminates tactical information on the nature, scope and potential impacts of an incident or major disaster related to law enforcement and security;

- Evaluates and analyzes information regarding law enforcement and security requests;

- Develops and updates assessments of current and anticipated future law enforcement and security needs and resource requirements;

- Implements contingency planning to meet anticipated law enforcement and security demands or needs;

- Incorporates this analysis into Incident Action Plans; and

- Uses this intelligence to support the Logistics, Operations and other ESFs in their impact assessment and response missions.

Region

When local resources are overwhelmed or depleted, additional law enforcement and security resources are obtained through established mutual aid agreements Calloway County has with counties in the region. The Operations Chief, in consultation with the requesting jurisdiction, contacts the agencies with whom mutual agreements are in effect to determine if the requested resources are available.

Additionally, either the KyEM Area-1 Response Manager or the state Emergency Operations Center can be contacted to identify the appropriate state agency directing law enforcement and security coordination/support at the state level. That agency can designate a liaison to the Calloway County EOC to assist Emergency Support Function 13 and to the extent capable provide coordinators, assessors and operational personnel in support of the EOC or field activities.

On activation of an emergency operations center in more than one county, the lead agency for law enforcement and security coordination/support at the state level may support the coordination of the event response with regional resources or request additional resources through the State Emergency Operations Center.

State

During an emergency or disaster event, ESF-13/comparable primary and support agencies at the State Emergency Operations Center report and function under the overall direction of the Kentucky Division of Emergency Management Director.

During the response phase, ESF-13 / Law Enforcement and Security evaluates and analyzes information regarding law enforcement and security requests. ESF-13 / Law Enforcement and Security also develops and updates assessments of the law enforcement and security situation/status in the impact area and initiate contingency planning to meet anticipated demands and needs.

The Kentucky Division of Emergency Management develops and maintains the overall State Emergency Operations Plan and accompanying Appendices and Standard Operating Guidelines that govern response actions related to emergencies. Support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents must comply with the National Response Plan, the National Incident Management System and the Incident Command System.

Actions

Actions initiated by ESF-13 are grouped into the phases of emergency management: preparation, mitigation, response and recovery. Each phase requires specific skills and knowledge to accomplish. Each phase may require significant cooperation and collaboration among all supporting agencies and the intended recipients of service. ESF-13 encompasses a full range of activities from training to the provision of field services.

ESF-13/Law Enforcement and Security also coordinates and may assume direct operational control of the following (not limited to) services:

- Assessment of law enforcement and security needs and potential impacts;

- Traffic and access control;

- Law enforcement personnel;

- Law enforcement equipment and supplies;

- Evacuation and re-entry support;

- Emergency responder security and safety;

- Mental health and crisis counseling for responders;

- Law enforcement public information and risk communication;

- Law enforcement management, command and control of assets;

- Law enforcement activities related to terrorist threats and/or events;

- Security for logistical Staging Areas, Points of Dispensing and shelters;

- Catastrophic incident and alternate law enforcement facility support.

Preparedness Actions

Actions and activities that develop law enforcement response capabilities may include planning, training, orientation sessions and exercises for ESF-13 personnel and other emergency support functions that will respond with ESF-13. This involves the active participation of local inter-agency preparedness organizations, which collaborate in such activities on a regular basis.

Local agencies will jointly address planning issues on an on-going basis to identify response zones, potential staging areas, potential medical facilities and the maintenance and future development of specialized teams.

Initiatives also include:

- Planning with ESF-13 support agencies and other emergency support functions to refine law enforcement operations;

- Developing and refining procedures for rapid impact assessment per field surveys;

- Conducting training and exercises for the Calloway County EOC and law enforcement response team members;

- Preparing and maintaining emergency operating procedures, resource inventories, personnel rosters and resource mobilization information necessary for implementation of the responsibilities of the lead agency;

- Ensuring lead agency personnel are trained in their responsibilities and duties;

- Developing and implementing emergency response and law enforcement strategies;

- Developing and presenting training courses for ESF-13 personnel;

- Providing information on critical facilities/infrastructure to the Calloway County Office of Emergency Management;

- Developing protocols for frequently provided services;

- Maintaining liaison with support agencies;

- Conducting vulnerability analyses at critical facilities and make recommendations to improve the physical security;

▪ Conducting All Hazards exercises involving ESF-13.

Response Actions

Response actions/initiatives include:

▪ Coordinating operations at the ESF-13 position in the Calloway County EOC and/or at other locations as required;

▪ Coordinating needs and response actions with each law enforcement district;

▪ Establishing and maintaining a system to support on-scene direction/control and coordination with Calloway County's EOC, State EOC, or other coordination entities as appropriate;

▪ Establishing mutual aid procedures for

   o Law enforcement;

   o Interoperable communications, and;

   o Others as appropriate;

▪ Coordinating resource management and logistical support;

▪ Implementing Disaster Assessment Teams to determine

   o Post-event effect on emergency services;

   o Functional group resources, and;

   o The ability to perform Continuity of Operations for essential functions;

▪ Monitoring and directing law enforcement resources and response activities to include pre-positioning for response/relocation due to the potential impact(s) of the emergency situation;

▪ Participating in EOC briefings and development of Incident Action Plans and Situation Reports;

▪ Coordinating with support agencies, as needed, to support emergency activities;

▪ Obtaining other resources through the Statewide Emergency Management Mutual Aid and Assistance Agreement;

▪ Coordinating all resources into the affected areas from designated staging areas;

▪ Coordinating with other jurisdictions' ESFs or like function to obtain resources and facilitate an effective emergency response among all participating agencies.

Recovery Actions

Recovery actions/initiatives include:

▪ Contacting each law enforcement agency for initial damage assessment of personnel, equipment and supplies;

▪ Maintaining documentation of all reported damage by law enforcement jurisdiction;

- Obtaining additional law enforcement resources via established mutual aid agreements;

Mitigation

Mitigation actions/initiatives include:

- Identifying and seeking funding for retrofitting critical facilities and providing auxiliary power;

- Providing personnel with the appropriate expertise to participate in activities designed to reduce or minimize the impact of future disasters.

Responsibilities

All tasked agencies will:

- Develop applicable standard operating procedures, guidelines and/or checklists which clearly define the role of this emergency support function in the overall functioning of the Calloway County EOC and detail the accomplishment of their assigned functions;

- Train staff in the standard operating procedures, guidelines and/or checklists that outline the courses of action to be taken during a pending or actual disaster or emergency situation;

- Participate in drills to exercise these procedures and actions on a regular basis;

- Participate in honest appraisals of the performance of the law enforcement and security role and actions after each drill, exercise and actual activation of the Calloway County EOC;

- Participate in a continuous quality improvement process using incident performance appraisals and debriefs to continuously refine the role and actions of this emergency support function in the overall functioning of the Calloway County EOC, and incorporate any refinements or updates into clearly written procedures in coordination with all staff and involved agencies;

- Deploy a representative to the EOC to assist with emergency management activities;

- Provide on-going status reports as requested by the Emergency Management Coordinator;

- Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster-related work from daily work in the event that State and Federal reimbursement becomes available;

- Maintain up-to-date rosters for notifying personnel and 24-hour EOC staffing capabilities, and provide this information to the Calloway County Office of Emergency Management;

- Perform other emergency responsibilities as assigned.

Primary Agencies: Calloway County Sheriff Office
Murray Police Department
Murray State University Police Department
Calloway County Jailer's Office

Duties include:

- Providing leadership in directing, coordinating and integrating overall Calloway County efforts to provide law enforcement assistance to affected areas and populations;

- Staffing and operating a National Incident Management System-compliant command and control structure (i.e., Incident Command System), to assure that services and staff are provided to areas of need;

- Coordinating and directing the activation and deployment of law enforcement personnel, supplies and equipment and provide certain direct resources;

- Evaluating the emergency, making strategic decisions, identifying resource needs and securing resources required for field operations;

- Tasking support agencies as necessary to accomplish ESF-13 support responsibilities;

- Monitoring law enforcement emergency response and recovery operations;

- Coordinating all state and federal law enforcement resources into the affected areas from staging areas;

- Managing law enforcement activities and other emergency incidents in accordance with each department's Standard Operating Guidelines and under the direction of ESF-13 representatives or designee;

- Making specific requests for law enforcement assistance to the State ESF-13/comparable as needed. The State will activate resources through the State Emergency Response Plan;

- Re-assessing priorities and strategies throughout the emergency according to the most critical law enforcement needs;

- Demobilizing resources and deactivating the ESF-13 function upon direction from the EOC Manager.

Support Agencies:

Support agencies will provide assistance to the Emergency Support Function with:

- Performing the above-outlined tasks as requested by the ESF Coordinator;

- Providing services, staff, equipment, and supplies that complement the entire emergency response effort;

- Reporting current resources capabilities on a regular basis.

Administration and Support

Support

Requests for emergency assistance will be resolved at the lowest level direction and control facility with appropriate response resources capabilities. Unresolved assistance requests will normally flow upward from cities to the county and/or field deployed command posts to responsible representatives in the State Emergency Operations Center, and as required to other states or the federal government for assistance support.

Agreements and Understandings

All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of laws and procedures.

Status Reports

The primary agency will maintain status of all outstanding assistance requests and unresolved ESF-13/Law Enforcement and Security related issues. This information will be summarized into periodic status reports and submitted in accordance with applicable operating procedures.

Expenditures and Recordkeeping

Each ESF-13/Law Enforcement and Security agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines. The first source of funds for expenditures by agencies in response to emergency, imminent disaster, or recovery from a catastrophic incident, is to be from funds associated with each local agency.

ESF-13/Law Enforcement and Security is responsible for managing financial matters specific to ESF-13/Law Enforcement and Security activity and related to resources procured/used during an event and forwarding that information to the Finance/Administration Section. However, each local government/agency/department must also track and record its own expenditures to ensure accuracy with any submissions for potential reimbursement. Information will be provided post-event as to application procedures for reimbursement.

The Finance/Administration Section will coordinate with the Logistics Section to ensure that procurements and staff hours are properly documented and processed for potential reimbursement. It is also responsible for follow-up on all financial issues through coordination with Calloway County Government and other local governments' fiscal and personnel management officials, Kentucky Division of Emergency Management fiscal agents, Federal Emergency Management Agency fiscal agents and directly with vendors as necessary.

Expenditures by other departments for activity not directly related to ESF-13/Law Enforcement and Security will be documented by those entities and submitted directly to the Finance/Administration Section as soon as possible.

Critiques

Following the conclusion of any significant emergency, incident or exercise, the primary agency representative will conduct a debrief critique of the group activities during the emergency/incident/exercise with the ESF-13/Law Enforcement and Security agencies, identifying both successful operations and areas of operations requiring further refinement in a continuous quality improvement process for the overall performance of the Calloway County Emergency Operations Center.

LONG-TERM RECOVERY, MITIGATION, AND DAMAGE ASSESSMENT

ESF-14

Revised May 2024

Coordinates and organizes long-term recovery and mitigation resources in preparing for, responding to and recovering from emergency/disaster incidents which impact the citizens of Calloway County.

ESF-14
LONG-TERM RECOVERY AND MITIGATION

ESF Coordinator: Director, Calloway County Office of Emergency Management

Primary Agencies: Calloway County Office of Emergency Management
Calloway County Judge Executive and Magistrates
Mayor of Murray and City Council
Mayor of Hazel and City Council
Calloway County Property Valuation

Support Agencies: **Calloway County Fiscal Court**
Calloway County Sheriff's Office
Calloway County Fire-Rescue
Calloway County Road Department

City of Murray
Murray Police Department
Murray Fire Department
Murray Public Works

City of Hazel
Hazel Public Works

Other Local Agencies
Calloway County Board of Education
Murray Independent School District
Murray State University
Murray-Calloway County Hospital
Calloway County Health Department
Murray-Calloway County Parks & Recreation
Jackson Purchase Area Development District
Calloway County CERT

State Agencies
Kentucky Division of Emergency Management

Introduction

The Long-Term Recovery and Mitigation Emergency Support Function (ESF-14):

▪ Identifies and organizes the resources (human, technical, equipment, facility, materials and/or supplies) available to Calloway County, the City of Murray and the City of Hazel to address and support long-term recovery and mitigation needs in the event of either a natural or man-made disaster or emergency situation;

▪ Identifies the responsibilities of organizations charged with providing long-term recovery and mitigation in the case of a disaster or emergency situation;

▪ Is established to assure the provision of long-term recovery and mitigation support to Calloway County, the City of Murray, the City of Hazel and private-sector response before, during and after an incident/event;

▪ Provides personnel and resources to support prevention, preparedness, protection, response, recovery and mitigation in support of the primary emergency management objectives of long-term recovery and mitigation in emergency and disaster situations.

Mission

The mission of the Long-Term Recovery and Mitigation Emergency Support Function is to coordinate and organize long-term recovery and mitigation resources in preparing for, responding to and recovering from emergency/disaster incidents which impact the citizens of Calloway County.

Scope

The scope of this ESF includes:

▪ Assessing long-term community damage after a disaster event and determining the resources required to restore the community and mitigate against future damage in like events;

▪ Coordinating with ESF-14/Long-Term Recovery and Mitigation support agencies for assistance in helping long-term recovery and mitigation resource suppliers obtain information, equipment, specialized labor, fuel and transportation to repair or restore community systems;

▪ Coordinating information with local, state, and federal officials and suppliers about available long-term recovery assistance and mitigation resources;

▪ Providing technical assistance concerning long-term recovery and mitigation.

ESF-14/Long-Term Recovery and Mitigation is a functional annex to the Calloway County Emergency Operations Plan (EOP) and, to the extent possible, information contained in other sections of the EOP will not be repeated in this ESF annex. Many of the agencies involved in ESF-14/Long-Term Recovery and Mitigation activities have existing emergency plans and procedures which this ESF Annex is designed to complement and support.

This Emergency Support Function applies to all agencies with assigned long-term recovery and mitigation emergency responsibilities as described in the Calloway County EOP.

Situations and Assumptions

Some of the situations and assumptions involved in ESF-14 planning include but are not limited to the following:

- Recovery from an incident involves actions and resources from the jurisdictions within Calloway County to return the situation to normal, or as close to normal, conditions as possible;

- Long-term recovery is the community's effort to regain normal functions, like commerce, employment, and use of structures like buildings, bridges and roadways;

- Mitigation can be a part of a recovery strategy, rebuilding in a way that reduces or eliminates the impact from a reoccurrence of the same type of incident, such as changes in building and zoning codes that prohibit construction on flood plains;

- If a catastrophic incident strikes Calloway County, affected jurisdictions will require assistance and support in recovering from the damage and destruction caused by the incident, with agencies of Calloway County, Murray, and Hazel governments, along with Murray State University and private relief agencies, providing emergency operations support;

- Under certain situations the state will provide support to recovery operations in restoring public property, critical services, and where applicable, assistance in the restoration of private property;

- Damage assessment teams will be required to collect damage information following an incident, which provides the basis for further action by the Chief Elected Officials of Calloway County, Murray and Hazel governments;

- In most cases, recovery begins as damage is identified, assessed and classified as being in either the private or public sector;

- The extent of damages in dollars will determine what, if any, federal or state assistance may be available during the recovery phase.

Concept of Operations

The Calloway County Emergency Operations Center (EOC) serves as the central location for interagency coordination and executive decision-making, including all activities associated with ESF-14/Long-Term Recovery and Mitigation, during a disaster/emergency event.   The ESF-14 Primary Agencies work with the EOC management team to ensure necessary long-term recovery and mitigation tasks are accomplished. The Support and Partnering Agencies provide resources and personnel to assist in accomplishing ESF-14 activities as required by the size and demands of the event.   As calls are received requesting services and resources during an emergency/disaster situation, they are routed to the ESF-14/Long-Term Recovery and Mitigation desk to determine appropriate action in consult with EOC management.

General

ESF-14/Long-Term Recovery and Mitigation is organized consistent with the requirements of the National Response Plan, the National Incident Management System and uses the Incident Command System (composed of Planning, Operations, Logistics and Finance/Administration Sections with their standardized Units, Teams, positions, forms and terminology) to manage its emergency/disaster

responsibilities. This structure and system supports incident assessment, planning, procurement, deployment and coordination of long-term recovery and mitigation support operations for Calloway County, the City of Murray and the City of Hazel. Pursuant to the Incident Command System structure, the Planning, Logistics, Finance/Administration and Operations Section Coordinators and staff at the Emergency Operations Center (EOC) assist the EOC Manager in achieving the overall mission. Sections, Units, Teams, staffing levels, etc. are modular and scalable, depending on the type, size, scope and complexity of the emergency or disaster event.

Procedures, protocols and plans for long-term recovery and mitigation activities provide guidelines for operations at the Calloway County Emergency Operations Center and in the field.

- The Emergency Operations Plan and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines that describe ESF-14/Long-Term Recovery and Mitigation capabilities are based on National Planning Scenarios, Universal Task List and Target Capabilities and are the basis of these guidelines;

- Periodic training and exercises are conducted to enhance effectiveness;

- Long-term recovery and mitigation planning is continuous, beginning well before impact of approaching natural disasters and immediately upon those not forecasted.

A large event requiring regional, state and/or interstate mutual aid assistance will require ESF-14/Long-Term Recovery and Mitigation activation. ESF-14/Long-Term Recovery and Mitigation will coordinate with support agency counterparts to seek and procure, plan, coordinate and direct the use of any required long-term recovery and mitigation assets.

When an event requires a specific type or response mode, long-term recovery and mitigation technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with skills relevant to the type of event. The individual will advise and/or direct operations within the context of the Incident Command System structure.

As illustrated in Figure 14-1: *ESF-14/Long-Term Recovery and Mitigation Concept of Operation*, ESF-14 will give priority to five fundamental, interrelated functions:

- Use technology and human intelligence to collect, analyze and disseminate information on direct and indirect disaster impacts;

- Assess the capabilities of local government, the business community and volunteer agencies to effectively respond to the disaster;

- Assess and prioritize the immediate needs of impacted communities, neighborhoods and areas of the county;

- Incorporate the analyses into Incident Action Plans that establish operational objectives and identify resource requirements to accomplish these objectives;

- Utilize an Incident Action Matrix to establish priorities, assign tasks to agencies and track progress in meeting objectives.

ESF-14/LONG-TERM RECOVERY AND MITIGATION

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                    ┌──────────────────────────┐
                    │ 1. ASSESS IMPACTS        │
                    │ 2. ASSESS LOCAL RESPONSE │
                    │    CAPABILITIES          │
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│ 5. PREPARE AND      │                      │ 3.  PRIORITIZE      │
│ IMPLEMENT INCIDENT  │                      │ NEEDS OF IMPACTED   │
│ ACTION MATRIX       │                      │ AREAS               │
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                    │ 4. PREPARE AND           │
                    │ IMPLEMENT INCIDENT       │
                    │ ACTION PLANS (IAP)       │
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Figure 14-1: *ESF-14 Long-Term Recovery and Mitigation Concept of Operations*

The Calloway County Office of Emergency Management will maintain up-to-date information (reviewed/updated annually) of long-term recovery and mitigation services in Calloway County including:

- Names of responsible officials,

- ESF-14/Long-Term Recovery and Mitigation staffing directory,

- ESF-14/Long-Term Recovery and Mitigation notification lists, and

- Major long-term recovery and mitigation equipment identified in Resource Typing and readiness status.

The ESF-14/Long-Term Recovery and Mitigation Emergency Operations Plan plus accompanying Appendices, Annexes and Standard Operating guidelines are maintained by the Calloway County Office of Emergency Management and are reviewed and updated by the long-term recovery and mitigation planning committee with the Calloway County Office of Emergency Management at least annually. Support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents must comply with the National Response Plan, National Incident Management System, Incident Command System and the Emergency Operations Plan (EOP).

Long-term recovery and mitigation organizations are responsible for training and continuing education of their personnel.

The Calloway County Emergency Operations Center uses WebEOC (crisis management software) to supplement disaster management planning and actions. Specifically, all of the applicable Emergency Support Functions, agency based emergency operations centers, and other facilities or functions as appropriate are able to communicate their needs and status through WebEOC. This allows all of the information to be integrated for the specific event for efficient assessment of what actions, resources and needs exist.

Notifications

Calloway County E911 Dispatch is the county's 24 hour Warning Point. There are also E911 Dispatch centers serving the City of Murray and the main campus of Murray State University.

When the county or an area of the county has been threatened or impacted by an emergency or disaster event, the E911 Dispatch involved will notify the Calloway County Office of Emergency Management Director who in turn notifies the State Emergency Operations Center Duty Officer. The state Emergency Operations Center notifies applicable state agencies including the Area Response Manager of KyEM Region 1.

ESF-14/Long-Term Recovery and Mitigation is activated or alerted for standby upon notification by the Calloway County Office of Emergency Management. Upon instructions to activate this Emergency Support Function, the ESF-14 Coordinator and Support Agencies will implement their procedures to notify and mobilize all personnel, facilities and physical resources potentially needed, based on the emergency circumstance.

Direction and Control

Calloway County Office of Emergency Management, Calloway County Judge Executive and Magistrates, Murray Mayor and City Council, and Hazel Mayor and City Council are the lead agencies for ESF-14 and will manage the emergency activities of ESF-14/Long-Term Recovery and Mitigation. During emergency activations, Long-Term Recovery and Mitigation operates from the Calloway County Emergency Operations Center (EOC) on a 24 hour/7 days a week schedule to help maintain the flow of long-term recovery and mitigation services.

The Calloway County Office of Emergency Management functions as the official disaster organization for preparedness, mitigation, response and recovery within Calloway County and serves as the focal point for ESF-14 activities. It is responsible for ensuring that all appropriate program departments, support agencies, other Emergency Support Functions and private voluntary agencies have knowledge about the system and ESF-14 expectations.

The ESF-14 system operates at two levels – the Emergency Operations Center and field operations.

All management decisions regarding county and/or regional resource allocation are made at the Emergency Operations Center by the ESF-14 Coordinator during emergency activations. In accordance with a mission assignment from ESF-14 and further mission tasking by a local primary agency, each support organization assisting in an ESF-14 assignment retains administrative control over its own resources and personnel but according to the operational control of ESF-14. Delegation of mission operational control may be delegated to a management Support Unit, Multi-Agency Coordination Team or a local entity.

Organization

Response to an emergency/disaster event in Calloway County is progressive as demonstrated in Figure 14-2: *Progressive Requests for Emergency/Disaster Resources*. The initial response to an emergency/disaster situation is met by the use of the long-term recovery and mitigation resources available at the local level. Calloway County, the city of Murray, the city of Hazel, and Murray State University activate available resources.   When the long-term recovery and mitigation needs for resources and/or services exceed the capability of what is available in the jurisdictions within Calloway County, established mutual aid agreements with surrounding counties to provide long-term recovery and mitigation assistance are activated.   When needed long-term recovery and mitigation resources cannot be located through mutual aid agreements, the Calloway County Emergency Operations Center requests resources through the state Emergency Operations Center. The state Emergency Operations Center locates resources through intra- and inter-state mutual aid agreements and federal assets.
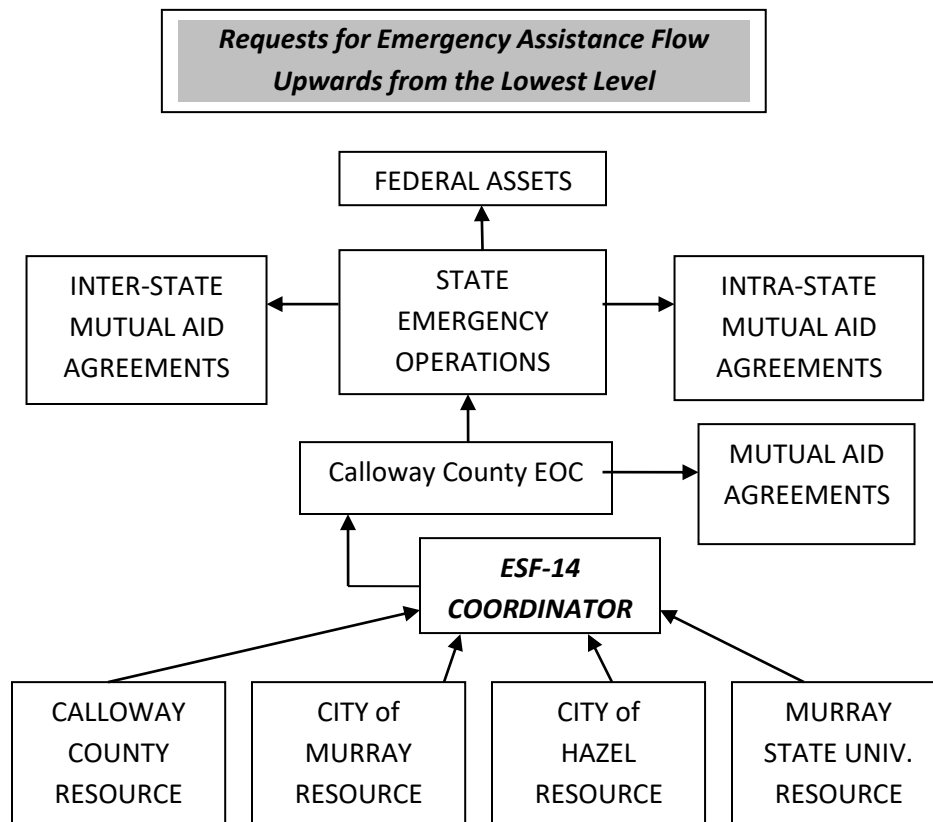
Figure 14-2: *Progressive Requests for Emergency/Disaster Resources*

County

Calloway County Emergency Management notifies ESF-14/Long-Term Recovery and Mitigation notification and requests assistance from the primary and support agencies to help staff the ESF-14 position in the Calloway County Emergency Operations Center.

In the Incident Command Structure, ESF-14/Long-Term Recovery and Mitigation is a branch located in the Planning section as shown in Figure 14-3: *Incident Command System Structure: ESF-14/Long-Term Recovery and Mitigation*.
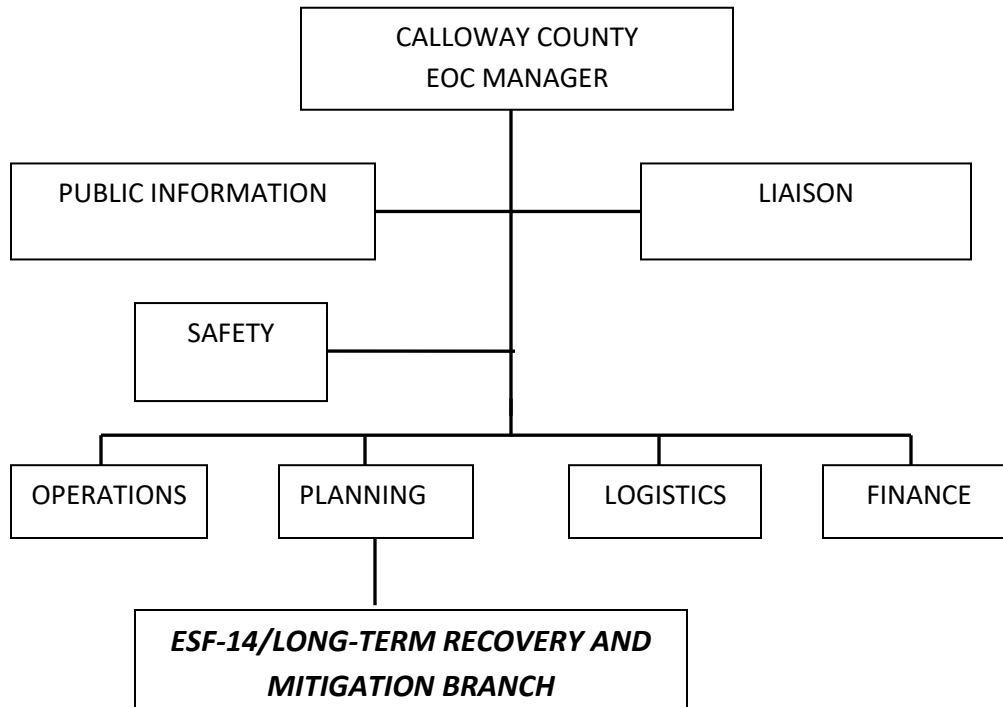
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        │ ESF-14/LONG-TERM RECOVERY AND │
        │      MITIGATION BRANCH        │
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Figure 14-3 – Incident Command System Structure: ESF-14/Long-Term Recovery and Mitigation

During an activation of the EOC, support agency staff is integrated with the long-term recovery and mitigation staff to provide support that will allow for an appropriate, coordinated and timely response.

Throughout the response and recovery periods, ESF-14:

- Collects, analyzes, and disseminates tactical information on the nature, scope and potential impacts of an incident or major disaster related to long-term recovery and mitigation;

- Evaluates and analyzes information regarding long-term recovery and mitigation requests;

- Develops and updates assessments of current and anticipated future long-term recovery and mitigation needs and resource requirements;

- Implements contingency planning to meet anticipated long-term recovery and mitigation demands or needs;

- Incorporates this analysis into Incident Action Plans; and

▪ Uses this intelligence to support the Logistics, Operations and other ESFs in their impact assessment and response missions.

Region

When local resources are overwhelmed or depleted, additional long-term recovery and mitigation resources are obtained through established mutual aid agreements Calloway County has with counties in the region. The Long-Term Recovery and Mitigation Branch Director, in consultation with the requesting jurisdiction, contacts the agencies with whom mutual aid agreements are in effect to determine if the requested resources are available.

Additionally, either the KyEM Area-1 Response Manager or the state Emergency Operations Center can be contacted to identify the appropriate state agency directing long-term recovery and mitigation coordination/support at the state level. That agency can designate a liaison to the Calloway County EOC to assist Emergency Support Function 14 and to the extent capable provide coordinators, assessors and operational personnel in support of the EOC or field activities.

On activation of an emergency operations center in more than one county, the lead agency for long-term recovery and mitigation coordination/support at the state level may support the coordination of the event response with regional resources or request additional resources through the State Emergency Operations Center.

State

During an emergency or disaster event, ESF-14/comparable primary and support agencies at the State Emergency Operations Center report and function under the overall direction of the Kentucky Division of Emergency Management Director.

During the response phase, ESF-14/Long-Term Recovery and Mitigation evaluates and analyzes information regarding long-term recovery and mitigation requests. ESF-14/Long-Term Recovery and Mitigation also develops and updates assessments of the long-term recovery and mitigation situation/status in the impact area and initiates contingency planning to meet anticipated demands and needs.

The Kentucky Division of Emergency Management develops and maintains the overall State Emergency Operations Plan and accompanying Appendices and Standard Operating Guidelines that govern response actions related to emergencies. Support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents must comply with the National Response Plan, the National Incident Management System and the Incident Command System.

Actions

Actions initiated by ESF-14 are grouped into the phases of emergency management: preparation, mitigation, response and recovery. Each phase requires significant cooperation and collaboration among all supporting agencies and the intended recipients of service. ESF-14 encompasses a full range of activities from training to the provision of field services.

ESF-14/Long-Term Recovery and Mitigation also coordinates and may assume direct operational control of the following functional areas:

Preparedness Actions

▪ Review and update disaster procedures as they relate to ESF-14 activities.

Response Actions

- Calloway County, the City of Murray and the City of Hazel governments shall maintain direction and control of disaster response operations;

- State assistance is to supplement the county/local response operations and shall be provided based on identified requirements and priorities.

Recovery Actions

- Assess the social and economic consequences in the impacted area and coordinate efforts to address long-term community recovery issues;

- Calloway County and the City governments of Murray and Hazel must be prepared to continue recovery operations until all actions have been completed. Recovery operations may continue long after the emergency response workers have left the scene;

- All local agencies applying for federal/state funds must insure that proper documentation and records are maintained throughout recovery operations;

- In a catastrophic incident, state and local governments shall provide assistance in treating the injured, interring the dead and restoring property. Assistance from the federal government shall be provided, depending on the situation and availability of resources;

- Recovery procedures required following a disaster will vary greatly and the following plans and procedures may be needed:

  o Damage assessments by public and private sectors;

  o Reassemble family or work units;

  o Life, safety, and health protective measures for impacted citizens;

  o Securing food, water, shelter, clothing, fuels, and transportation;

  o Record keeping for potential reimbursement;

  o Recovery of vital records, such as bank statements, licenses, contracts, accounting documents, payroll records;

  o Access to funds for recovery;

  o Assistance from state/federal agencies may require completion of additional documents and/or coordination of assistance;

  o Follow-up assessments will be conducted by state and federal representatives to verify unmet needs;

  o Repair or replacement of damaged and/or hazardous facilities.

Mitigation Actions

- Provide personnel with the appropriate expertise to participate in activities designed to increase the ability to respond and affect long-term recovery and mitigation strategies in Calloway County to reduce the impact of future disasters.

Responsibilities

All tasked agencies will:

- Develop applicable standard operating procedures, guidelines and/or checklists which clearly define the role of this emergency support function in the overall functioning of the Calloway County EOC and detail the accomplishment of their assigned functions;

- Train staff in the standard operating procedures, guidelines and/or checklists that outline the courses of action to be taken during a pending or actual disaster or emergency situation;

- Participate in drills to exercise these procedures and actions on a regular basis;

- Participate in honest appraisals of the performance of the long-term recovery and mitigation role and actions after each drill, exercise and actual activation of the Calloway County EOC;

- Participate in a continuous quality improvement process using incident performance appraisals and debriefs to continuously refine the role and actions of this emergency support function in the overall functioning of the Calloway County EOC, and incorporate any refinements or updates into clearly written procedures in coordination with all staff and involved agencies;

- Deploy a representative to the EOC to assist with emergency management activities;

- Provide on-going status reports as requested by the Emergency Management Coordinator;

- Document all costs and expenses associated with response and recovery activities, taking care to clearly separate disaster-related work from daily work in the event that State and Federal reimbursement becomes available;

- Maintain up-to-date rosters for notifying personnel and 24-hour EOC staffing capabilities, and provide this information to the Calloway County Office of Emergency Management;

- Perform other emergency responsibilities as assigned.

Primary Agencies: Calloway County Office of Emergency Management
Calloway County Judge Executive and Magistrates
Murray Mayor and City Council
Hazel Mayor and City Council
Calloway County Property Valuation

Duties include:

- Managing and coordinating spontaneous volunteers in coordination with the EOC;

- Coordinating private non-profit recovery efforts;

- Coordinating recovery of vital records, such as bank statements, licenses, contracts, accounting documents, payroll records, etc;

- Coordinating countywide surveillance of potential problems related to public water supplies, sewage disposal systems, solid waste accumulation and disposal, food storage, disease carrying animals and insects, and natural gas leaks;

- Providing EOC support, conducting briefings, directing needs assessments, distributing key information and serving as liaison to the State EOC for resource requests;

- Collecting and processing information received from Damage Assessment Teams and predictive models, analyzing this information, and sharing with the Planning section;

- Coordinating the development and implementation of the preparedness activities, as outlined in the Plan;

- Coordinating with ESF-7/Resource Support to ensure that all available resources are logged and requests for resources are filled;

- Ensuring that copies of all news releases and situation reports are transmitted to the State EOC.

Support Agencies:

Support agencies will provide assistance to the Emergency Support Function with:

- Performing the above-outlined tasks as requested by the ESF Coordinator;

- Providing services, staff, equipment, and supplies that complement the entire emergency response effort;

- Reporting current resources capabilities on a regular basis;

- Developing Recovery Plans and Procedures;

- Ensuring ESF-14 representatives are properly trained and exercised on the plans and procedures relating to their work;

- Initiating record keeping of disaster expenses;

- Assessing damages;

- Assessing capabilities to conduct normal business;

- Assessing needs to return to normal business;

- Conducting debris clearance;

- Re-establishing interrupted utility services;

- Conducting short-term repairs needed to support normal operations;

- Beginning recovery of Vital and Important Records needed to conduct normal business;

- Beginning reconstruction and long-term repairs with available funds;

- Managing and coordinating spontaneous volunteers in coordination.

Administration and Support

Support

Requests for emergency assistance will be resolved at the lowest level direction and control facility with appropriate response resources capabilities. Unresolved assistance requests will normally flow upward from cities to the county and/or field deployed command posts to responsible representatives in the State Emergency Operations Center, and as required to other states or the federal government for assistance support.

Agreements and Understandings

All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of laws and procedures.

Status Reports

The primary agencies will maintain status of all outstanding assistance requests and unresolved ESF-14/Long-Term Recovery and Mitigation related issues. This information will be summarized into periodic status reports and submitted in accordance with applicable operating procedures.

Expenditures and Recordkeeping

Each ESF-14/Long-Term Recovery and Mitigation agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines. The first source of funds for expenditures by agencies in response to emergency, imminent disaster, or recovery from a catastrophic incident, is to be from funds associated with each local agency.

ESF-14/Long-Term Recovery and Mitigation is responsible for managing financial matters specific to ESF-14 activity and related to resources procured/used during an event and forwarding that information to the Finance/Administration Section. However, each local government/agency/department must also track and record its own expenditures to ensure accuracy with any submissions for potential reimbursement. Information will be provided post-event as to application procedures for reimbursement.

The Finance/Administration Section will coordinate with the Logistics Section to ensure that procurements and staff hours are properly documented and processed for potential reimbursement. It is also responsible for follow-up on all financial issues through coordination with Calloway County Government and other local governments' fiscal and personnel management officials, Kentucky Division of Emergency Management fiscal agents, Federal Emergency Management Agency fiscal agents and directly with vendors as necessary.

Expenditures by other departments for activity not directly related to ESF-14/Long-Term Recovery and Mitigation will be documented by those entities and submitted directly to the Finance/Administration Section as soon as possible.

Critiques

Following the conclusion of any significant emergency, incident or exercise, the primary agency representatives will conduct a debrief critique of the group activities during the emergency/incident/exercise with the ESF-14/Long-Term Recovery and Mitigation agencies, identifying both successful operations and areas of operations requiring further refinement in a continuous quality improvement process for the overall performance of the Calloway County Emergency Operations Center.

PUBLIC INFORMATION

ESF-15

Revised May 2024

Coordinates and organizes public information resources in preparing for, responding to and recovering from emergency/disaster incidents which impact the citizens of Calloway County.

PUBLIC INFORMATION
ESF-15

ESF Coordinator: Public Information Officer, Calloway County Office of Emergency Management

Primary Agencies: Calloway County Office of Emergency Management
Calloway County Judge Executive
Mayor of Murray
Mayor of Hazel

Support Agencies: **Calloway County Fiscal Court**
Calloway County Magistrates
Calloway County Sheriff's Office
Calloway County Road Department

City of Murray
Murray City Council
Murray Police Department
Murray Fire Department
Murray Public Works

City of Hazel
Hazel City Commission
Hazel Public Works

Murray State University
MSU Police and Emergency Management
MSU Facilities Management
WKMS-FM Public Radio station

Other Local Agencies
Calloway County Board of Education
Murray Independent School District
Calloway County Health Department
American Red Cross--Calloway County Chapter
Calloway County CERT
MSU Amateur Radio Club

State Agencies
Kentucky Division of Emergency Management

Introduction

The Public Information Emergency Support Function (ESF-15):

- Identifies and organizes the resources (human, technical, equipment, facility, materials and/or supplies) available to Calloway County, the City of Murray and the City of Hazel to address and support public information needs in the event of either a natural or man-made disaster or emergency situation;

- Identifies the responsibilities of organizations charged with providing public information in the case of a disaster or emergency situation;

- Is established to assure the provision of public information support to Calloway County, the City of Murray, the City of Hazel and private-sector response before, during and after an incident/event;

- Provides personnel and resources to support prevention, preparedness, protection, response, recovery and mitigation in support of the primary emergency management objective of providing public information in emergency and disaster situations.

Mission

The mission of the Public Information Emergency Support Function is to coordinate and organize public information resources in preparing for, responding to and recovering from emergency/disaster incidents which impact the citizens of Calloway County.

Scope

The scope of this ESF includes:

- Assessing public information system damage and determining the required resources to restore such public information systems;

- Coordinating with ESF-15/Public Information support agencies for assistance in helping public information providers obtain information, equipment, specialized labor, fuel and transportation;

- Coordinating information with local, state, and federal officials and suppliers about available public information resources for recovery assistance;

- Providing technical assistance concerning public information dissemination.

ESF-15/Public Information is a functional annex to the Calloway County Emergency Operations Plan (EOP) and, to the extent possible, information contained in other sections of the EOP will not be repeated in this ESF annex. Many of the agencies involved in ESF-15/Public Information activities have existing emergency plans and procedures which this ESF Annex complements and supports.

This Emergency Support Function applies to all agencies with assigned public information emergency responsibilities as described in the Calloway County Kentucky EOP.

Situations and Assumptions

Some of the situations and assumptions involved in ESF-15/Public Information planning include but are not limited to the following:

- A situation has occurred and public perception is that a natural or manmade event is presenting danger;

- Emergency public information actions will respond to the severity of the situation as assessed by involved entities, or as perceived by the public;

- Local jurisdictions and other response organizations will be notified when an emergency or disaster has occurred that requires an emergency public information response;

- Distribution methods are available for the general public to receive and understand official emergency public information and warning messages;

- The PIO will coordinate the dissemination of all official public information from county emergency services and disaster response agencies engaged in mitigating the incident;

- Responding agencies will provide instructions and information for the public about the incident and actions people should take to save and protect life, property, economy and the environment, and, further, provide information to reduce public concerns about the incident and response activities;

- The PIO has established close working relationships with the news media for the dissemination of emergency public information.

Concept of Operations

The Calloway County Emergency Operations Center (EOC) serves as the central location for interagency coordination and executive decision-making, including all activities associated with ESF-15/Public Information, during a disaster/emergency event. The ESF-15 Primary Agencies work with the EOC management team to ensure that necessary public information tasks are accomplished. The Support and Partnering Agencies provide information, resources, and personnel to assist in accomplishing ESF-15 activities as required by the size and demands of the event. As calls are received requesting public information services and resources during an emergency/disaster situation, they are routed to the ESF-15/Public Information desk to determine appropriate action in consult with EOC management.

General

ESF-15/Public Information is organized consistent with the requirements of the National Response Plan, the National Incident Management System and uses the Incident Command System (composed of Planning, Operations, Logistics and Finance/Administration Sections with their standardized Units, Teams, positions, forms and terminology) to manage its emergency/disaster responsibilities. This structure and system supports incident assessment, planning, procurement, deployment and coordination of public information support operations for Calloway County, the City of Murray and the City of Hazel. Pursuant to the Incident Command System structure, the Planning, Logistics, Finance/Administration and Operations Section Coordinators and staff at the Emergency Operations Center (EOC) assist the EOC Manager in achieving the overall mission. Sections, Units, Teams, staffing levels, etc. are modular and scalable, depending on the type, size, scope and complexity of the emergency or disaster event.

Procedures, protocols and plans for public information disaster response activities provide guidelines for operations at the Calloway County Emergency Operations Center and in the field.

- The Emergency Operations Plan and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines that describe ESF-15/Public Information capabilities are based on National Planning Scenarios, Universal Task List and Target Capabilities and are the basis of these guidelines;

- Periodic training and exercises are conducted to enhance effectiveness;

- Public information planning is continuous, beginning well before impact of approaching natural disasters and immediately upon those not forecasted.

A large event requiring regional, state and/or interstate mutual aid assistance will require ESF-15/Public Information activation. ESF-15/Public Information will coordinate with support agency counterparts to seek and procure, plan, coordinate and direct the use of any required public information assets.

When an event requires a specific type or response mode, public information technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with skills relevant to the type of event. The individual will advise and/or direct operations within the context of the Incident Command System structure.

As illustrated in Figure 15-1: *ESF-15/Public Information Concept of Operation*, ESF-15 will give priority to five fundamental, interrelated functions:

- Use technology and human intelligence to collect, analyze and disseminate information on direct and indirect disaster impacts;

- Assess the capabilities of local government, the business community and volunteer agencies to effectively respond to the disaster;

- Assess and prioritize the immediate needs of impacted communities, neighborhoods and areas of the county;

- Incorporate the analyses into Incident Action Plans that establish operational objectives and identify resource requirements to accomplish these objectives;

- Utilize an Incident Action Matrix to establish priorities, assign tasks to agencies and track progress in meeting objectives.

ESF-15/PUBLIC INFORMATION CONCEPT OF OPERATIONS

1. ASSESS IMPACTS
2. ASSESS LOCAL RESPONSE CAPABILITIES

5. PREPARE AND IMPLEMENT INCIDENT ACTION MATRIX

3. PRIORITIZE NEEDS OF IMPACTED AREAS

4. PREPARE AND IMPLEMENT INCIDENT ACTION PLANS (IAP)

Figure 15-1: *ESF-15/Public Information Concept of Operations*

Each public information organization which enters into a mutual aid agreement will furnish a copy of the agreement to the Calloway County ESF-15 Coordinator.

The Calloway County Office of Emergency Management, with the assistance of the ESF-1 Coordinator, will maintain up-to-date information (reviewed/updated annually) of public information services in Calloway County including:

- Names of responsible officials,

- ESF-15/Public Information staffing directory,

- ESF-15/Public Information notification lists, and

- Major public information equipment identified in Resource Typing and readiness status.

The ESF-15/Public Information Emergency Operations Plan plus accompanying Appendices, Annexes and Standard Operating guidelines are maintained by the Calloway County Office of Emergency Management and are reviewed and updated by the public information planning committee with the Calloway County Office of Emergency Management at least annually.   Support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents must comply with the National Response Plan, National Incident Management System, Incident Command System and the Emergency Operations Plan (EOP).

Public information organizations are responsible for training and continuing education of their personnel.

The Calloway County Emergency Operations Center uses WebEOC (crisis management software) to supplement disaster management planning and actions.   Specifically, all of the applicable Emergency Support Functions, agency based emergency operations centers, and other facilities or functions as appropriate are able to communicate their needs and status through WebEOC. This allows all of the information to be integrated for the specific event for efficient assessment of what actions, resources and needs exist.

Notifications

Calloway County E911 Dispatch is the county's 24 hour Warning Point. There are also E911 Dispatch centers serving the City of Murray and the main campus of Murray State University.

When the county or an area of the county has been threatened or impacted by an emergency or disaster event, the E911 Dispatch involved will notify the Calloway County Office of Emergency Management Director who in turn notifies the State Emergency Operations Center Duty Officer. The state Emergency Operations Center notifies applicable state agencies including the Area Response Manager of KyEM Region 1.

ESF-15/Public Information is activated or alerted for standby upon notification by the Calloway County Emergency Management Agency. Upon instructions to activate this Emergency Support Function, the ESF-15 Coordinator and Support Agencies implement their procedures to notify and mobilize all personnel, facilities and physical resources potentially needed, based on the emergency circumstance.

Direction and Control

The Calloway County Office of Emergency Management, the Calloway County Judge Executive, the Mayor of Murray, and the Mayor of Hazel are the lead agencies for ESF-15 and manage the emergency activities of ESF-15/Public Information. During emergency activations, Public Information operates from the Calloway County Emergency Operations Center (EOC) on a 24 hour/7 days a week schedule to help maintain the flow of public information services.

The Calloway County Office of Emergency Management functions as the official disaster organization for preparedness, mitigation, response and recovery within Calloway County and serves as the focal point for ESF-15 activities. It is responsible for ensuring that all appropriate program departments, support agencies, other Emergency Support Functions and private voluntary agencies have knowledge about the system and ESF-15 expectations.

The ESF-15/Public Information system operates at two levels – the Emergency Operations Center and field operations.

All management decisions regarding county and/or regional information resource allocations are made at the Emergency Operations Center with the ESF-15/Public Information Coordinator during emergency activations. In accordance with a mission assignment from ESF-15 and further mission tasking by a local primary agency, each support organization assisting in an ESF-15/Public Information assignment retains administrative control over its own resources and personnel but according to the operational control of ESF-15.

Organization

Response to an emergency/disaster event in Calloway County is progressive as demonstrated in Figure 15-2: *Progressive Requests for Emergency/Disaster Resources*. The initial response to an emergency/disaster situation is met by the use of the public information resources available at the local level. Calloway County, the city of Murray, the city of Hazel, and Murray State University activate available resources. When the public information needs for resources and/or services exceed the capability of what is available in the jurisdictions within Calloway County, established mutual aid agreements with surrounding counties to provide public information are activated. When needed public information resources cannot be located through mutual aid agreements, the Calloway County Emergency Operations Center requests resources through the state Emergency Operations Center. The state Emergency Operations Center locates resources through intra- and inter-state mutual aid agreements and federal assets.
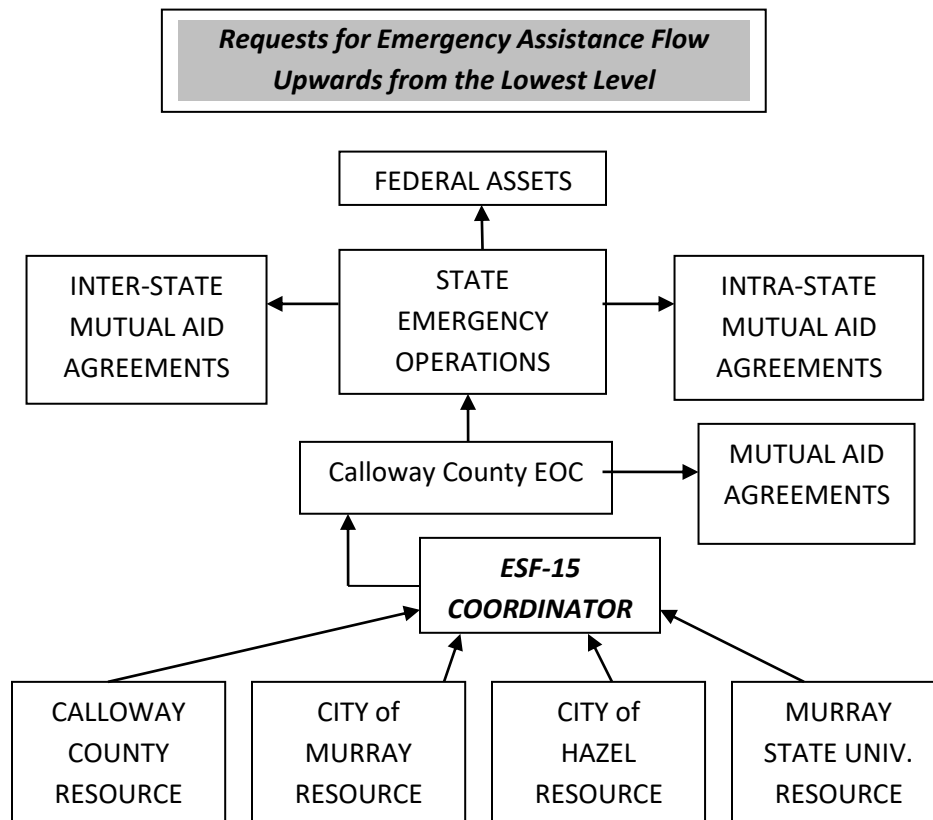
Figure 15-2: *Progressive Requests for Emergency/Disaster Resources*

County

Calloway County Emergency Management notifies ESF-15/Public Information and requests assistance from the primary and support agencies to help staff the ESF-15 position in the Calloway County Emergency Operations Center.

In the Incident Command Structure, ESF-15/Public Information is located directly under the EOC Manager as shown in Figure 15-3: *Incident Command System Structure: ESF-15/Public Information*.

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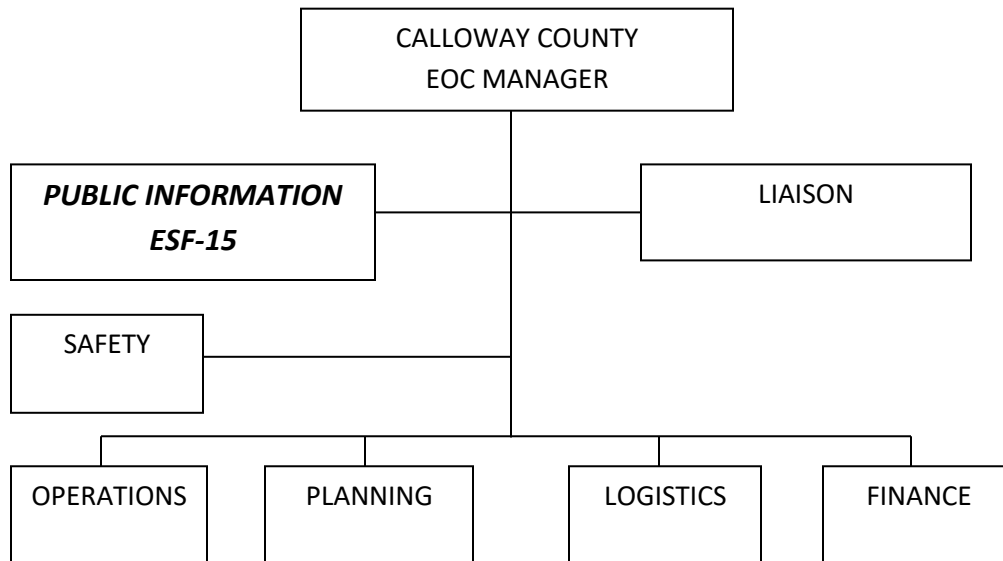
Figure 15-3: Incident Command System Structure: ESF-15/Public Information

During an activation of the EOC, support agency staff is integrated with the public information staff to coordinate information that will allow for an appropriate and timely response.

Throughout the response and recovery periods, ESF-15/Public Information:

- Collects, analyzes, and disseminates tactical information on the nature, scope and potential impacts of an incident or major disaster related to public information;

- Evaluates and analyzes information regarding public information requests;

- Develops and updates assessments of current and anticipated future public information needs and resource requirements;

- Implements contingency planning to meet anticipated public information demands or needs;

- Incorporates this analysis into Incident Action Plans; and

- Uses this intelligence to support the Logistics, Operations and other ESFs in their impact assessment and response missions.

Region

When local resources are overwhelmed or depleted, additional public information resources are obtained through established mutual aid agreements Calloway County has with counties in the region. The Public Information Chief, in consultation with the requesting jurisdiction, contacts the agencies with whom mutual agreements are in effect to determine if the requested resources are available.

Additionally, either the KyEM Area-1 Response Manager or the state Emergency Operations Center can be contacted to identify the appropriate state agency directing public information coordination/support at the state level. That agency can designate a liaison to the Calloway County EOC to assist Emergency Support Function 15 and to the extent capable provide coordinators, assessors and operational personnel in support of the EOC or field activities.

On activation of an emergency operations center in more than one county, the lead agency for public information coordination/support at the state level may support the coordination of the event response with regional resources or request additional resources through the State Emergency Operations Center.

State

During an emergency or disaster event, ESF-15/comparable primary and support agencies at the State Emergency Operations Center report and function under the overall direction of the Kentucky Division of Emergency Management Director.

During the response phase, ESF-15/Public Information evaluates and analyzes information regarding public information requests. ESF-15/Public Information also develops and updates assessments of the public information situation/status in the impact area and initiates contingency planning to meet anticipated demands and needs.

The Kentucky Division of Emergency Management develops and maintains the overall State Emergency Operations Plan and accompanying Appendices and Standard Operating Guidelines that govern response actions related to emergencies. Support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents must comply with the National Response Plan, the National Incident Management System and the Incident Command System.

Actions

Actions initiated by ESF-15 are grouped into the phases of emergency management: preparation, mitigation, response and recovery. Each phase requires specific skills and knowledge to accomplish. Each phase requires significant cooperation and collaboration among all supporting agencies and the intended recipients of service.

Preparedness Actions

Actions and activities that develop public information capabilities may include planning, training, orientation sessions and exercises for ESF-15 personnel and other emergency support functions that will respond with ESF-15. This involves the active participation of local inter-agency preparedness organizations, which collaborate in such activities on a regular basis.

Initiatives also include:

- Coordinating with local media on public information procedures, content and context of information, information dissemination strategies and roles and responsibilities of the Public Information Officer under the Incident Command System;

- Assisting in the dissemination of written and graphic disaster preparedness materials such as brochures and publications, public presentations, news releases and media events to--

  o Encourage preparedness activities;

- o Raise awareness and personal responsibility to minimize the loss of life and property during a disaster;

- o Identify vulnerable areas for each hazard as described in the Hazards Mitigation Plan;

- Training Public Information Officers in the role of the PIO under NIMS and the Incident Command System including legal issues, risk communication, communication in emergencies and the role of the Joint Information System;

- Training and preparing ESF-15 staff in the use of disaster intelligence from ESF-5, including integrating intelligence in communications with news media on potential consequences of hazards on people, buildings and infrastructure;

- Coordinating with the Kentucky Division of Emergency Management, specifically the application of multimedia public information strategies, techniques and monitoring efforts;

- Coordinating public information resources by the Public Information Officer (PIO) at the Emergency Operations Center (EOC).

Response Actions

Response activities/initiatives include:

- Notifying the media of disaster impacts, protective measures and other topics to facilitate and expedite response and recovery and address public information needs;

- Managing incoming phone traffic seeking public information from the Calloway County Office of Emergency Management;

- Providing updates to news media about disaster conditions and response activities addressing those conditions, primarily information and instructions provided for the survival, health and safety of the citizens in the impacted area;

- Preparing informational releases using the following prioritization:

  - o Lifesaving, including information essential to survival, health and safety;

  - o Recovery, including instructions concerning disaster recovery, relief, programs and services;

  - o Participating in EOC briefings, Incident Action Plans, Situation Reports and meetings;

  - o Releasing non-emergency notices by participating government and volunteer agencies;

  - o Training public information staff in support roles to assist local response and recovery efforts;

  - o Coordinating with ESF-7 and ESF-14 to provide public information concerning what types of volunteer service are required;

  - o Providing staff if establishment of Joint Information Center is required;

  - o Coordinating to provide citizens with information regarding available resources and services;

- All available means to disseminate emergency public information to the general public will be used if necessary, including:

    o Electronic media including television, radio (including amateur radio) and Internet (official websites, text messaging and social media applications);

    o Door to door notification;

    o Email lists;

    o Facsimile;

    o Mobile public address systems;

    o Print media;

    o Telephone, including "all-call" services;

    o Weather/tone alert radios via NWS/NOAA.

Recovery Actions

Recovery actions/initiatives include:

- Coordination with ESF-5/Emergency Management in assessing disaster recovery issues, priorities, problems and other factors that need to be shared with the news media, including questions on damage assessment findings, disaster response performance and other potentially sensitive issues;

- Coordination with ESF-6/Mass Care to announce status of shelters, location of mass feeding sites, and/or other supply distribution sites and comfort stations;

- Providing staff if establishment of a Joint Information Center is required;

- Maintaining records of all releases for documentation after the event;

- Including in informational releases--

    o Disaster assistance information;

    o Descriptions of recovery efforts;

    o Actions being taken to alleviate problems, and;

    o Available public assistance programs.

Mitigation Actions

Mitigation actions/initiatives include:

- Coordinating with Local Emergency Planning Committee and other mitigation officials in developing and disseminating messages to the media on--

    o The role of mitigation in reducing future disaster losses;

    o Mitigation success stories in Calloway County, and;

o   Other mitigation issues.

Responsibilities

All tasked agencies will:

▪ Develop applicable standard operating procedures, guidelines and/or checklists which clearly define the role of this emergency support function in the overall functioning of the Calloway County EOC and detail the accomplishment of their assigned functions;

▪ Train staff in the standard operating procedures, guidelines and/or checklists that outline the courses of action to be taken during a pending or actual disaster or emergency situation;

▪ Participate in drills to exercise these procedures and actions on a regular basis;

▪ Participate in honest appraisals of the performance of the Public Information role and actions after each drill, exercise and actual activation of the Calloway County EOC;

▪ Participate in a continuous quality improvement using incident performance appraisals and debriefs to continuously refine the role and actions of this emergency support function in the overall functioning of the Calloway County EOC and incorporate any refinements or updates into clearly written procedures in coordination with all staff and involved agencies;

▪ Deploy a representative to the EOC to assist with emergency management activities, when requested;

▪ Provide on-going status reports as requested by the Emergency Management Coordinator;

▪ Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster-related work from daily work in the event that State and Federal reimbursement becomes available;

▪ Maintain up-to-date rosters for notifying personnel and 24-hour EOC staffing capabilities, and provide this information to the Calloway County Office of Emergency Management;

▪ Perform other emergency responsibilities as assigned.

Primary Agencies: Calloway County Office of Emergency Management
Calloway County Judge Executive
Mayor of Murray
Mayor of Hazel

ESF-15 disseminates emergency information to the general public during disasters. ESF-15 provides information to the news media in briefings, Situation Reports, news releases, or emergency alert announcements. ESF-15's duties during activations include:

▪ Disseminating information concerning the disaster and its associated threats and protective actions to the news media and general public;

▪ Determining appropriate dissemination tactics for all communications, releases, advisory bulletins and interviews;

▪ Correcting misinformation being disseminated by media;

- Providing information for agency press releases;

- Approving emergency information for publication by the Calloway County EOC;

- Coordinating public information concerning needed volunteer goods and services;

- Coordinating with support agencies in the preparation of consistent and accurate messages and the dissemination of messages through timely briefings and news conferences;

- Maintaining a contact list of media and ESF-15 staff in the EOC;

- Creating bulletins and handouts for the public;

- Scheduling personnel coverage to overlap to ensure continuation of function;

- Maintain a log of events via WebEOC or other Incident Log, preferably in electronic format.

Support Agencies:

Support agencies will provide assistance to the Emergency Support Function with:

- Performing the above-outlined tasks as requested by the ESF Coordinator;

- Providing information, services, staff, equipment, and supplies that complement the entire emergency response effort; and

- Reporting current resources capabilities on a regular basis.

- The Public Information Officer and EOC staff will work closely with Public Information Officers from support agencies to ensure consistency and accuracy in the development and delivery of messages on disaster impacts, actions taken, protective measures for the public, and other issues.

ESF-15 will also coordinate with PIOs from other agencies to include state and federal, especially if a Joint Information Center is established. Each agency can provide one PIO to the JIC for information processing and dissemination.

Administration and Support

Support

Requests for emergency assistance will be resolved at the lowest level direction and control facility with appropriate response resources capabilities. Unresolved assistance requests will normally flow upward from cities to the county and/or field deployed command posts to responsible representatives in the State Emergency Operations Center, and as required to other states or the federal government for assistance support.

Agreements and Understandings

All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of laws and procedures.

Status Reports

The primary agencies will maintain status of all outstanding assistance requests and unresolved ESF-15/Public Information related issues. This information will be summarized into periodic status reports and submitted in accordance with applicable operating procedures.

Expenditures and Recordkeeping

Each ESF-15/Public Information agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines. The first source of funds for expenditures by agencies in response to emergency, imminent disaster, or recovery from a catastrophic incident, is to be from funds associated with each local agency.

ESF-15/Public Information is responsible for managing financial matters specific to ESF-15/Public Information activity and related to resources procured/used during an event and forwarding that information to the Finance/Administration Section. However, each local government/agency/department must also track and record its own expenditures to ensure accuracy with any submissions for potential reimbursement. Information will be provided post-event as to application procedures for reimbursement.

The Finance/Administration Section will coordinate with the Logistics Section to ensure that procurements and staff hours are properly documented and processed for potential reimbursement. It is also responsible for follow-up on all financial issues through coordination with Calloway County Government and other local governments' fiscal and personnel management officials, Kentucky Division of Emergency Management fiscal agents, Federal Emergency Management Agency fiscal agents and directly with vendors as necessary.

Expenditures by other departments for activity not directly related to ESF-15/Public Information will be documented by those entities and submitted directly to the Finance/Administration Section as soon as possible.

Critiques

Following the conclusion of any significant emergency, incident or exercise, the primary agency representatives will conduct a debrief critique of the group activities during the emergency/incident/exercise with the ESF-15/Public Information agencies, identifying both successful operations and areas of operations requiring further refinement in a continuous quality improvement process for the overall performance of the Calloway County Emergency Operations Center.

CALLOWAY COUNTY SEARCH AND RESCUE OPERATIONS PLAN

Annex to Calloway County EOP and ESF-9

INTRODUCTION: this document and its appendices supplement ESF-9. The ESF-9 document views Search and Rescue efforts in the context of a major disaster event. Most situations which require SAR response are of a smaller scale. The details of this SAR Operations Plan are more focused on such smaller events, which local responding agencies handle without State assistance. With or without EOC activation, this Plan will provide guidelines for a SAR response. The majority of this document is taken from portions of the old Annex-form EOP, with some updating.

I. EMERGENCY AUTHORITIES AND RESPONSIBILITIES

When it involves a threat to human life, a SAR mission will have priority over other activities, except for other, more serious life-threatening emergencies.

II. PLAN FOR LOST OR MISSING PERSON SEARCH

A. INITIAL NOTICE
Upon notification of a potential search and rescue (SAR) incident, the dispatcher at the city or county 911 Dispatch Center will:
1. Obtain critical information from person reporting, such as follow-up contact information, name of missing person(s), their potential contact information, description of missing person(s) including health factors, expected route and arrival times if traveling, etc. If the subject might qualify for a Golden Alert or Amber Alert (see appendices), begin the process of obtaining a photo.
2. Notify the local SAR Coordinator, or deputy
3. Notify the Calloway County Fire-Rescue Chief, or deputy
4. Notify appropriate law enforcement personnel

B. SCENE SIZE-UP CONSIDERATIONS
1. The Fire-Rescue Chief or deputy, consulting with the SAR Coordinator or deputy when appropriate and available, will give initial guidance to responders based on known circumstances.
2. Search and rescue missions involving bodies of water will be considered an emergency incident until such time that the SAR Incident Commander is reasonably confident that the missing subject is deceased. At that point, water-related SAR missions will be classified as a recovery mission. These operations will continue to be conducted in accordance with this Plan.
3. First-arriving responders for SAR missions on land must take care not to contaminate the location of the last known subject position and destroy clues. An appropriate Staging Area usually should be designated for the majority of responders.

4. In all situations, the IC and the county SAR Coordinator (or deputy) will jointly make the decision to release resources when they are no longer needed.

III. <u>RELATIVE URGENCY</u>

A. The following guide will help determine the relative urgency of the SAR situation. The lower the priority factor, the more urgent the situation.

<u>Subject Profile</u>	<u>Priority Factor</u>
AGE	
Very Young	1
Very Old	1
Other	2-3
MEDICAL CONDITION	
Known or suspected illness or injury	1-2
Healthy	3
Known fatality	3
NUMBER OF SUBJECTS	
One	1
More than one	2-3
WEATHER PROFILE	
Existing hazardous weather	1
Predicted hazardous weather (within 8 hours)	1-2
Predicted hazardous weather (more than 8 hours)	2
No hazardous weather predicted	3
EQUIPMENT PROFILE	
Inadequate for the environment	1
Questionable for the environment	1-2
Adequate for the environment	3
SUBJECT EXPERIENCE PROFILE	
Not experienced, does not know area	1
Not experienced, knows area	1-2
Experienced, does not know area	2
Experienced, knows area	3

NOTE: Elapsed time from when the subject was determined missing, along

with the political sensitivity of the circumstances, will have the effect of increasing the relative urgency.

IV.   INITIAL RESPONSE

If it is determined that an actual search will be necessary, the following resources, actions and procedures should be implemented:

A. Immediate response resources;

1. First shift overhead team and their equipment
2. Local, trained SAR hasty teams
3. SAR Dog teams, SAR watercraft, and SAR aircraft (if necessary).

B. Initial actions upon arrival at scene;

1. Identify the place last seen or Last Known Position (LNP).
2. Initiate Lost Person Questionnaire (LPQ) and lost person profile forms.
3. Establish identified Command Post (CP) and Staging Area locations.

C. Escalation procedures should be determined;

1. Incident Action Plan (IAP)
2. Identify SAR resources to be needed.
3. Implement plans to expand CP activities.
4. Identify and advise necessary support services.

V.   STRATEGY

A. If the incident is a known rescue, determine what resources will be needed to carry out the mission.

B. Establish the probable boundaries of the search area. Some factors to take into consideration include:

1. Statistical data
2. History of the Area
3. Subject profile and immediate clues found.
4. Natural routes of travel
5. Analysis of time/distance traveled
6. Terrain hazards and natural barriers
7. Intuition

VI.   TACTICS

A.   Initial actions should have three objectives:

1.   Confine the subject(s) travel; prevent the enlargement of the search area.
2.   Effectively use the resources that are immediately available.
3.   Find the subject or any possible clues.

B.   Confinement and attraction methods:

1.   Road or trail blocks
2.   Camp-ins
3.   Lookouts
4.   Track traps
5.   Road and trail patrols
6.   String lines
7.   Noise
8.   Smoke
9.   Lights

C.   Generally, available, trained personnel will be dispatched immediately, as hasty teams, to the areas of highest Probability of Area (POA) to attempt to locate the subject or any clues. Efforts of this type should include:

1.   Following known or suspected routes.
2.   Grid, top or pattern search (water-related).
3.   Trail running
4.   Sign cutting
5.   High attraction area search
6.   Search along the sides of roads.
7.   Search along drainages, streams, riverbanks, and other high probability areas.
8.   Search from ridge tops
9.   Easily forgotten or obvious areas, restrooms, tents, vehicles.
10.   If water related, underwater graph devices should utilized.

D.   Clue finding and/or clue subject finding resources should be used as early in the search effort as they can be requested and moved into the search area. These resources include:

1.   Trained, clue conscious Hasty Teams
2.   Man trackers
3.   SAR Dogs
4.   Aircraft, preferably helicopters.

E. Although clues such as footprints, discarded items, scent articles, etc., may not lead directly to the subject, their most profound effect can be to eliminate portions of the search area. Every person involved in the search, especially in the early phases, must be constantly reminded to be "clue conscious".

VII. INVESTIGATION / INTERVIEWING

A. Consideration must be given to designating a trained person to conduct a thorough investigation. The effectiveness of a search operation can be diminished because of a lack of adequate and / or accurate information.

B. As the mission continues, the remaining, pertinent information on the Lost Person Questionnaire form should be obtained. The form can serve as a checklist to avoid missing any possible significant information. (One form should be completed for each subject lost or missing). Alternate forms may be used, such as the ERI forms.

C. An effort to locate the subject somewhere other than the search area must be made in the event that the subject isn't lost but just where they aren't supposed to be. The following places/ persons should be contacted as they are identified and then re-contacted periodically:

1. Subjects destination; did they arrive after the search began?
2. Friends, co-workers, relatives, companions.
3. Local hospital, emergency medical centers, doctor's office
4. Adjacent law enforcement jurisdictions (have subject placed into LINK system if situation warrants).
5. Residents in and around the search area.

D. Other Considerations

1. Possibility of criminal act
2. Check vehicle, home, etc., for clues
3. Preserve clues and physical evidence

VIII. RESOURCES

A. The order of preference for tactics and resources used in a search is suggested as follows:

1. Trained hasty search resources

a. Confinement and attraction
b. SAR watercraft
c. SAR Dogs
d. Man trackers
e. Air Search

f. Direction Finding (DF) teams

2. Untrained hasty teams
3. Grid searchers

B. Every reasonable effort should be made to locate the subject using those methods listed in Section 1 above, even though large numbers of searchers might be readily available. The use of grid or line search techniques must be regarded as a last resort. Efficiency, economy, and control of the mission can be expected to substantially diminish when these techniques are utilized. Large numbers of searchers, even when reasonably trained, virtually obliterate clues. As a result, the effectiveness of those resources that have the highest and quickest Probability of Detection (POD) is considerably reduced or even eliminated.

C. Personnel from organizations other than those known to be specifically SAR trained, should be determined to be reasonably fit and equipped before they are permitted in other than support roles.

IX. <u>ORGANIZATION AND MANAGEMENT</u>

A. A functional management approach, the NIMS-based Incident Command System (ICS), shall be used on all SAR missions. The following functions must be considered on any SAR mission, regardless of the terminology used or the size of the mission. In the very early stages, some functions may be unnecessary and one or few persons may carry out several, or even all. As the mission becomes more complex, the need to designate specific functions increases. The more complex the mission, the greater the need for individuals with specialized training to carry out each function.

1. SAR Incident Commander - Responsible for the coordination and control of all incident activities and the associated minute-by-minute decisions. Accountable for the overall success or failure of the mission. Usually this will be the CCFR Chief or his Deputy, or the SAR Coordinator; or if criminal activity is suspected, a Law Enforcement Officer with SAR training.

2. Operations Officer - Oversees the activities of the total search operations. All field deployable resources, regardless of type, come under the operations section. Duties include:

a. Prepare ground or water operations portion of the IAP
b. Prepare task assignments
c. Briefing and debriefing of teams
d. Report significant events to the SAR IC
e. Coordinate ground resources

3. Planning Officer - Is responsible for collection, evaluation, and dissemination of incident information and for the preparation of the Incident Action Plan (IAP). Duties include:

   a. Register and track incident resources
   b. Preparation of tactical operations plan
   c. Prepare incident status summary
   d. Provide maps and photographic services
   e. Collect and disseminate weather information
   f. Intelligence and investigation

4. Logistics Officer - Is responsible for providing personnel, supplies, equipment, and services necessary to support the mission. Duties include:

   a. Equipment procurement and maintenance
   b. Transportation
   c. Food Service
   d. Command Post Operations
   e. EMS
   f. Communications

5. Finance Officer - Is responsible for tracking costs associated with the search effort. Duties include:

   a. Total number of man-hours expended
   b. Expendable equipment costs
   c. Recording damaged equipment
   d. Assuring payment of all expenses incurred

6. Public Information Officer - Is responsible for media coordination and news releases. Establishes the Mission Information Center. Briefs family and local political personnel of all actions undertaken.

7. Safety Officer - Is responsible for the identification of potentially hazardous areas and situations, and has the authority to stop and prevent unsafe actions.

8. Liaison Officer - Provides a point of contact for assisting and cooperating agency and organizational representatives.

9. Communications Officer - the communications section operates under the direction of the Logistics Officer. The Communications Officer is responsible for installing, maintaining, and operating the mission's communications system per the IAP. Duties include:

   a. Operate the mission's communications
   b. Provide radio operators

c. Maintain communications logs

B. A qualified person should be appointed to see to the needs of the relatives or close friends and for keeping them informed of the progress of the mission. Preferably, a minister or Chaplain may be a good choice.

X. COMMAND POST and STAGING AREA

A. As soon as practical, the following items should be considered for establishing and helping to support the command post, and staging area if different:

1. Registration / sign in area
2. Vehicle and equipment staging area
3. Operational area for mission staff
4. External power source for mobile equipment
5. Sanitation facilities
6. Food Services
7. Helicopter Landing Zone(s) for air operations
8. Lighting and fuel for generators and or vehicles
9. Command Post access control
10. Media briefing area

XI. RESCUE AND EVACUATION

A. A rescue and evacuation plan should be established for each incident, detailing the response, once the subject has been located.

B. Immediately after locating the subject(s), necessary emergency medical care will be provided and all information necessary to plan the evacuation will be given to the IC.

C. If the subject's location is not on a trail or other easily accessible area, the best route into the location should be marked with flagging tape. If possible, this location should also be identified with GPS equipment. This will provide for a quicker response by medical personnel and will assist with the determination of evacuation options and tactics.

D. The rescue and evacuation will be carried out in the quickest, most effective and safest method available and consideration will be given to the following:

1. The physical condition of the subject
2. Safety of the subject and rescuers
3. Equipment and human resources available
4. Terrain
5. Weather

E. If there is a major trauma injury involved, a helicopter evacuation to the nearest trauma center should be considered. However, a contingency for ground evacuation should be prepared in the event that weather or other factors prevent helicopter evacuation.

F. For safety reasons, helicopter operations must be managed by experienced personnel using accepted techniques and proper equipment.

XII. <u>INCIDENT SITE PROCEDURES</u>

A. The possibility of suspicious circumstances, criminal activity or foul play must be kept in mind and an appropriate investigation conducted before the scene is disturbed. In cases where such circumstances are suspected, the law enforcement agency with jurisdiction shall become the lead agency and the incident scene shall not be disturbed.

B. Bodies shall not be moved until permission is given by the Calloway County Coroner.

XIII. <u>SUSPENDING A MISSION OR DEMOBILIZATION</u>

A. A mission that is terminated unsuccessfully will be referred to as "Suspended". Searches that still have limited on-going activities shall be listed as "Scaled-Back or Limited Search". Only searches where the subject has been located will be "Closed".

B. If the SAR IC feels that the Probability of Detection (POD) for the designated search area is inadequate, or there are no further leads, or after consultation with the IC staff that continuing the search is not possible due to the lack of resources or safety constraints, the mission may be suspended pending the receipt of further information or a change in the suspension criteria. Appendix 4 provides factors to evaluate in considering suspension of a search mission.

C. The SAR IC will inform the relatives of the decision and must be ready to justify their action. Relatives should be told that the search will be resumed if and when justifying criteria is received, and that a limited search effort will continue. This may include:

1. Occasional fly overs
2. Occasional top searches (water-related).
3. Posting of signs in the area
4. Requesting media and public to report any sightings
5. Using the area for subsequent training exercises

D. All resources should be cleared through each operational section as needed, before the final clearance to depart the command post is given.

E. The IC will insure that all departing resources are capable for traveling safely. Distance and fatigue should be considered carefully.

F. The IC will notify the local and state EM offices of the decision to suspend and will provide a closing briefing.

XIV. <u>DOCUMENTATION AND REPORTING</u>

A. The IC will assemble the case file and include all relevant forms, notes, maps, reports, and other paperwork. A copy of the closing report and the state KyEM SAR Mission Report Form must be submitted to the State SAR Coordinator within 30 days of the mission closing. This is an online reporting form which does not capture all incident data, so a local data file should be archived.

B. The SAR Incident file will become a primary source of information in the event questions should arise about the conduct of a mission and should therefore be retained as any other documenting evidence.

XV. <u>APPENDICES</u>

Appendix 1: ERI IA 6-step forms.pdf

Appendix 2: Care of Rescue Workers

Appendix 3: Lost Person Questionnaire

Appendix 4: Factors to consider in considering suspension of a search

Appendix 5: Golden Alert (partial reproduction because of large file size and color pictures; full copy available in OEM office or from KyEM)

Section IV

Step #	Recommended Actions
Step #1	❐ Maintain contact with informant(s) directly or know where they are. ❐ Fill in the First Notice Record Sheet, Form 1. ❐ Identify the Incident Commander and notify all personnel. ❐ Define the Operational Period Schedule, record start/finish times on Form 7. ❐ Identify the IPP, mark it on the map and protect it. ❐ Locate, interview people who might know the person(s) and what happened. ❐ Fill in the Missing Person Profile, Form 2. ❐ Fill in the Incident History, Form 3. ❐ Identify the category of missing person(s); record on Form 2. ❐ Read the Lost Person Behavioral Statistics for that category. ❐ Carry out a Topography Analysis. Mark on map: • Any known hazardous locations. • Barriers to mark out the Initial Search Area (ISA). • Likely trails or travel routes in the Initial Search Area. • Any magnets in the Initial Search Area. • Check, modify ISA boundaries against the LPB distance travelled data. ❐ List the resources currently available and their status on Form 4. ❐ Carry out an Urgency Analysis using Form 5, and respond accordingly.
Step #2	❐ Carry out a Scenario Analysis; record likely scenarios on Form 6. • Identify the range of possibilities that might have caused the person(s) to become lost of overdue. • Consider "worse case" scenarios. • Identify highest risk scenarios. • Consider the potential that this is a result of a criminal act; List suspicions. ❐ Conduct mental "risk assessment;" Identify safety concerns.
Step #3	❐ Write down your mission Goal on Form 7. ❐ Read the Lost Person Behavior (LPB) Statistics for this category of person. ❐ Record searching/confinement/investigation Objectives on Form 7. ❐ Break down each Objective into Tasks. ❐ Prioritize all of your Tasks and give each a Task Priority number on Form 7.
Step #4	❐ Establish what resources are needed to meet each Task for the 1st Op Period. ❐ Record them on the Resources Sheet, Form 4). Note ETA if en route.
Step #5	❐ Designate the Command Post, mark location on the incident map, and notify all personnel. Locate yourself there. ❐ Make yourself clearly identifiable as the Incident Commander. ❐ Appoint people to fill subordinate roles as required. ❐ Designate needed Base Camp, Staging Areas, Helispot, and other facilities. Mark their locations on the incident map. ❐ Assign resources to Tasks, starting with the Priority 1 Task. ❐ Record the tasked resources as "assigned" on the Resources Sheet on Form 4.
Step #6	❐ Brief and deploy available resources to priority Tasks in accordance with your plan. ❐ Assign arriving resources to Tasks after check-in. ❐ Continue with the investigation (on and off site). ❐ Maintain resource status. ❐ Prepare a written brief using Form 8A. ❐ Debrief resources on return and keep a written record on Form 8B. ❐ Start thinking about what you are going to do next. Read 'Continuing the Search – 1' and 'The Second Six Step Cycle'.

Form # 1
First Notice Record Sheet

Person Receiving Report:	Date Received:	Time Received:

Name And Contact Information Of Informant:

Report Received By (telephone, person, etc.):

Name Of Missing Person If Known:

Date And Time Last Seen:

Circumstances Of Loss:

Initial Planning Point (IPP) Point Last Seen (PLS) or Last Known Point (LKP):

What Does Informant Think Happened:

What Does Informant Want Done:

Instructions To Informant:

Form # 2 **Missing Person Profile**		
Name:	**M or F:**	**Age:**
Address:		
Physical Description:		
Clothing Worn:		
Equipment Carried:		
Capability/ Health:		
Habits/ Hobbies/ Interests/ Likely Activity:		
Previous Relevant History:		
Category:		

Form # 3
Incident History

Incident Name:	**Operational Period #:**
	Beginning Date/ Time:
Incident Commander:	**Ending Date/ Time:**

Initial Planning Point (IPP):

_____

New IPP: **Reason:**

Initial Story/ Circumstances:

_____

Confirmed By:

Assigned Functions:

Investigation:

Family Liaison:

PIO:

Restat:

Sitstat:

Logistics:

Staging Area Manager:

Helispot Manager:

Other:

Further Developments:

Form # 4 Resources Sheet			
Resource	**Status: Enroute, Assigned, Available, Out Of Service**	**Where From/ ETA**	**Available Until**

	Form # 5 **Urgency Analysis Checklist**		
Name Of Incident:			**Date And Time:**
Urgency Analysis Done By:			
Question	Put a tick (checkmark) against the word or phrase which best represents the response to each question.		
How Many?	Solo Split Group	Not Known Any Other	Entire Group
How Old?	All Or Mostly Young All Or Mostly Elderly	Not Known Any Other	All Adult
Medical Condition?	Known Ill Or Injured	Not Known Any Other	Known Fit And Well
Equipped For Terrain?	All Or Mostly Ill Equipped	Not Known Any Other	All Or Mostly Well Equipped
Local Knowledge?	All Or Most With None	Not Known Any Other	All Or Most Familiar
Experience Of This Type Of Terrain?	All Or Most With None	Not Known Any Other	All Or Most Familiar
Terrain?	Contains Hazards Or Navigation Problems	Not Known Any Other	No Hazards Or Navigation Problems
Weather?	Past And Present Bad Forecast Bad	Not Known Any Other	Past And Present Good Forecast Good
Number Of Hits?	Any		
Urgency Rating?	Very High	High	Low
Suggested Response?	Respond Immediately With High Priority	Respond Immediately And Get More Information	Prepare To Respond

	Form # 6	
	Scenario Analysis Record Sheet	
No.	**Scenario Details**	**Likelihood**
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

LEGEND = Likelihood: Write in whichever abbreviation you think best fits each scenario.

VL = Very Likely   L = Likely   A = Average U = Unlikely   VU = Very Unlikely

Form # 7
Incident Action Plan - Mission Goal and Objectives

Goal	First Operational Period					
	Start Time	Finish Time				
	Objective	Task	Task Priority	Resource Assigned	Task Completed & Resource Debriefed	

Form # 8 - A
Briefing Checklist

Information To Share With Searchers Prior To Deployment:

❑ **Incident summary, including:**

- Subject description, and lost subject profile;

- Actions to date;

- Clues found;

- Terrain;

- Weather;

- Safety;

- Press;

- Family;

- Actions to take if subject found;

- Rescue and medical plans.

❑ **Assignment.**

❑ **Type of subject to base tactics on (mobile/responsive, mobile/unresponsive, immobile/responsive, immobile/unresponsive).**

❑ **Transportation to and from assignment.**

❑ **Needed personal equipment.**

❑ **Needed team equipment.**

❑ **Team and base radio call signs.**

❑ **Radio frequency(s) and telephone numbers.**

❑ **Expected time of return.**

❑ **Where and to whom to report upon return, for debriefing.**

Form # 8 - B
Debriefing Checklist

Information To Obtain From Searchers Upon Their Return.

Note: Recommended information be documented in writing, and on incident map.

❏ **Searchers present at debriefing.**

❏ **What was assignment.**

❏ **Time began.**

❏ **What was actually accomplished.**

❏ **Time completed.**

❏ **Location and status of any clues located.**

❏ **Search difficulties or gaps in coverage.**

❏ **Hazards observed in the area.**

❏ **Communication problems.**

❏ **Suggestions, ideas, or recommendations for future actions.**

Note: **Update "Restat Function" as to searchers new status.**

CARE OF RESCUE WORKERS

I. <u>SITUATION AND ASSUMPTIONS</u>

During disasters, rescue teams are called upon to work for extended periods in extremely difficult and stressful situations. When these rescue workers work without sufficient rest periods and adequate nutrition their effectiveness is seriously hampered and can result in psychological and physical problems for them. To ensure full effectiveness of rescue workers, adequate nutrition for them must be provided.

II. <u>Feeding</u>

A. Fresh foods, both fruits and vegetables should be served instead of fast food, junk food and canned foods.

B. Hot food should be served instead of cold food.

C. Food serving areas should be screened from the rescue site and provide a calm atmosphere.

D. Fluids must be monitored.

1. Ensure rescue workers drink plenty of fluids (water, juices, etc.).

2. Limit rescue workers' intake of soft drinks, which are loaded with sugar and phosphorus.

3. Limit caffeine intake, as caffeine products contribute to the dehydration of the body (coffee, tea, colas, etc.).

4. Limit intake of thirst quenchers, as they tend to suppress the need to drink water.

E. General Nutrition Guidance

1. Assess rescue workers' nutritional needs.

2. Provide a variety of foods.

3. Provide increased complex carbohydrates (grain breads, muffins, granola bars, etc.).

4. Provide more fish, poultry and pasta (easier to digest).

5. Reduce consumption of fried foods, fatty meats.

6. Supply multi-vitamin supplements (if rescue operations last more than 6 weeks).

7. Offer a calm, relaxed atmosphere during meals.

8. Avoid foods with large volumes of cholesterol, which may increase stress (i.e. eggs, cheese, butter).

III. Lodging

A. Arrange for appropriate lodging for rescue workers.

IV. Stress

A. In natural or man-made disasters, or under national security conditions, events occur that necessitate the coordination and delivery of crisis intervention and disaster mental health services.

B. Emergency responders may be impacted by the effects of trauma during emergency response. Incident commanders should be aware of stress caused during an emergency response and seek assistance when needed.

<u>Lost Person Questionnaire</u>   APPENDIX 3

NOTE: Use pencil/black ink, print clearly. Avoid confusing phrases/words and unfamiliar abbreviations. Complete and detail answers for future use. Answer ALL questions, if possible.

Incident Title: _____ Today's date: _____ Time: _____

Interviewer(s): _____ Incident number: _____

A. SOURCE(S) OF INFORMATION FOR QUESTIONNAIRE

Name: _____ How Info Taken: _____

Home Address: _____

Phone 1: _____ Phone 2: _____ Relationship: _____

Where/How to contact now: _____

Where/How to contact later: _____

What does informant believe happened: _____

B. LOST PERSON

Full Name: _____ DOB: _____ Sex: _____

Maiden Name: _____ Nicknames: _____ Other AKA's: _____

Home Address: _____ Zip: _____

Local Address: _____ Zip: _____

Home Phone: _____ Local Phone: _____ E-mail Address _____

Birthplace: _____ Ethnicity: _____ National Origin: _____ Language Spoken: _____

C. PHYSICAL DESCRIPTION

Height: _____ Weight: _____ Age: _____ Build: _____ Eye Color: _____

Hair: Color Current: _____ Natural: _____ Length: _____ Style/Binding: _____ Wig: _____

        Beard: _____ Style/Color _____ Mustache: _____ Style/Color _____ Sideburns: _____

Facial features shape: _____ Skin color: _____ Tone: _____ Complexion: _____

Color of fingernails: _____ Fake nails: _____ Color of finger nails: _____

Distinguishing marks (scars/moles/tattoos/piercing): _____

Jewelry (and where worn, incl. Medical bracelets); _____

Eyewear/Contacts (sunglasses, spares): _____ Eyesight w/out glasses: _____

Overall Appearance: _____

Photo Available: Y __ N __ Where: _____ Need to be returned: Y ___ N ___

Comments: _____
_____

D. TRIP PLANS OF SUBJECT

Started from: _____ Day/Date: _____ Time: _____

Going to: _____ Via: _____

Purpose: _____

For how long?: _____ Exit date: _____ Alone? Y ___ N ___ Group size: _____

Done trip before? Y ___ N ___ Details: _____

Transported by whom/means: _____

Vehicle now located at: _____ Type: _____ Color: _____

    License #: _____ State: _____ Verified? Y ___ N ___ By whom: _____

Return time: _____ From where: _____

    By whom/what: _____

Additional names, cars, licenses, etc. for party: _____
_____

Alternate plans/routes/objectives discussed: _____
_____

Discussed with whom: _____ When: _____

Comments: _____
_____

E. CLOTHING

	STYLE	*COLOR*	*SIZE*	*OTHER*
Shirt sweater:				
Pants (belt/suspenders):				
Outerware:				
Under wear/socks:				
Head wear:				
Rain wear:				
Glasses:				
Gloves:				
Neck ware (scarf/neckerchief/tie):				
Extra clothing:				
Footwear:				

    Sole type: _____ Sample available? Y ___ N ___ Where: _____

Scent articles available?: Y ___ N ___ What: _____ Secured?: Y ___ N ___

Where is scent article now?: _____

Overall coloration as seen from air: _____

F. LAST SEEN

Time: _____ Where: _____ Why/how: _____

Seen by whom: _____ Location now: _____

Who last talked at length with person: _____

     Where: _____ Subject matter: _____

Weather at time: _____ Weather since: _____

Seen going which way: _____ When: _____

Reason for leaving: _____

Attitude (confident, confused, etc.): _____

Subject complaining of anything: _____

Subject seem tired: _____ Cold/Hot: _____ Other: _____

Comments: _____
_____

G. OUTDOOR EXPERIENCE

Familiar with area?: Y ____ N ____ How Recent: _____ Other: _____

Other areas of travel: _____

Formal outdoor training / degree: _____

     Where: _____ When: _____

Medical training: _____ When: _____

Scouting experience: _____ When: _____ Where: _____

     How much: _____ Scout rank: _____ Scout Leader?: Y ___ N ___

Military Experience?: Y ___ N ___ What: _____ When: _____ Where: _____

     Rank: _____ Other: _____

Generalized previous experience: _____

How much overnight experience: _____

Ever lost before?: Y ____ N ___ Where: _____ When: _____

Ever go out alone?: Y ___ N ___ Where: _____

Stay on trail or cross country: _____

How fast does subject hike: _____

Athletic/other interests: _____

Climbing experience: _____

Comments: _____

H. HABITS / PERSONALITY

Smoke?: Y ____ N ____ How Often: _____ What: _____ Brand: _____

Alcohol?: Y ____ N ____ How Often: _____ What: _____ Brand: _____

Recreational drugs?: Y ____ N ____ What: _____

Gum brand: _____ Candy brand: _____ Other: _____

Hobbies/Interests: _____

Outgoing / quiet: _____ Gregarious / loner: _____

Evidence of leadership: _____ Give up easy / Keep going: _____

Legal trouble (past I present): _____

Hitchhike?: Y ____ N ____ Accepts rides easily: _____

Personal problems: _____

Religious?: Y ____ N ____ Faith: _____ To what degree: _____

Personal values: _____

Philosophy: _____

Person closest to: _____ In family: _____

Emotional history: _____

Education Highest grade achieved: ____ Current status: _____ College Education: _____

School name: _____

Teachers: _____

Subject/Degree: _____ Year: _____

Local/fictional hero: _____

Comments: _____

I. HEALTH / GENERAL CONDITION

Overall health: _____

Overall physical condition: _____

Known medical/dental problems: _____

Knowledgeable doctor: _____ Phone: _____

Handicaps/deformities/prosthetics: _____

Known psychological problems: _____

Knowledgeable person: _____ Phone: _____

Medication: _____

Dosages: _____

Knowledgeable person: _____ Phone: _____

What will happen without meds: _____

Dentures/Partials: _____ Dentist: _____ Phone: _____

Comments: _____
_____

J. EQUIPMENT

	STYLE	*COLOR*	*BRAND*	*SIZE*
Pack:				
Tent:				
Sleeping Bag:				
Ground Cloth/Pad:				
Fishing Equipment:				
Climbing Equipment:				
Light:				
Knife:				
Camera:				

Stove: _____ Fuel: _____ Starter Y __ N __ What: _____

Drinking Liquid Container: _____ Liquid Amount: _____ Kind of Liquid: _____

Compass: _____ Map: _____ Of Where: _____

How Competent with Map/Compass: _____

Food: _____

Brands: _____

Skis: Type: _____ Brand: _____ Color: _____ Size: _____

Bindings: _____ Pole Type: _____ Lenght: _____

How Competent: _____

Snowshoes: Type: _____ Brand: _____ Color: _____ Size: _____

Bindings: _____ How Competent: _____

Firearms: Y ___ N ___ Brand: _____ Model: _____ Holster: _____

Money: Amount: _____ Credit/Debit Cards: _____

Other Documents: _____

Comments: _____

K. CONTACTS PERSON WOULD MAKE UPON REACHING CIVILIZATION

Full Name: _____ Relationship: _____

Address: _____ Zip: _____

Phone #: _____ Anyone Home Now?: Y __ N __

L. CHILDREN

Afraid of dark?: Y ___ N ___ Animals?: Y ___ N ___ Afraid of: _____

Feelings toward adults: _____ Strangers: _____

Reactions when hurt: _____ Cry: _____

Training when lost: _____

Active/lethargic/antisocial: _____

Comments: _____
_____

M. GROUPS OVERDUE

Name/Kind of group: _____ Leader: _____

Experience of group leader: _____

Address/Phone of knowledgeable person: _____

Personality clashes within group: _____

Leader types in group other than leader: _____

What would subject do if separated from group: _____

Competitive spirit of group: _____

Intragroup dynamics: _____

Comments: _____
_____

N. ACTIONS TAKEN SO FAR

By: Family/Friends: _____

Results: _____

Others: _____

Results: _____

Comments: _____
_____

0. PRESS/FAMILY RELATIONS

Next of kin: _____ Relationship: _____

Address: _____ Zip: _____

Phone #: _____ Occupation: _____

Significant family problems: _____

Family's desire to employ special assistance: _____

Comments: _____
_____

P. OTHER INFORMATION

_____
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CALLOWAY COUNTY EMERGENCY MANAGEMENT

AIRCRAFT INCIDENT RESPONSE PLAN

I.   SITUATION AND ASSUMPTIONS

   A.   The Murray-Calloway County airport, Kyle-Oakley Field, is located at 544 Airfield Lane, Murray KY 42071; phones (270) 489-2414 and 489-2424. Coordinates are 36.665°N, 88.371°W. The runway is paved at 6200 feet, with 100,000 pound capacity. There are also several small private airstrips in the County. The nearest scheduled commercial service is located at Barkley Regional Airport in West Paducah, KY, approximately 45 miles from Murray. The Fort Campbell Army Airfield, near Hopkinsville KY, is about 50 miles from Murray and supports military aircraft.

   B.   Aircraft accidents resulting in serious injury to one or more individuals can take place on the ground, while landing, and while taking off. Aircraft may also crash adjacent to or a distance from an airfield due to pilot error, mid air collision, aircraft failure or a terrorist act.

   C.   First response to an aircraft accident is the responsibility of the jurisdiction in which the accident takes place. Aircraft incidents at military or commercial airports are generally the responsibility of the airport owner. Crashes off-site are the responsibility of the affected local government.

   D.   When responding to an aircraft accident, emergency personnel are confronted with a multitude of problems such as suppressing fires, rescuing, and providing emergency first aid to survivors, establishing mortuary facilities for victims, detecting the presence of explosive or radioactive materials, providing crash site security, crowd and traffic control, and protection of evidence.

   E.   The Federal Aviation Administration (FAA) has regulatory jurisdiction over aircraft operational safety and aircraft worthiness. The National Transportation Safety Board (NTSB) investigates all aircraft crashes which involve a fatality and publishes reports on their findings.

   F.   The **US Military** will have jurisdiction over any crash site involving their aircraft, especially with sensitive equipment and munitions.

II.   MISSION

   To save lives, protect property and secure the incident scene for those who will investigate the incident.

III.   <u>DIRECTION AND CONTROL</u>

    A.   EM Director or designee or 911 Center will notify the KYEM 24 hour Warning Point of the incident, at (800) 255-2587.

    B.   Depending on the incident, the Incident Commander may be from local, state or the federal government.

IV.   <u>CONCEPT OF OPERATIONS</u>

    A.   The primary response in any aircraft incident is to save lives and suppress fires.

    B.   Military aircraft can pose threats not found with civilian aircraft, namely the presence of explosives and other hazardous materials. Before entering the scene of a military crash, responding personnel will first survey the area for possible explosives.

    C.   All responding personnel to an aircraft incident should;

        1.   Use care in approaching the wreckage by vehicle, particularly if the approach is along the crash path, as survivors may have been thrown out or ejected.

        2.   If military aircraft are involved, stay clear of the front and rear of externally carried tanks or pods. They may contain munitions, missiles or rockets whose explosive wake is hazardous. Never disturb armament thrown clear of the aircraft as it may explode.

    D.   Rescue of the living is the first concern. Search will be visual and by voice.

    E.   A triage station to handle the injured will be set up a safe distance from the aircraft (Site should be secured and positioned outside of the designated Hot Zone).

    F.   As necessary secure a helicopter landing zone for medical evacuation.

    G.   All victims who are dead will be left in place until their removal is authorized by the coroner (Only the coroner can authorize decontamination of corpses). Body and body parts should be covered until removal. Documentation of location, type of body part and pictures should be provided. This is a very sensitive event, and all procedures need to adhere to FOUO.

    H.   All debris from the crash scene will be left in place, unless it must be moved for rescue operations, until its removal is authorized by the National Transportation Safety Board. Proper documentation needs to be utilized.

1. Each and every piece of aircraft, its location, and exact position is important to investigators in determining the sequence of events, causes of the accident, and how individuals were injured or killed. Lessons learned from each accident are used to prevent future aircraft accidents from like causes, and to improve aircraft and equipment design.

2. No part, no matter how small, should be disturbed, for even instrument readings, control positions, and injury patterns can be determined from smashed equipment.

3. Every effort should be made to prevent souvenir hunting, as a small component is often a key factor (remember crash debris is government or private property and should be treated as such).

4. Even marks on the ground are important clues, so entry and movement of people and vehicles into the incident scene should be held to a minimum for this reason.

I. The aircraft incident response area will be divided into three zones; Hot, Warm and Cold. The Hot area is the area in which aircraft parts or bodies are located. The Warm area is the working area for those responding to the incident. The Cold area is the area beyond the outer security ring.

J. In no case should any ammunition, missiles, rockets, or bombs be handled by other that qualified ordnance disposal personnel.

K. While not likely on a passenger commercial flight, hazardous material as cargo, may be present at the incident scene. First responders should use the same safety procedures, as are used in approaching any undocumented cargo.

L. Public information will be coordinated as set forth in accordance with protocol.

M. Liaison with Air Carrier

1. After the identity of the airline involved in the emergency has been established, the Incident Commander will contact the airline and request a liaison from the airline report to the Command Post.

2. An airline liaison to the incident management team will be required throughout the emergency and recovery phases.

3. The liaison will provide the incident management team with aircraft information, passenger information and coordinate activities conducted by the air carrier.

4. A representative of local government may also respond to the airline's emergency operations center to ensure integration of activities.

N.   Contact with Air Force Rescue Coordination Center

1.   Notify them of the location and pertinent information. They could research specific information to assist with an investigation.

O.   Liaison with National Transportation Safety Board (NTSB)

1.   Upon notification, the NTSB will dispatch a "Go" Team to the location to conduct an investigation.

2.   While en route, the leader of the "Go" Team will make contact with local authorities and request that certain logistical considerations be fulfilled. Emergency Management, with the cooperation of the air liaison, will provide assistance to the NTSB for the duration of the incident.

P.   NTSB and FAA Roles in Recovery Operations

1.   In order to ensure integration of activities throughout the duration of the incident, local government will provide a liaison person to the NTSB and FAA. This person will assist the NTSB and FAA with required logistical support. This person will continue the provision of support throughout the recovery phase.

Q.   Recovery of Aircraft

1.   The command post, initially established for the emergency phase of the incident, will remain in place throughout the recovery phase.

2.   The NTSB is the federal agency that takes custody of the aircraft and its contents from the time they arrive on scene until their investigation is completed or until the plane is released to the airline.

3.   In most cases, the NTSB will allow the plane to be moved from the location of the accident to a spot, they have selected, for further investigation. Custody of the aircraft is still maintained by the NTSB. Following its full investigation, or at a time determined by the NTSB, the plane may be released to the airline.

4.   Federal Regulations require that the airline involved designate a "Recovery Coordinator". The recovery coordinator will have authority to make all decisions, technical and financial, necessary to recover the aircraft. The Recovery Coordinator should have all required company facilities, including personnel and equipment, available also.

5.   The airline Recovery Coordinator will meet with the incident management staff and the NTSB investigator to develop plans for removal of the aircraft.

Local public safety personnel and resources may be required to assist the airline in recovery operations. These personnel will remain under the direction and control of the local incident management staff.

6. Removal of any fuel remaining in the aircraft should be considered in the recovery plan and appropriate precautions taken.

R. Damage Assessment

1. Collateral damage may occur if an aircraft emergency occurs in a populated or developed area. This damage may occur to residential, commercial or industrial occupancies or to a community's infrastructure. Damage assessment of the affected area will need to be conducted. Results of this survey will be provided to the appropriate local, state and federal agencies and to the airline.

2. Local damage assessment teams may be required if the event has occurred in a populated area.

V. <u>ADMINISTRATIVE SUPPORT</u>

Administrative support will be the responsibility of the agencies involved.

BellSouth - 53637

Calloway County

Plan Number: 018-001

FACILITY LOCATION

Address: 300 N 7TH ST

MURRAY, Kentucky, 42071

Most Hazardous Chemical Location Latitude: 36.613

Most Hazardous Chemical Location Longitude: -88.3056

(Sulfuric Acid, CAS: 7664939, Storage Location: With Engine)

FACILITY EMERGENCY COORDINATOR (FEC)

Name: **Garry Greenwell, Property Manager**

Phone: 502-554-2522

24 Hr Phone: 502-554-2522

Email: gg0480@att.com

ALTERNATE FACILITY EMERGENCY COORDINATOR (FEC)

Name: **EH&S Hotline, Manager On Duty**

Phone: 800-566-9347

24 Hr Phone: 800-566-9347

Email: g43573@att.com

Extremely Hazardous Chemicals

NAME	UN #/ CAS #	EHS NAME	FORM	CONTAINER TYPE	MAXIMUM QUANTITY (Lbs)
Sulfuric Acid	7664939	Sulfuric Acid	Liquid	Lead Acid Battery	2282

Health Hazards can be found in CAMEO Chemicals/NIOSH

SKIN: Moderately to extremely irritating.

EYES: Slight to moderate irritation.

INHALATION: Irritating to mucous membranes and respiratory tract.

INGESTION: Stomach irritation, gastritis, loss of consciousness, hemorrhaging of the lung and internal organs.

** SKIN: Causes severe burns.

EYES: Liquid contact can cause irritation, corneal burns, and conjunctivitis. May result in severe or permanent injury. May cause blindness.

INHALATION: Inhalation of fumes or acid mist can cause irritation or corrosive burns to the upper respiratory system, including the nose, mouth and throat. May irritate the lungs. May cause pulmonary edema.

INGESTION: Causes burns of the mouth, throat and stomach. May be fatal if swallowed. Hazards are also applicable to dilute solutions.

Hazardous Chemicals

NAME	UN #/ CAS #	FORM	CONTAINER TYPE	MAXIMUM QUANTITY (Lbs)
LEAD	7439921	Solid	Lead Acid Battery	20263

DIESEL AST

BATTERY
RACKS
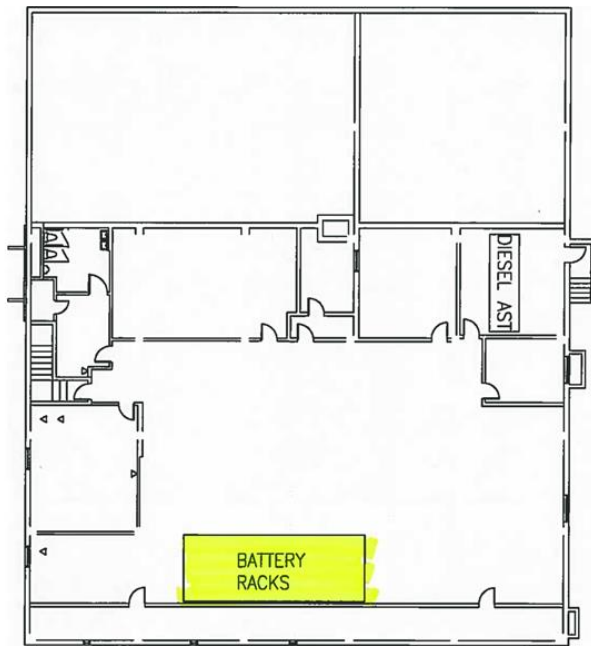
Bellsouth
300 N 7th Street
Murray, KY 42071
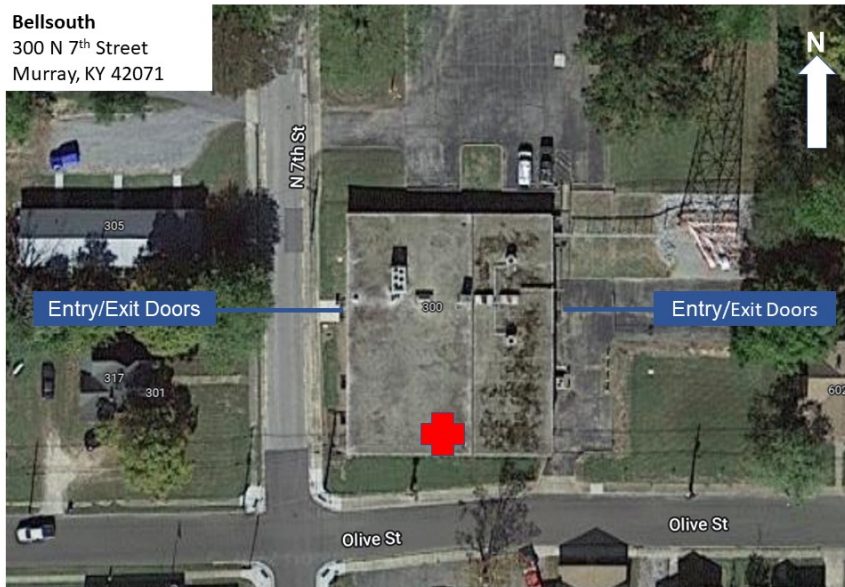
N

Entry/Exit Doors

Entry/Exit Doors

N 7th St

305

300

317

301

602

Olive St

Olive St

Facility Response Point and Directions

Offsite emergency response personnel and the facility representative will meet at the facility's parking lot, located at 300 North 7th Street, Murray, Kentucky. Directions: From US 641 (12th Street), turn east onto Main Street (KY 94/KY 121), then turn left (north) onto North 7th Street. The facility is at the corner of North 7th Street and Olive Street.

Alternate Facility Response Point and Directions

If for some reason the facility's parking lot is not suitable, an alternate site is the west end of the Calloway County Sheriffs Office parking lot, which is diagonally across the corner of North 7th Street and Olive Street, southwest from the facility and which is out of the vulnerable zone.

Facility Emergency Response Coordinator shall meet Emergency Response Personnel at the Response Point with copies of the Facility Emergency Response Plan, Contingency Plan (if needed), SDS, and an oral briefing of the current situation.

Staging Area and Directions (Outside of Vulnerable Zone)

The former Case dealership parking lot, located east of the facility at the corner of Walnut Avenue and 5th Street, shall be utilized as the staging area. Figure 2 is a street map showing the vicinity around the facility and location of the Staging Area

Alternate Staging Area and Directions (Outside of Vulnerable Zone)

If conditions during an emergency necessitate an alternate staging area, one will be selected by consensus agreement by responding emergency personnel.

Modes of Transport:

Trucks, Stationary batteries remain onsite.

Routes:

Batteries are brought on site once every 5, 10, 15, 20 years depending upon the equipment and the needs of the facility. The sulfuric acid is found inside the stationary batteries at the site. Vendor is selected at time of purchase and route is established at that time.

Handling:

Batteries are brought on site once every 5, 10, 15, 20 years depending upon the equipment and the needs of the facility. The sulfuric acid is found inside the stationary batteries at the site. Batteries are off loaded by hand by employees of facility.

Frequency of Shipping (Ex. Daily, Monthly):

Batteries are brought onsite infrequently

Batteries are bought infrequently, and a vendor selection process will be used to select vendor at the time of purchase. Vendor will select routes at time of delivery. Batteries will be unloaded by forklift, dolly, or hand depending on size.

Primary EHS Supplier: Various Manufacturers

Supplier Address: Various manufacturers selected at time of purchase.

Supplier Phone: 111-111-1111

Batteries are bought infrequently, and a vendor selection process will be used to select vendor at the time of purchase. Vendor will select routes at time of delivery. Batteries will be unloaded by forklift, dolly, or hand depending on size.

Procedure Used for Worst Credible Release (CAMEO Chemicals, RMPComp, ALOHA):	CAMEO Suite
Worst Credible Release (Fire, Transport, etc):	Release/Container Failure
Chemical Used for Vulnerable Zone:	SULFURIC ACID
Chemical Maximum Amount in Largest Container Used for Vulnerable Zone (lbs):	25
Primary Vulnerable Zone Radius (miles):	0.1

Total Population: 1177

#	Category	Distance (Miles)	Facility	Contact	Phone	Population

None Identified.

Process for Shelter in Place and/or Evacuation of Onsite and Off-Site Populations

It is generally expected that emergency situations involving hazardous chemicals at the facility would not require protective actions (i.e. Level Emergency Condition). However, actions to protect the community population and property near the BellSouth facility following a significant release of sulfuric acid may be required. A "release" according to the LEPC and the facility is one as defined in Section 329 of P.L. 99-499 and is subject to all criteria of Section 304 of P.L. 99-499 and KRS 39E.190. Lacking any detection, monitoring or computer modeling equipment of its own, Murray City and Calloway County government will likely have to rely on notifications/reports supplied by BellSouth officials to determine that a release has occurred. In such case, consensus agreement by responding emergency personnel will determine: (a) if in-place sheltering may be advisable; (b) precautionary evacuation may be implemented due to the feasible existence of a potential threat to public safety/health; or, (c) if a mandatory evacuation is urged because of the imminent threat to public safety and/or welfare.

Process for Alerting/Warning the Public and Special Facilities

Upon discovery of a release of a reportable quantity of sulfuric acid or diesel, BellSouth officials will:

Immediately notify the local 24?hour warning hour point at the Murray Police Department (270-753-1621) with initially known information and specify what types of response actions may be necessary. This call will satisfy the legal requirement under P. L. 99-499 and KRS 39E.190 for immediate LEPC notification following a chemical release.

(2) Immediately notify the Kentucky Emergency Response Commission (KyERC) at 502-607-1610. This call will satisfy the legal requirement under P. L. 99-499 and KRS 39E.190 for immediate KyERC notification following a chemical release.

Hyper-Reach will be used to notify public citizens and businesses.

Officials Who May Authorize Exit Shelter in Place and Re-Entry of Evacuated Areas

The Incident Commander will authorize re-entry, based upon information provided by responding emergency personnel, and the Facility Emergency Response Coordinator and any other personnel with expertise which may be deemed necessary due to the type of incident. Law enforcement agencies will implement re-entry according to their own internal Standard Operating Procedures.

FACILITY

Facility Emergency Equipment on Hand

Emergency spill kits for small spills are available at each AT&T facility equipped with storage batteries. The spill kit is equipped with chemicals to neutralize the acid. The spill kit includes a list of spill kit contents, splash-proof safety goggles, acid resistant gloves, acid resistant apron, acid neutralizer, broom, non-sparking dustpan, 6 mil. 33 gallon plastic bags, nuke boots, and 5 gallon pails of a Neutralizing Acid Absorber manufactured by the Ramsey Group, Inc. of Arden, NC or equal amounts of an acid neutralizing absorber from another manufacturer.

Facility Employee Training Schedule for Hazmat

The AT&T Power Supervisor provides in-house training, at least annually, including information on proper handling and maintenance of batteries along with the necessary safety precautions. Guidelines for responding to lead-acid battery electrolyte spills are found below.

Facility Employee Exercise Schedule for Hazmat

The Facility does not have a formal exercise program but will participate in any local exercise program in our community when requested. City and county emergency response personnel receive on-going training including annual refresher training including annual refresher training from KY TECH in OSHA response standards and other relevant hazardous material training. Within a 4-year exercise cycle, State and Local governments are required to test and exercise on a rotating basis all functions of their Emergency Operations Plan as defined in CPG 1-8 (Guide for the Development of Operations Plans). At least one exercise during the 4-year cycle is to be Full Scale exercise that tests all of the emergency management functions.

FIRST RESPONSE

First Response Emergency Equipment on Hand

EMERGENCY EQUIPMENT ON-HAND

Emergency spill kits for small spills are available at each BellSouth central facility. The BellSouth central office spill kit is equipped with chemicals to neutralize the acid. The spill kit includes a list of spill kit contents, splash-proof safety goggles, acid resistant gloves, acid resistant apron, acid neutralizer, broom, non-sparking dustpan, 6 mil. 33 gallon plastic bags, nuke boots, and 5 gallon pails of a "Neutralizing Acid Absorber" manufactured by the Ramsey Group, Inc. of Arden, NC. or equal amounts of an acid neutralizing absorber from another manufacturer.

Local government in Murray or Calloway County has no specialized HazMat Response Team per se. Fire services equipment of a general nature is located at fire departments in Murray and in rural station locations in the county. EMS, OEM, law enforcement and rescue squad equipment resources are generally adequate for most day-to-day emergency situations. The Murray Fire Department has recently enhanced their preparation for a potential hazardous materials incident, and among other items has level "B" suits, SCBA's, chemical resistant boots, and nitrile gloves on hand.

A specialized regional response team known as HazMat-1 can be contacted to mitigate spills and releases beyond the capability of facility and local resources

First Response Training Schedule for Hazmat

The BellSouth Power Supervisor provides in-house training including information on proper handling and maintenance of batteries along with the necessary safety precautions. Guidelines for responding to lead-acid battery electrolyte spills are found below.

Local government fire fighters, fire-rescue squad, OEM and EMS personnel receive some general HazMat training periodically through KY-Tech, state fire school courses and in-service instruction. Specialized and in-depth HazMat training is available at Murray State University and from private consultants. Most local fire service personnel and OEM officials are trained to the first responder operations level. EMS and law enforcement personnel are trained to at least the awareness level.

First Response Exercise Schedule for Hazmat

The LEPC has adopted the methods/schedules for exercising this plan consistent with and in coordination with the existing 4-year exercise program followed by the Calloway County Office of Emergency Management per KyEM Exercise Program guidance.

BellSouth has no formal exercise program for HazMat response at the Murray facility at this time.

Primary Hospital/Medical Facility for Patient Transport:	MURRAY CALLOWAY COUNTY HOSPITAL
Address:	803 POPULAR ST, MURRAY, KY
Statement of Capability for Hospital/Medical Facility:	The Murray-Calloway County Ambulance Service and the Murray-Calloway County Hospital (803 Poplar Street in Murray, Kentucky 42071) have SDS's for all significant chemicals located at this facility. These health care providers have limited decontamination capabilities and can treat some serious chemical injuries. Patients with severe chemical injuries will be transported to larger hospitals outside the region.

Alternate Hospital/Medical Facility for Patient Transport:	To Be Determined at Time of Incident
Address:	
Statement of Capability for Hospital/Medical Facility:	Alternate facility to be determined at time of event. Possible locations are listed below: Marshall County Hospital 615 Old Symsonia Rd. Benton, KY 42025 Jackson Purchase Medical Center 1099 Medical Center Circle Mayfield, KY 42066 Baptist Health Paducah 2501 Kentucky Avenue Paducah, KY 42003 Mercy Health ? Lourdes Hospital 1530 Lone Oak Road Paducah, KY 42003

Procedures for Containment of Released Substance

IN CASE OF AN ACID SPILL: Don appropriate PPE from the spill kit. Sprinkle spill liberally with Neutralizing Acid Absorber. Cover liquid entirely. Allow approximately 5 minutes for the neutralizer to react. Up to 15 gallons of neutralizer may be required to completely absorb and neutralize a 1680 A-H battery cell???s content of acid. When bubbling stops, the reaction is complete. The resulting compound is neutralized and safe to handle. Scoop up remains and seal in the plastic bags for disposal. No dangerous vapors or disagreeable odors are released during the neutralization/absorption process.

Procedures for Clean Up of Released Substance

USE TAPE TO TEMPORARILY SEAL PLASTIC JAR CRACKS: Plastic battery containers can be temporarily repaired until the cell is replaced. The container surface shall be cleaned and neutralized before the repair is made. An acid- resist tape, such as 3M Tape No. 472, is needed to seal the cell.

Procedures for Substance Disposal

CLEAN-UP/DISPOSAL/RECYCLING: As applicable, all lead-acid batteries are to be recycled or reclaimed by an appropriately licensed waste facility. BellSouth will contact an independent contractor in the event these services are required. AT&T will insure that all clean-up, transportation, storage, recycling/disposal of any hazardous materials is done in accordance with Title 401 KAR (Kentucky Waste Regulations) and with applicable United States Environmental Protection Agency (US EPA) regulations.

Emergency Notification Contact	Phone
Local 24 HR Warning Number	270-753-3151
State 24 HR Warning Point for HAZMAT Spill Notification	1-800-255-2587
Local Emergency Planning Committee (LEPC)	270-753-3151
Kentucky Emergency Response Commission (KERC)	502-607-1638
Community HAZMAT Coordinator Name	Eric Pologruto
Community HAZMAT Coordinator Day Phone	270-762-0320
Community HAZMAT Coordinator Night Phone	270-762-0320
Alternate Community HAZMAT Coordinator Name	Murray Fire Department Officer in Charge
Alternate Community HAZMAT Coordinator Day Phone	270-762-0320
Alternate Community HAZMAT Coordinator Night Phone	270-762-0320
Local EM Director Name	Josh Kerr
Local EM Director Day Phone	270-752-3052
Local EM Director Night Phone	270-752-3052
Rescue	270-753-3151
Ambulance	270-753-9332
KYEM Area Manager Name	Daniel Newcomb
KYEM Area Manager Office Number	502-607-5159
KYEM Area Manager Mobile Number	502-352-8839
Kentucky Department of Environmental Protection (KY-DEP) 24 HR Hotline	1-800-928-2380
National Response Center (NRC)	1-800-424-8802
State Fire Marshal (M-F, Business Hours)	502-573-0382
State Fire Marshal, Weekends and After Hours	1-800-255-2587
CHEMTREC	1-800-424-9300
Kentucky State Police	502-782-1800

Date	Action	Name	Title
5/28/2021 1:11:44 PM	Initiate By LEPC	William Call	Jurisdiction Planner
5/28/2021 1:12:11 PM	Approve by LEPC	William Call	Jurisdiction Planner
2/2/2022 6:29:09 PM	Certify by State EHS Planner	KYEM Staff	Super Admin
2/2/2022 6:29:34 PM	Approve by KERC Planning Committee	KYEM Staff	Super Admin
6/20/2022 11:01:35 AM	Initiate By LEPC	Richard Palmer	Jurisdiction Planner
6/20/2022 11:12:03 AM	Review By LEPC	Richard Palmer	Jurisdiction Planner
6/20/2022 11:25:29 AM	Approve by LEPC	Richard Palmer	Jurisdiction Planner
8/6/2022 9:46:05 AM	Sent Back To LEPC	KYEM Staff	Super Admin
3/8/2024 11:55:32 AM	Review By LEPC	Josh Kerr	Jurisdiction Planner
3/8/2024 11:55:48 AM	Approve by LEPC	Josh Kerr	Jurisdiction Planner
3/12/2024 7:41:11 AM	Certify by State EHS Planner	KYEM Staff	Super Admin
3/12/2024 7:53:09 AM	Approve by KERC Planning Committee	Tiffany Sizemore	KERC Admin
3/12/2024 10:01:22 AM	Initiate By LEPC	Josh Kerr	Jurisdiction Planner
3/12/2024 10:09:02 AM	Review By LEPC	Josh Kerr	Jurisdiction Planner
3/12/2024 10:09:22 AM	Approve by LEPC	Josh Kerr	Jurisdiction Planner
5/9/2024 10:04:10 AM	Certify by State EHS Planner	KYEM Staff	Super Admin
5/10/2024 3:12:16 PM	Approve by KERC Planning Committee	Larry Taylor	KERC Admin

BRS Murray

Calloway County

Plan Number: 018-002

FACILITY LOCATION

Address: 250 Melvin Henley Drive

Murray, Kentucky, 42071

Most Hazardous Chemical Location Latitude: 36.6432082560709

Most Hazardous Chemical Location Longitude: -88.30150715842

(Sulfuric Acid, CAS: 7664939, Storage Location: In batteries used in powered industrial vehicles)

FACILITY EMERGENCY COORDINATOR (FEC)

Name: **Derrick Christopher, Onboarding and Safety Supervisor**

Phone: 270-767-1881

24 Hr Phone: 270-767-1881

Email: derrick.christopher@bunzlbrs.com

ALTERNATE FACILITY EMERGENCY COORDINATOR (FEC)

Name: **Brian Stevenson, Warehouse Manager**

Phone: 270-767-1881

24 Hr Phone: 919-702-6693

Email: brian.stevenson@bunzlusa.com

Extremely Hazardous Chemicals

NAME	UN #/ CAS #	EHS NAME	FORM	CONTAINER TYPE	MAXIMUM QUANTITY (Lbs)
Sulfuric Acid	7664939	Sulfuric acid	Liquid	Lead Acid Battery	12393

Health Hazards can be found in CAMEO Chemicals/NIOSH

Exposure Routes

inhalation, ingestion, skin and/or eye contact

Symptoms

irritation eyes, skin, nose, throat; pulmonary edema, bronchitis; emphysema; conjunctivitis; stomatis; dental erosion; eye, skin burns; dermatitis

Target Organs

Eyes, skin, respiratory system, teeth

Hazardous Chemicals

NAME	UN #/ CAS #	FORM	CONTAINER TYPE	MAXIMUM QUANTITY (Lbs)
Battery Lead	7439921	Solid	Lead Acid Battery	115936.86

Bunzl Retail Services
250 Melvin Henley Dr
Murray, KY 42071

EHS

Loading Dock area

Entry/Exit Doors

Bunzl Retail Services, LLC
250 Melvin Henley Drive
Murray, Kentucky 42071

FORKLIFT BATTERY
CHARGING AREAS

← Melvin Henley Dr.

← Bunzl entrance

← Employee Parking

DOOR #8

DOOR #9

DOOR #10

DOOR #11

DOOR #1

DOOR #7

DOOR #2

DOOR #6

DOOR #5

DOOR #3

N

Facility Response Point and Directions

Offsite emergency response personnel and the Facility Emergency Coordinator (FEC) will meet at the facility's main entrance off Melvin Henley Drive. Melvin Henley Drive is located off of Pella Way, North of Murray. When traveling south on Melvin Henley Drive the Bunzl facility is located on the left and Loucon LLC is located to the right.

Alternate Facility Response Point and Directions

If for some reason this site becomes unsuitable, notification will include directions to a suitable site.

Facility Emergency Response Coordinator shall meet Emergency Response Personnel at the Response Point with copies of the Facility Emergency Response Plan, Contingency Plan (if needed), SDS, and an oral briefing of the current situation.

Staging Area and Directions (Outside of Vulnerable Zone)

The Bunzl employee parking lott located west of the facility and just south of the Facility Response Point, shall be utilized as the staging area. If conditions during an emergency necessitate an alternate staging area, one will be selected by consensus agreement by responding emergency personnel.

Alternate Staging Area and Directions (Outside of Vulnerable Zone)

Alternate site will be determined at time of response

Modes of Transport:

Truck

Routes:

Poor Farm Rd E to Melvin Henley Drive

Handling:

Forklift

Frequency of Shipping (Ex. Daily, Monthly):

Infrequent

Primary EHS Supplier: Bulldog Battery Corporation

Supplier Address: 387 South Wabash StreetWabash, IN 46992

Supplier Phone: 800-443-3492

Procedure Used for Worst Credible Release (CAMEO Chemicals, RMPComp, ALOHA):	CAMEO Suite
Worst Credible Release (Fire, Transport, etc):	Release/ Container Failure
Chemical Used for Vulnerable Zone:	Sulfuric Acid
Chemical Maximum Amount in Largest Container Used for Vulnerable Zone (lbs):	197
Primary Vulnerable Zone Radius (miles):	0.1

Esri, HERE, Garmin, INCREMENT P, USGS, EPA, USDA

Total Population: Demographic details not available.

#	Category	Distance (Miles)	Facility	Contact	Phone	Population

Process for Shelter in Place and/or Evacuation of Onsite and Off-Site Populations

It is generally expected that emergency situations involving hazardous chemicals at the facility would not require protective actions (i.e. Level Emergency Condition). However, actions to protect the community population and property near the facility following a significant release of sulfuric acid may be required. A "release" according to the LEPC and the facility is one as defined in Section 329 of P.L. 99-499 and is subject to all criteria of Section 304 of P.L. 99-499 and KRS 39E.190. Lacking any detection, monitoring or computer modeling equipment of its own, Murray City and Calloway County government will likely have to rely on notifications/reports supplied by facility officials to determine that a release has occurred. In such case, consensus agreement by responding emergency personnel will determine: (a) if in-place sheltering may be advisable; (b) precautionary evacuation may be implemented due to the feasible existence of a potential threat to public safety/health; or, (c) if a mandatory evacuation is urged because of the imminent threat to public safety and/or welfare.

Process for Alerting/Warning the Public and Special Facilities

Upon discovery of a release of a reportable quantity facility officials will:

Immediately notify the local 24?hour warning hour point at the Murray Police Department (270-753-1621) with initially known information and specify what types of response actions may be necessary. This call will satisfy the legal requirement under P. L. 99-499 and KRS 39E.190 for immediate LEPC notification following a chemical release.

(2) Immediately notify the Kentucky Emergency Response Commission (KyERC) at 502-607-1610. This call will satisfy the legal requirement under P. L. 99-499 and KRS 39E.190 for immediate KyERC notification following a chemical release.

Hyper-Reach will be used to notify public citizens and businesses.

Officials Who May Authorize Exit Shelter in Place and Re-Entry of Evacuated Areas

The Incident Commander will authorize re-entry, based upon information provided by responding emergency personnel, and the Facility Emergency Response Coordinator and any other personnel with expertise which may be deemed necessary due to the type of incident. Law enforcement agencies will implement re-entry according to their own internal Standard Operating Procedures.

FACILITY

Facility Emergency Equipment on Hand

PPE, Chemical cleanup supplies

Facility Employee Training Schedule for Hazmat

Annual

Facility Employee Exercise Schedule for Hazmat

Annual

FIRST RESPONSE

First Response Emergency Equipment on Hand

Local government in Murray or Calloway County has no specialized HazMat Response Team per se. Fire services equipment of a general nature is located at fire departments in Murray and in rural station locations in the county. EMS, OEM, law enforcement and rescue squad equipment resources are generally adequate for most day-to-day emergency situations. The Murray Fire Department has recently enhanced their preparation for a potential hazardous materials incident, and among other items has level "B" suits, SCBA's, chemical resistant boots, and nitrile gloves on hand.

A specialized regional response team known as HazMat-1 can be contacted to mitigate spills and releases beyond the capability of facility and local resources

First Response Training Schedule for Hazmat

Local government fire fighters, fire-rescue squad, OEM and EMS personnel receive some general HazMat training periodically through KY-Tech, state fire school courses and in-service instruction. Specialized and in-depth HazMat training is available at Murray State University and from private consultants. Most local fire service personnel and OEM officials are trained to the first responder operations level. EMS and law enforcement personnel are trained to at least the awareness level.

First Response Exercise Schedule for Hazmat

The LEPC has adopted the methods/schedules for exercising this plan consistent with and in coordination with the existing 4-year exercise program followed by the Calloway County Office of Emergency Management per KyEM Exercise Program guidance.

Primary Hospital/Medical Facility for Patient Transport:	Murray-Calloway County Hospital
Address:	803 Poplar Street in Murray, Kentucky 42071
Statement of Capability for Hospital/Medical Facility:	The Murray-Calloway County Ambulance Service and the Murray-Calloway County Hospital (803 Poplar Street in Murray, Kentucky 42071) have SDS's for all significant chemicals located at this facility. These health care providers have limited decontamination capabilities and can treat some serious chemical injuries. Patients with severe chemical injuries will be transported to larger hospitals outside the region.

Alternate Hospital/Medical Facility for Patient Transport:	To Be Determined at Time of Incident
Address:	
Statement of Capability for Hospital/Medical Facility:	Alternate facility to be determined at time of event. Possible locations are listed below: Marshall County Hospital 615 Old Symsonia Rd. Benton, KY 42025 Jackson Purchase Medical Center 1099 Medical Center Circle Mayfield, KY 42066 Baptist Health Paducah 2501 Kentucky Avenue Paducah, KY 42003 Mercy Health ? Lourdes Hospital 1530 Lone Oak Road Paducah, KY 42003

Procedures for Containment of Released Substance

Contain spill with cleanup material, evacuate

Procedures for Clean Up of Released Substance

Contain material

Procedures for Substance Disposal

Test for toxicity or other hazards, contain, and contact hazmat disposal company

Emergency Notification Contact	Phone
Local 24 HR Warning Number	270-753-3151
State 24 HR Warning Point for HAZMAT Spill Notification	1-800-255-2587
Local Emergency Planning Committee (LEPC)	270-753-3151
Kentucky Emergency Response Commission (KERC)	502-607-1638
Community HAZMAT Coordinator Name	Eric Pologruto
Community HAZMAT Coordinator Day Phone	270-762-0320
Community HAZMAT Coordinator Night Phone	270-762-0320
Alternate Community HAZMAT Coordinator Name	Murray Fire Department Officer in Charge
Alternate Community HAZMAT Coordinator Day Phone	270-762-0320
Alternate Community HAZMAT Coordinator Night Phone	270-762-0320
Local EM Director Name	Josh Kerr
Local EM Director Day Phone	270-752-3052
Local EM Director Night Phone	270-752-3052
Rescue	270-753-3151
Ambulance	270-753-9332
KYEM Area Manager Name	Daniel Newcomb
KYEM Area Manager Office Number	502-607-5159
KYEM Area Manager Mobile Number	502-352-8839
Kentucky Department of Environmental Protection (KY-DEP) 24 HR Hotline	1-800-928-2380
National Response Center (NRC)	1-800-424-8802
State Fire Marshal (M-F, Business Hours)	502-573-0382
State Fire Marshal, Weekends and After Hours	1-800-255-2587
CHEMTREC	1-800-424-9300
Kentucky State Police	502-782-1800

Date	Action	Name	Title
5/26/2021 12:06:54 PM	Initiate By LEPC	William Call	Jurisdiction Planner
5/26/2021 12:57:34 PM	Approve by LEPC	William Call	Jurisdiction Planner
2/2/2022 6:30:07 PM	Certify by State EHS Planner	KYEM Staff	Super Admin
2/2/2022 6:30:31 PM	Approve by KERC Planning Committee	KYEM Staff	Super Admin
6/20/2022 2:39:42 PM	Initiate By LEPC	Richard Palmer	Jurisdiction Planner
6/20/2022 2:44:52 PM	Review By LEPC	Richard Palmer	Jurisdiction Planner
6/20/2022 3:02:48 PM	Approve by LEPC	Richard Palmer	Jurisdiction Planner
8/6/2022 11:29:24 AM	Sent Back To LEPC	KYEM Staff	Super Admin
3/8/2024 12:02:59 PM	Review By LEPC	Josh Kerr	Jurisdiction Planner
3/8/2024 12:03:19 PM	Approve by LEPC	Josh Kerr	Jurisdiction Planner
3/12/2024 7:41:23 AM	Certify by State EHS Planner	KYEM Staff	Super Admin
3/12/2024 7:53:20 AM	Approve by KERC Planning Committee	Tiffany Sizemore	KERC Admin
3/12/2024 10:09:55 AM	Initiate By LEPC	Josh Kerr	Jurisdiction Planner
3/12/2024 10:16:39 AM	Review By LEPC	Josh Kerr	Jurisdiction Planner
3/12/2024 10:16:55 AM	Approve by LEPC	Josh Kerr	Jurisdiction Planner
5/9/2024 10:27:59 AM	Certify by State EHS Planner	KYEM Staff	Super Admin
5/10/2024 3:12:46 PM	Approve by KERC Planning Committee	Larry Taylor	KERC Admin

Helena Agri Enterprise

Calloway County

Plan Number: 018-003

FACILITY LOCATION

Address: 1679 Hub Erwin Rd

Hazel, Kentucky, 42049

Most Hazardous Chemical Location Latitude: 36.5146

Most Hazardous Chemical Location Longitude: -88.4084

(GRAMOXONE SL 2.0, CAS: n/a, Storage Location: Warehouse)

FACILITY EMERGENCY COORDINATOR (FEC)

Name: **Brad Bray, Op Mgr**

Phone: 270-227-0437

24 Hr Phone: 270-227-0437

Email: brayb@helenachemical.com

ALTERNATE FACILITY EMERGENCY COORDINATOR (FEC)

Name: **Chris Pashcall, Warehouse Manager**

Phone: 270-293-4946

24 Hr Phone: 270-293-4946

Email: paschallc@helenaagri.com

Extremely Hazardous Chemicals

NAME	UN #/ CAS #	EHS NAME	FORM	CONTAINER TYPE	MAXIMUM QUANTITY (Lbs)
GRAMOXONE SL 2.0	n/a	Paraquat dichloride	Liquid	Plastic bottles or jugs, Tote bin	478.8
Helmquat 3SL	N/A	Paraquat dichloride	Liquid	Tote bin	15264
Gramoxone 3.0	N/A	Paraquat dichloride	Liquid	Plastic or nonmetallic drum	23010.29

Health Hazards can be found in CAMEO Chemicals/NIOSH

PARAQUAT DICHLORIDE (GRAMOXONE) DANGER - POISON, MAY BE FATAL IF SWALLOWED OR INHALED. HARMFUL IS ABSORBED THROUG H SKIN, CAUSES SUBSTRANTIAL BUT TEMPORARY EYE INJURY. MODERATELY TOXIC BY INGESTIONS HIGHLY TOXIC BY INHALATION FIRE M PRODUCE IRRITATING AND/OR TOXIC GASES.

Hazardous Chemicals

NAME	UN #/ CAS #	FORM	CONTAINER TYPE	MAXIMUM QUANTITY (Lbs)
Barrage HF	1928434	Liquid	Plastic bottles or jugs	14344.02
ELE-MAX SUPER ZINC FL 1-0-0	N/A	Liquid	Tote bin	11963.76
Honch K6	N/A	Liquid	Tote bin	21054.25
Seed Shield Max Cereals	N/A	Liquid	Plastic or nonmetallic drum	11257.939
Halex	n/a	Liquid	Plastic bottles or jugs, Tote bin	50030.51
ATRAZINE 4F	n/a	Solid	Bag	58813
ATRAZINE 90 DG	n/a	Solid	Bag	27000
ammonium sulphate	7783202	Solid	Box	823902
Fire-Zone	n/a	Liquid	Plastic bottles or jugs, Tote bin	10797.3
Helosate Plus Advanced	n/a	Liquid	Tote bin	2700
InterActive	n/a	Liquid	Plastic bottles or jugs, Tote bin	5765.985
Hydra Hume A	N/A	Solid	Tote bin	2750

NAME	UN #/ CAS #	FORM	CONTAINER TYPE	MAXIMUM QUANTITY (Lbs)
Sequence	n/a	Liquid	Tote bin	36379.8
Sucker Plucker	n/a	Liquid	Plastic bottles or jugs, Tote bin	25080
Verdict	n/a	Liquid	Plastic bottles or jugs	6200
Diammonium Phosphate	7783280	Solid	Box	1472318
0-0-50 Granular	7778805	Solid	Box	202068
K Mag	n/a	Solid	Box	1212800
Pelletized Lime	n/a	Solid	Box	2430
Urea Granular	n/a	Solid	Box	990740
Ammonium Thiosulfate 12-0-0-26	7783188	Liquid	Above ground tank	44676
POTASH	n/a	Solid	Box	1650906
Warrant	n/a	Liquid	Tote bin	15820.445
Coron Metra 25	n/a	Liquid	Above ground tank	2.5
Coron Metra 10 B	n/a	Liquid	Above ground tank	181569.663
K Leaf Versa	n/a	Liquid	Plastic bottles or jugs, Tote bin	7960.94
Nitrogen solution 32%	n/a	Liquid	Above ground tank	836845
Nutrilink HP Starter 8-27-0	n/a	Liquid	Tote bin	50132.9
Fert 15-15-15	n/a	Solid	Bag	3600
Resurge Humic Granule	n/a	Solid	Tote bin	94150.806
Roundup Powermax 3	n/a	Liquid	Plastic or nonmetallic drum	93625.932
Tavium	n/a	Liquid	Plastic bottles or jugs, Plastic or nonmetallic drum	5096.979
Acuron GT	N/A	Liquid	Tote bin	25895.7
YaraVera Amidas 40-0-0	N/A	Solid	Box	389160
Empyros	N/A	Liquid	Plastic bottles or jugs, Tote bin	3005.6
Enlist One	N/A	Liquid	Tote bin	14938.5

NAME	UN #/ CAS #	FORM	CONTAINER TYPE	MAXIMUM QUANTITY (Lbs)
Gly Star Plus	N/A	Liquid	Plastic bottles or jugs, Tote bin	4806.9
Lexar EZ	N/A	Liquid	Tote bin	1377
Antares Complete	N/A	Liquid	Tote bin	19020
Avaris 2XS	N/A	Liquid	Plastic bottles or jugs	14445.44
Boron 15%	N/A	Solid	Bag	25593.148
Latigo Bold	N/A	Liquid	Plastic bottles or jugs, Tote bin	10937.489
Miravis Ace	N/A	Liquid	Plastic bottles or jugs	10570.95
N-Fixx XLR	N/A	Liquid	Plastic bottles or jugs	5834.816

Helena Chemical
1679 Hub Erwing Rd
Hazel, KY 42049

EHS

Loading Dock
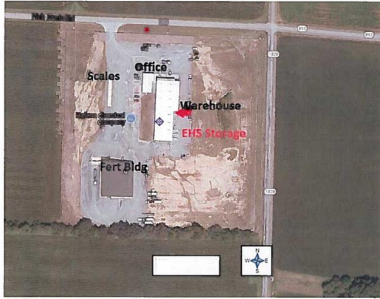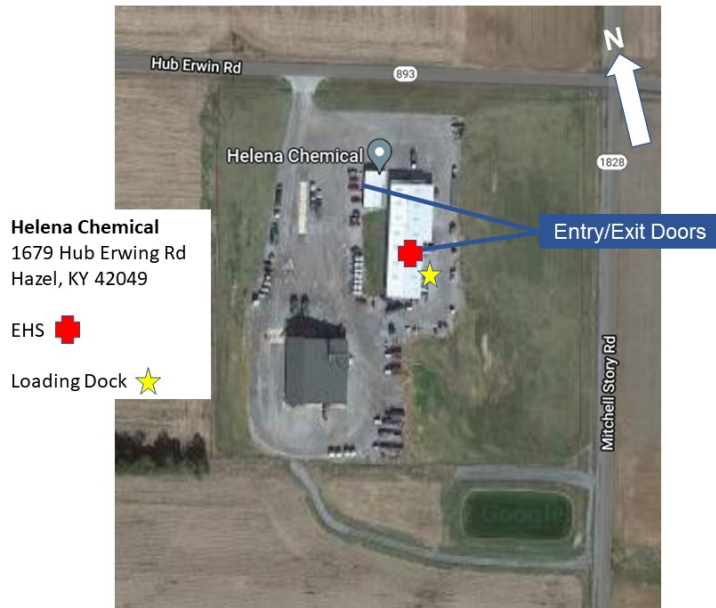
Facility Response Point and Directions

MAIN ENTRANCE AREA INTO FACILITY FROM HUB ERWIN ROAD

Alternate Facility Response Point and Directions

TO BE DETERMINED AT TIME OF INCIDENT

Facility Emergency Response Coordinator shall meet Emergency Response Personnel at the Response Point with copies of the Facility Emergency Response Plan, Contingency Plan (if needed), SDS, and an oral briefing of the current situation.

Staging Area and Directions (Outside of Vulnerable Zone)

THE FRONT OF HELENA CHEMIALS LOT, THE AREA IS LOCATED JUST INSIDE THE MAIN ENTRANCE, AND MAY NOT BE SUITABLE DEPENDING ON WINDS AND NATURE OF INCIDENT

Alternate Staging Area and Directions (Outside of Vulnerable Zone)

TO BE DETERMINED AT TIME OF INCIDENT

Modes of Transport:

Truck

Routes:

641N- left on 893- Right on 783- left on Hub Erwin Rd

Handling:

Forklift and hand

Frequency of Shipping (Ex. Daily, Monthly):

Daily

Primary EHS Supplier: Syngenta

Supplier Address: 3760 Business Dr # 105, Memphis, TN 38125

Supplier Phone: 901-751-5200

Procedure Used for Worst Credible Release (CAMEO Chemicals, RMPComp, ALOHA):	CAMEO Suite
Worst Credible Release (Fire, Transport, etc):	Container Failure/Release
Chemical Used for Vulnerable Zone:	PARAQUAT DICHLORIDE (GRAMOXONE)
Chemical Maximum Amount in Largest Container Used for Vulnerable Zone (lbs):	1166
Primary Vulnerable Zone Radius (miles):	2.3
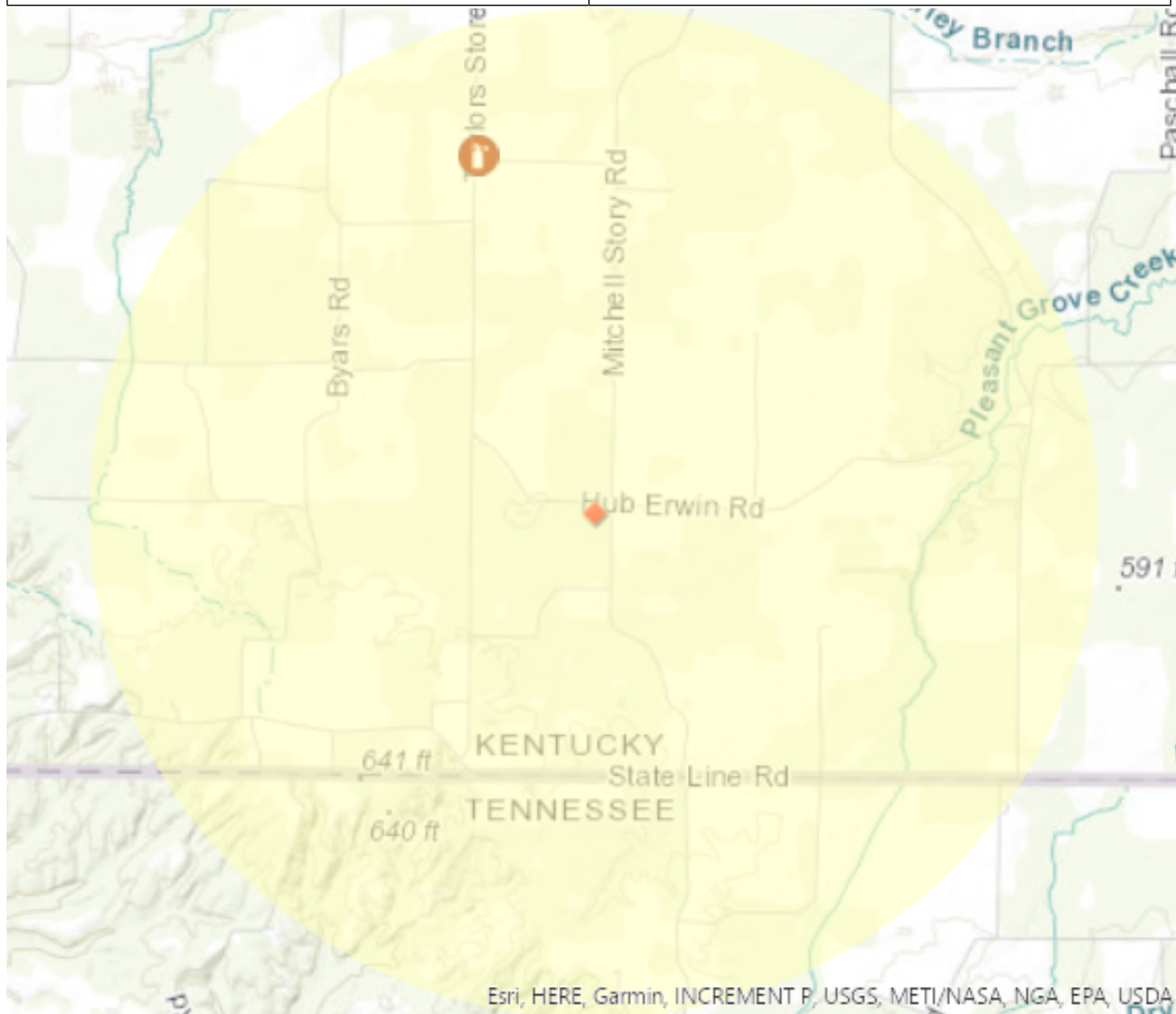
Total Population: Demographic details not available.

#	Category	Distance (Miles)	Facility	Contact	Phone	Population
1	Fire Stations	1.72	CALLOWAY COUNTY FIRE AND RESCUE STATION 8 - HARRIS GROVE		270-435-4700	

Process for Shelter in Place and/or Evacuation of Onsite and Off-Site Populations

It is generally expected that emergency situations involving hazardous chemicals at the facility would not require protective actions (i.e. Level Emergency Condition). However, actions to protect the community population and property near the facility following a significant release of paraquat dichloride may be required. A "release" according to the LEPC and the facility is one as defined in Section 329 of P.L. 99-499 and is subject to all criteria of Section 304 of P.L. 99-499 and KRS 39E.190. Lacking any detection, monitoring or computer modeling equipment of its own, Murray City and Calloway County government will likely have to rely on notifications/reports supplied by facility officials to determine that a release has occurred. In such case, consensus agreement by responding emergency personnel will determine: (a) if in-place sheltering may be advisable; (b) precautionary evacuation may be implemented due to the feasible existence of a potential threat to public safety/health; or, (c) if a mandatory evacuation is urged because of the imminent threat to public safety and/or welfare.

Process for Alerting/Warning the Public and Special Facilities

Upon discovery of a release of a reportable quantity facility officials will:

Immediately notify the local 24?hour warning hour point at the Murray Police Department (270-753-1621) with initially known information and specify what types of response actions may be necessary. This call will satisfy the legal requirement under P. L. 99-499 and KRS 39E.190 for immediate LEPC notification following a chemical release.

(2) Immediately notify the Kentucky Emergency Response Commission (KyERC) at 502-607-1610. This call will satisfy the legal requirement under P. L. 99-499 and KRS 39E.190 for immediate KyERC notification following a chemical release.

Hyper-Reach will be used to notify public citizens and businesses.

Officials Who May Authorize Exit Shelter in Place and Re-Entry of Evacuated Areas

The Incident Commander will authorize re-entry, based upon information provided by responding emergency personnel, and the Facility Emergency Response Coordinator and any other personnel with expertise which may be deemed necessary due to the type of incident. Law enforcement agencies will implement re-entry according to their own internal Standard Operating Procedures.

FACILITY

Facility Emergency Equipment on Hand

Oilsorb, hazmat clothing

Facility Employee Training Schedule for Hazmat

Yearly

Facility Employee Exercise Schedule for Hazmat

Yearly

FIRST RESPONSE

First Response Emergency Equipment on Hand

EMERGENCY EQUIPMENT ON HAD AT THE FACILITY INCLUDE GOGGLES, GLOVES, CANISTER MASKS, ABSORBENT MATERIALS, NEUTERIALS, NEUTRALIZING AGENTS, RECOVERY DRUMS AND LOADER EQUIPMENT

Local government in Murray or Calloway County has no specialized HazMat Response Team per se. Fire services equipment of a general nature is located at fire departments in Murray and in rural station locations in the county. EMS, OEM, law enforcement and rescue squad equipment resources are generally adequate for most day-to-day emergency situations. The Murray Fire Department has recently enhanced their preparation for a potential hazardous materials incident, and among other items has level "B" suits, SCBA's, chemical resistant boots, and nitrile gloves on hand.

A specialized regional response team known as HazMat-1 can be contacted to mitigate spills and releases beyond the capability of facility and local resources

First Response Training Schedule for Hazmat

Local govemment fire fighters, rescue squad, OEM and EMS personnel have received some generat HazMat training periodically through KY-Tech, state fire school courses and in-service instruction. Specialized and in-depth HazMat training is available at Murray State University and from private consultants. Most local fire service personnel and OEM officials are trained to the first responder operations level. EMS and law enforcement personnel are trained to at least the awareness level.

First Response Exercise Schedule for Hazmat

The LEPC has adopted the methods/schedules for exercising this plan consistent with and in coordination with the existing 4-year exercise program followed by the Calloway County Office of Emergency Management per KyEM

Exercise Program guidance. The facility has no formal exercise program for HazMat response at this time, but will participate in drills or exercises sponsored by the Calloway County Office of Emergency Management.

Primary Hospital/Medical Facility for Patient Transport:	MURRAY CALLOWAY COUNTY HOSPITAL
Address:	803 POPULAR ST, MURRAY, KY
Statement of Capability for Hospital/Medical Facility:	The Murray-Calloway County Ambulance Service and the Murray-Calloway County Hospital (803 Poplar Street in Murray, Kentucky 42071) have SDS's for all significant chemicals located at this facility. These health care providers have limited decontamination capabilities and can treat some serious chemical injuries. Patients with severe chemical injuries will be transported to larger hospitals outside the region.

Alternate Hospital/Medical Facility for Patient Transport:	To Be Determined at Time of Incident
Address:	
Statement of Capability for Hospital/Medical Facility:	Alternate facility to be determined at time of event. Possible locations are listed below: Marshall County Hospital 615 Old Symsonia Rd. Benton, KY 42025 Jackson Purchase Medical Center 1099 Medical Center Circle Mayfield, KY 42066 Baptist Health Paducah 2501 Kentucky Avenue Paducah, KY 42003 Mercy Health ? Lourdes Hospital 1530 Lone Oak Road Paducah, KY 42003

Procedures for Containment of Released Substance

(Non-Specific -- Bipyridilium Pesticide) Keep unnecessary people away; isolate hazard area and deny entry. Stay upwind; keep out of low areas. Ventilate closed spaces before entering them. Remove and isolate contaminated clothing at the site. If water pollution occurs, notify appropriate authorities. Do not touch spilled material; stop leak if you can do so without risk. Use water spray to reduce vapors.

Procedures for Clean Up of Released Substance

Small spills: absorb with sand or other noncombustible absorbent material and place into containers for later disposal. Small dry spills: with clean shovel place material into clean, dry container and cover; move containers from spill area. Large spills: dike far ahead of spill for later disposal.

Procedures for Substance Disposal

Disposal contractor will be selected at time of incident.

Emergency Notification Contact	Phone
Local 24 HR Warning Number	270-753-3151
State 24 HR Warning Point for HAZMAT Spill Notification	1-800-255-2587
Local Emergency Planning Committee (LEPC)	270-753-3151
Kentucky Emergency Response Commission (KERC)	502-607-1638
Community HAZMAT Coordinator Name	Eric Pologruto
Community HAZMAT Coordinator Day Phone	270-762-0320
Community HAZMAT Coordinator Night Phone	270-762-0320
Alternate Community HAZMAT Coordinator Name	Murray Fire Department Officer in Charge
Alternate Community HAZMAT Coordinator Day Phone	270-762-0320
Alternate Community HAZMAT Coordinator Night Phone	270-762-0320
Local EM Director Name	Josh Kerr
Local EM Director Day Phone	270-752-3052
Local EM Director Night Phone	270-752-3052
Rescue	270-753-3151
Ambulance	270-753-9332
KYEM Area Manager Name	Daniel Newcomb
KYEM Area Manager Office Number	502-607-5159
KYEM Area Manager Mobile Number	502-352-8839
Kentucky Department of Environmental Protection (KY-DEP) 24 HR Hotline	1-800-928-2380
National Response Center (NRC)	1-800-424-8802
State Fire Marshal (M-F, Business Hours)	502-573-0382
State Fire Marshal, Weekends and After Hours	1-800-255-2587
CHEMTREC	1-800-424-9300
Kentucky State Police	502-782-1800

Date	Action	Name	Title
5/28/2021 12:35:55 PM	Initiate By LEPC	William Call	Jurisdiction Planner
5/28/2021 1:09:06 PM	Approve by LEPC	William Call	Jurisdiction Planner
2/2/2022 6:31:04 PM	Certify by State EHS Planner	KYEM Staff	Super Admin
2/2/2022 6:31:40 PM	Approve by KERC Planning Committee	KYEM Staff	Super Admin
6/20/2022 2:46:49 PM	Initiate By LEPC	Richard Palmer	Jurisdiction Planner
6/20/2022 2:49:52 PM	Review By LEPC	Richard Palmer	Jurisdiction Planner
6/20/2022 3:04:31 PM	Approve by LEPC	Richard Palmer	Jurisdiction Planner
8/6/2022 12:32:23 PM	Sent Back To LEPC	KYEM Staff	Super Admin
3/8/2024 12:43:59 PM	Review By LEPC	Josh Kerr	Jurisdiction Planner
3/8/2024 12:45:35 PM	Approve by LEPC	Josh Kerr	Jurisdiction Planner
3/12/2024 7:41:36 AM	Certify by State EHS Planner	KYEM Staff	Super Admin
3/12/2024 7:53:29 AM	Approve by KERC Planning Committee	Tiffany Sizemore	KERC Admin
3/12/2024 10:17:34 AM	Initiate By LEPC	Josh Kerr	Jurisdiction Planner
3/12/2024 1:25:43 PM	Review By LEPC	Josh Kerr	Jurisdiction Planner
3/12/2024 1:26:01 PM	Approve by LEPC	Josh Kerr	Jurisdiction Planner
5/9/2024 10:37:33 AM	Certify by State EHS Planner	KYEM Staff	Super Admin
5/10/2024 3:13:15 PM	Approve by KERC Planning Committee	Larry Taylor	KERC Admin

Henry Farmers Coop

Calloway County

Plan Number: 018-004

FACILITY LOCATION

 Address: 4075 US Highway 641 South

 Murray, Kentucky, 42071

 Most Hazardous Chemical Location Latitude: 36.554036

 Most Hazardous Chemical Location Longitude: -88.321451

(Helmquat 3SL, CAS: N/A, Storage Location: Stored in chemical warehouse.)

FACILITY EMERGENCY COORDINATOR (FEC)

 Name: **Carol Rogers, Office Coordinator**

 Phone: 270-767-0048

 24 Hr Phone: 270-293-5845

 Email: cdrogers@henrycoop.com

ALTERNATE FACILITY EMERGENCY COORDINATOR (FEC)

 Name: **Zach Grogan, Location Manager**

 Phone: 270-767-0048

 24 Hr Phone: 270-293-2513

 Email: zgrogan@henrycoop.com

Extremely Hazardous Chemicals

NAME	UN #/ CAS #	EHS NAME	FORM	CONTAINER TYPE	MAXIMUM QUANTITY (Lbs)
Ammonia (anhydrous)	7664417	Ammonia (anhydrous)	Liquid	Above ground tank	1108817
Helmquat 3SL	N/A	Paraquat dichloride	Liquid	, Plastic bottles or jugs	14385

Health Hazards can be found in CAMEO Chemicals/NIOSH

Paraquat Dichloride- Exposure Routes- inhalation, skin absorption, ingestion, skin and/or eye contact

Symptoms- irritation eyes, skin, nose, throat, respiratory system; epistaxis (nosebleed); dermatitis; fingernail damage; irritation gastrointestinal tract; heart, liver, kidney damage

Target Organs- Eyes, skin, respiratory system, heart, liver, kidneys, gastrointestinal tract

Anhydrous Ammonia- Exposure Routes- inhalation, ingestion (solution), skin and/or eye contact (solution/liquid)

Symptoms- irritation eyes, nose, throat; dyspnea (breathing difficulty), wheezing, chest pain; pulmonary edema; pink frothy sputum; skin burns, vesiculation; liquid: frostbite

Target Organs- Eyes, skin, respiratory system

Hazardous Chemicals

NAME	UN #/ CAS #	FORM	CONTAINER TYPE	MAXIMUM QUANTITY (Lbs)
Sulfur, Tiger 90	7704349	Solid	Bag	40000
Gasoline Regular Unleaded	86290815	Liquid	Above ground tank	13340
Diesel Fuel #2	68476346	Liquid	Above ground tank	14680
Limestone	1317653	Solid		2000000
Atrazine 90DF	1912249	Solid	Bag	10000
Diesel, No. 2 Dyed	68476346	Liquid	Above ground tank	14340
Urea	57136	Solid		700000
UAN Solution (28%-32%)	57136	Liquid	Above ground tank	683520
K-Mag	14977378	Solid		100000
Class Act NG	7783202	Liquid	, Plastic bottles or jugs	31170
Ammonium Sulfate (Dry)	7783202	Solid		200000

NAME	UN #/ CAS #	FORM	CONTAINER TYPE	MAXIMUM QUANTITY (Lbs)
Fertilizer, Dry Blend w/Avail	N/A	Solid		450000
Lime, Pellet	1317653	Solid		100000
Potash, Sulfate	7778805	Solid		100000
Diammonium Phosphate (18-46-0)	7783280	Solid		500000
Potash, Muriate	7447407	Solid		1400000
MicroSync Plus	13397245	Solid	Bag	40000
Roundup PowerMAX 3	70901121	Liquid		92080

Henry Farmers Co-op
4075 US Hwy 641
Murray, KY 42071

EHS

Entry/Exit Doors
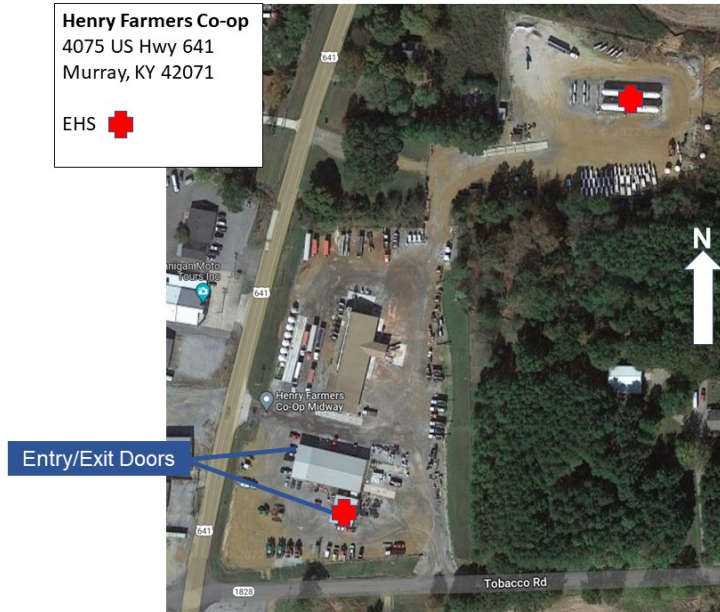
Facility Response Point and Directions

Primary RP: Main entrance into facility from US 641.

Alternate Facility Response Point and Directions

Alternate RP: North entrance from US 641 , west of ammonia tanks.

Facility Emergency Response Coordinator shall meet Emergency Response Personnel at the Response Point with copies of the Facility Emergency Response Plan, Contingency Plan (if needed), SDS, and an oral briefing of the current situation.

Staging Area and Directions (Outside of Vulnerable Zone)

All support vehicles, equipment, and personnel will report to a designated area suitable for assembly and outside of the applicable initial isolation distance. Note that for a large release of Ammonia this is at least 500 feet in all directions, or if downwind at least 1/2 mile daytime and 1.4 miles nighttime.

Primary Staging Area: the back of Henry Farmers Cooperative lot. This area is located approximately 300 yards south of the anhydrous storage tanks, and may not be suitable depending on winds. Also, depending on winds, access to this location via US 641 from Murray may be hazardous, and other travel routes may be necessary.

Alternate Staging Area and Directions (Outside of Vulnerable Zone)

An Alternate Staging Area will be identified at the time of the incident if needed.

Modes of Transport:

Truck.

Routes:

Highway 641 South, Murray, KY.

Handling:

Truck and forklift.

Frequency of Shipping (Ex. Daily, Monthly):

Quarterly.

Primary EHS Supplier: Syngenta, CF Industries

Supplier Address: 3760 Business Dr # 105, Memphis, TN 38125

Supplier Phone: 901-751-5200

Procedure Used for Worst Credible Release (CAMEO Chemicals, RMPComp, ALOHA):	CAMEO Suite
Worst Credible Release (Fire, Transport, etc):	Release
Chemical Used for Vulnerable Zone:	AMMONIA (ANHYDROUS)
Chemical Maximum Amount in Largest Container Used for Vulnerable Zone (lbs):	419742
Primary Vulnerable Zone Radius (miles):	3.3
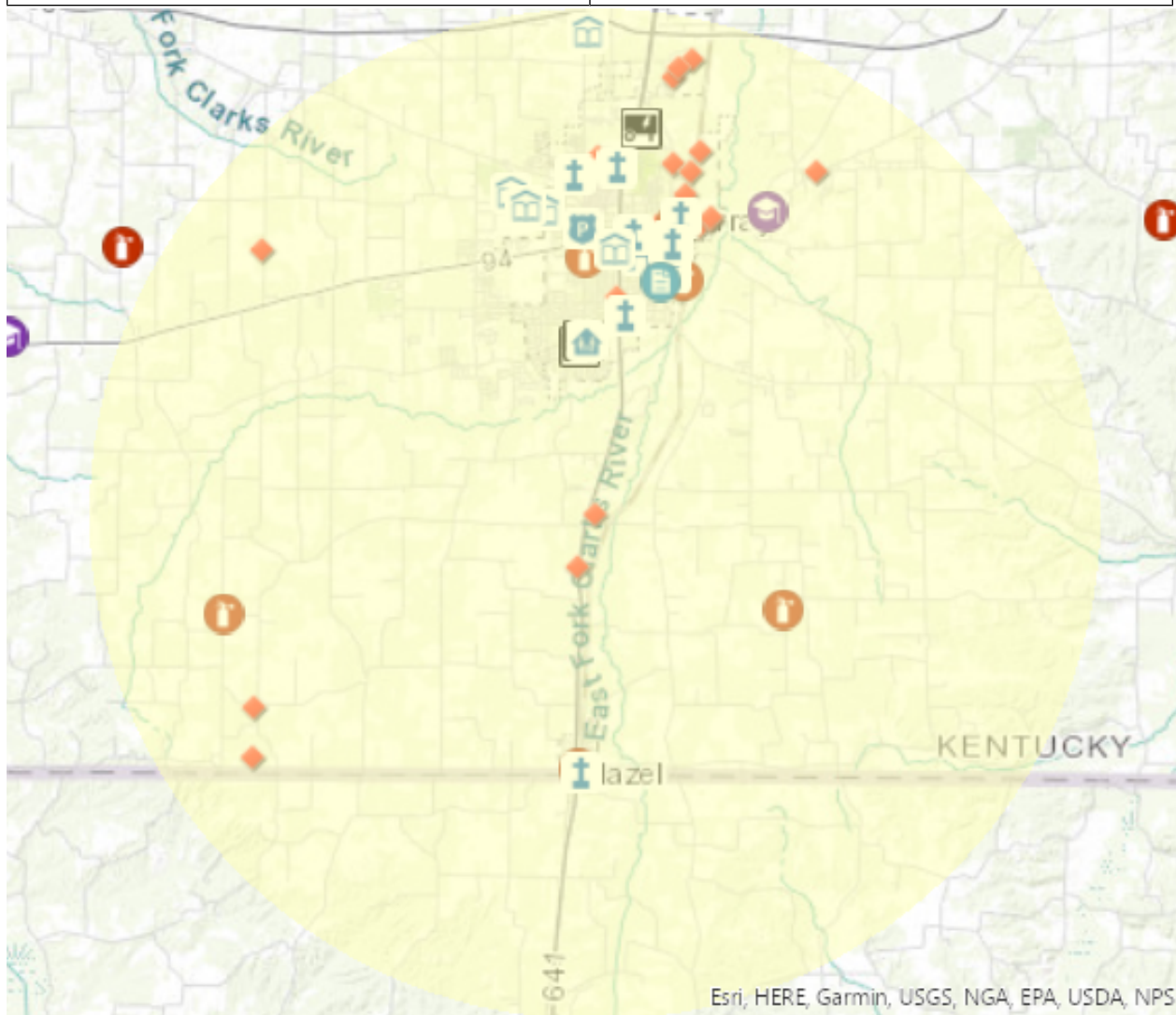
Total Population: 2388

#	Category	Distance (Miles)	Facility	Contact	Phone	Population
1	Mobile Home Parks	2.98	NOT AVAILABLE		NOT AVAILABLE	
2	Nursing Homes	3.07	SPRING CREEK HEALTH CARE		(270) 752-2900	
3	Mobile Home Parks	3.08	COACH ESTATES-FOX MEADOWS		(502) 753-3855	

Process for Shelter in Place and/or Evacuation of Onsite and Off-Site Populations

Upon discovery of a release of a reportable quantity of ammonia or other EHS, Henry Farmers Cooperative officials will:

(1) Immediately notify the local 24-hour warning hour point at the Calloway County Sheriffs Office (270-753-3151) with initially known information regarding the release, and specify what types of response actions may be necessary. This call will satisfy the legal requirement under P.L. 99-499 and KRS 39E.190 for immediate LEPC notification following a chemical release.

(2) Immediately notify the Kentucky Emergency Response Commission (KyERC) at 502-607-1610. This calf will satisfy the legal requirement under P.L. 99-499 and KRS 39E.190 for immediate KyERC notification following a chemical

(3) Prepare a written follow-up report as soon as practical updating the initial information report, and sending the report to the Calloway County LEPC and the KyERC. This report should include actions to respond to and contain the release; any known or anticipated acute or chronic health risks associated with the release; and where appropriate, advice regarding medical attention necessary for exposed individuals.

Process for Alerting/Warning the Public and Special Facilities

Upon receipt of release notification from Henry Farmers Cooperative officials, the dispatcher at the Calloway County Sheriffs Office will immediately notify the appropriate emergency response agencies/officials shown in the Emergency Notification listing beginning on Page 9. Response to the incident will thereupon commence in accordance with the procedures and unified incident command system as outlined in the Calloway County Emergency Operations Plan. Implementation of the EOP and this EHS Plan is the responsibility of local government as a means of protecting life and property. The senior EM official as On-Scene Incident Coordinator (OSIC), and the senior fire department officer as incident Commander (IC), and a designated Safety Officer (SO), shall be responsible for ensuring EOP implementation. All response agency SOPs shall be developed consistent with National Incident Management System (NIMS) principles and in support of the provisions of the EOP and this Plan.

The local government Incident Command Post (ICP) will be established as provided for in the Calloway County Emergency Operations Plan. An on-scene mobile command post may be established as the ICP for limited impact incidents as provided for in the EOP. Under the provisions of the EOP, it is the responsibility of the On-Scene Incident Coordinator and the Incident Commander to implement establishment of the ICP.

Henry Farmers Cooperative, Murray will send its Facility Emergency Coordinator to the local government Incident Command Post to closely coordinate with and to advise and assist the On-Scene Incident Coordinator, the Incident Commander, local elected officials and other local, state and federal authorities on actions to be taken concerning the response, containment, clean-up, disposal, etc.

In-place sheltering of the population in down-wind areas of a release may be directed in the event of a worst case release scenario. It must be noted that the average rate for air change per hour (acph) in "average" American homes and office-type buildings under average conditions is 0.8 to 1.0 acph with doors and windows closed and ventilation systems closed down. "Leaky" buildings or average buildings exposed to severe weather conditions, with air change rates of 1.5 to 2.5 acph may experience 45 to 65 percent of outdoor concentrations in 30 minutes. If a structure is exposed to a hazardous concentration for and expended period of time, the chemical concentration inside the structure may approach the outside concentration. Therefore, in-place sheltering is generally applicable for releases of short duration (30 min or less) and may have limited application for releases over a period of time in excess of one hour.

Although no evacuation of the general public is considered a likely necessity, a precautionary evacuation may be directed if conditions warrant and a safe evacuation is possible. Major evacuation routes from the immediate neighborhood include U.S. 641 , Midway Road, and Tobacco Road. Specific road directions will have to be determined at the time of the incident and will be highly influenced by wind conditions. The Calloway County chapter of the American Red Cross will be the lead local agency for sheltering and caring of any evacuees. Specific shelters will have to be selected in consideration of wind conditions.

All available means will be utilized, as appropriate, to alert and advise the general public, including but not limited to, automated telephone calling, local radio station broadcasts, PA broadcasts from police cruisers, fire trucks, rescue squad vehicles, city-owned and MSIJ outdoor warning sirens and door-to-door notification, if time permits.

Secure perimeters will be established around any isolation areas or evacuation zones by local law enforcement and emergency services personnel, as appropriate. The decision to allow re-entry or to terminate an in-place shelter advisory will be made by the Incident Commander (IC) after consultation with Henry Farmers Cooperative officials. The official re-entry or in-place shelter termination announcement will be disseminated to the public by the designated local government Public Information Officer after final consultation with the On-Scene Incident Coordinator and the Incident Commander.

Officials Who May Authorize Exit Shelter in Place and Re-Entry of Evacuated Areas

THE INCIDENT COMMANDER WILL AUTHORIZE RE-ENTRY, BASED ON INFORMATION PROVIDED BY RESPONDING AGENCIES AND THE FACILITY EMERGENCY COORDINATOR

FACILITY

Facility Emergency Equipment on Hand

Fire Extinguishers, First Aid Kit, Respirator with cartridges (Emergency) Eye Wash Station, 150 gallons of clean water in a single open top container.

Facility Employee Training Schedule for Hazmat

Annually.

Facility Employee Exercise Schedule for Hazmat

Annually.

FIRST RESPONSE

First Response Emergency Equipment on Hand

Local government in Murray or Calloway County has no specialized HazMat Response Team per se. Fire services equipment of a general nature is located at fire departments in Murray and in rural station locations in the county. EMS, OEM, law enforcement and fire-rescue squad equipment resources are generally adequate for most day-to-day emergency situations. A listing of local government emergency services equipment is located in the ERL section of the Calloway County Emergency Operations Plan.

A specialized regional team known as HAZMAT-I can be contacted through OEM to mitigate spills and releases beyond the capability of facility and local resources. A unit of HazMat-1 is now stationed in Murray at the Murray Fire Department.

Emergency equipment on hand at the Henry Farmers Cooperative, Murray facility include goggles, gloves, canister masks, absorbent materials, neutralizing agents, recovery drums and loader equipment.

First Response Training Schedule for Hazmat

Local government fire fighters, rescue squad, OEM and EMS personnel have received some general HazMat training periodically through KY-Tech, state fire school courses and in-service instruction. Specialized and in-depth HazMat training is available at Murray State University and from private consultants. Most local fire service personnel and OEM officials are trained to the first responder operations level. EMS and law enforcement personnel are trained to at least the awareness level.

Henry Farmers Cooperative, Murray employees receive annual training through Asmark consultants to handle accidental spills or releases.

First Response Exercise Schedule for Hazmat

The LEPC has adopted the methods/schedules for exercising this plan consistent with and in coordination with the existing 4-year exercise program followed by the Calloway County Office of Emergency Management per KyEM Exercise Program guidance.

Henry Farmers Cooperative, Murray has no formal exercise program for HazMat response at this time, but wit! participate in drills or exercises sponsored by the Calloway County Office of Emergency Management.

Primary Hospital/Medical Facility for Patient Transport:	MURRAY CALLOWAY COUNTY HOSPITAL
Address:	803 POPULAR STREEET, MURRAY, KY
Statement of Capability for Hospital/Medical Facility:	The Murray-Calloway County Ambulance Service and the Murray-Calloway County Hospital (803 Poplar Street in Murray, Kentucky 42071) have SDS's for all significant chemicals located at this facility. These health care providers have limited decontamination capabilities and can treat some serious chemical injuries. Patients with severe chemical injuries will be transported to larger hospitals outside the region.

Alternate Hospital/Medical Facility for Patient Transport:	HENRY COUNTY MEDICAL CENTER
Address:	301 TYSON AVENUE, PARIS, TN
Statement of Capability for Hospital/Medical Facility:	In the case of an extreme release and a strong South wind, the Murray-Calloway County Hospital may be in the vulnerable zone, as would evacuation routes going North. The nearest hospital to the South is the Henry County Medical Center, 301 Tyson Avenue, Paris TN, (731) 642-1220.

Procedures for Containment of Released Substance

Fully encapsulating, vapor-protective clothing should be worn for spills and leaks with no fire. Do not touch or walk through spilled material. Stop leak if you can do it without risk. If possible, turn leaking containers so that gas escapes rather than liquid. Prevent entry into waterways, sewers, basements or confined areas. Do not direct water at spill or source of leak. Use water spray to reduce vapors or divert vapor cloud drift. Avoid allowing water runoff to contact spilled material.

Procedures for Clean Up of Released Substance

Isolate area until gas has dispersed.

Procedures for Substance Disposal

Isolate area until gas has dispersed.

Emergency Notification Contact	Phone
Local 24 HR Warning Number	270-753-3151
State 24 HR Warning Point for HAZMAT Spill Notification	1-800-255-2587
Local Emergency Planning Committee (LEPC)	270-753-3151
Kentucky Emergency Response Commission (KERC)	502-607-1638
Community HAZMAT Coordinator Name	Eric Pologruto
Community HAZMAT Coordinator Day Phone	270-762-0320
Community HAZMAT Coordinator Night Phone	270-762-0320
Alternate Community HAZMAT Coordinator Name	Murray Fire Department Officer in Charge
Alternate Community HAZMAT Coordinator Day Phone	270-762-0320
Alternate Community HAZMAT Coordinator Night Phone	270-762-0320
Local EM Director Name	Josh Kerr
Local EM Director Day Phone	270-752-3052
Local EM Director Night Phone	270-752-3052
Rescue	270-753-3151
Ambulance	270-753-9332
KYEM Area Manager Name	Daniel Newcomb
KYEM Area Manager Office Number	502-607-5159
KYEM Area Manager Mobile Number	502-352-8839
Kentucky Department of Environmental Protection (KY-DEP) 24 HR Hotline	1-800-928-2380
National Response Center (NRC)	1-800-424-8802
State Fire Marshal (M-F, Business Hours)	502-573-0382
State Fire Marshal, Weekends and After Hours	1-800-255-2587
CHEMTREC	1-800-424-9300
Kentucky State Police	502-782-1800

Date	Action	Name	Title
5/28/2021 12:11:07 PM	Initiate By LEPC	William Call	Jurisdiction Planner
5/28/2021 12:35:40 PM	Approve by LEPC	William Call	Jurisdiction Planner
2/2/2022 6:32:12 PM	Certify by State EHS Planner	KYEM Staff	Super Admin
2/2/2022 6:32:40 PM	Approve by KERC Planning Committee	KYEM Staff	Super Admin
6/20/2022 3:05:04 PM	Initiate By LEPC	Richard Palmer	Jurisdiction Planner
6/20/2022 3:08:57 PM	Review By LEPC	Richard Palmer	Jurisdiction Planner
6/20/2022 3:11:02 PM	Approve by LEPC	Richard Palmer	Jurisdiction Planner
8/6/2022 12:48:47 PM	Sent Back To LEPC	KYEM Staff	Super Admin
3/8/2024 12:56:47 PM	Review By LEPC	Josh Kerr	Jurisdiction Planner
3/8/2024 12:57:10 PM	Approve by LEPC	Josh Kerr	Jurisdiction Planner
3/12/2024 7:41:46 AM	Certify by State EHS Planner	KYEM Staff	Super Admin
3/12/2024 7:53:40 AM	Approve by KERC Planning Committee	Tiffany Sizemore	KERC Admin
3/12/2024 11:04:01 AM	Initiate By LEPC	Josh Kerr	Jurisdiction Planner
3/12/2024 2:29:36 PM	Review By LEPC	Josh Kerr	Jurisdiction Planner
3/12/2024 2:29:59 PM	Approve by LEPC	Josh Kerr	Jurisdiction Planner
6/26/2024 12:11:46 PM	Sent Back To LEPC	KYEM Staff	Super Admin
6/26/2024 1:21:59 PM	Review By LEPC	Josh Kerr	Jurisdiction Planner
6/26/2024 1:22:22 PM	Approve by LEPC	Josh Kerr	Jurisdiction Planner
6/27/2024 8:58:16 AM	Certify by State EHS Planner	KYEM Staff	Super Admin
7/5/2024 11:22:51 AM	Approve by KERC Planning Committee	Larry Taylor	KERC Admin

Kenlake Foods - North Spruce Street Warehouse

Calloway County

Plan Number: 3487

FACILITY LOCATION

Address: 78 Spruce Street

Murray, Kentucky, 42071

Most Hazardous Chemical Location Latitude: 36.6146

Most Hazardous Chemical Location Longitude: -88.2919

(Sulfuric Acid (Batteries), CAS: 7664939, Storage Location: Powered Equipment With Batteries)

FACILITY EMERGENCY COORDINATOR (FEC)

Name: **Ken Holdener, Senior Engineering Leader**

Phone: 270-762-5125

24 Hr Phone: 615-642-1793

Email: ken.holdener@kroger.com

ALTERNATE FACILITY EMERGENCY COORDINATOR (FEC)

Name: **David Barrett, Maintenance Resource Leader**

Phone: 270-762-5189

24 Hr Phone: 731-363-5737

Email: david.barrett@kroger.com

Extremely Hazardous Chemicals

NAME	UN #/ CAS #	EHS NAME	FORM	CONTAINER TYPE	MAXIMUM QUANTITY (Lbs)
Sulfuric Acid (Batteries)	7664939	Sulfuric acid	Liquid	Lead Acid Battery	2806

Health Hazards can be found in CAMEO Chemicals/NIOSH

Corrosive to all body tissues. Inhalation of vapor may cause serious lung damage. Contact with eyes may result in total loss of vision. Skin contact may produce severe necrosis. Fatal amount for adult: between 1 teaspoonful and one-half ounce of the concentrated chemical. Even a few drops may be fatal if the acid gains access to the trachea. Chronic exposure may cause tracheobronchitis, stomatitis, conjunctivitis, and gastritis. Gastric perforation and peritonitis may occur and may be followed by circulatory collapse. Circulatory shock is often the immediate cause of death. Those with chronic respiratory, gastrointestinal, or nervous diseases and any eye and skin diseases are at greater risk. (EPA, 1998)

Hazardous Chemicals

NAME	UN #/ CAS #	FORM	CONTAINER TYPE	MAXIMUM QUANTITY (Lbs)
Lead (Batteries)	7439921	Solid	Lead Acid Battery	5924

N
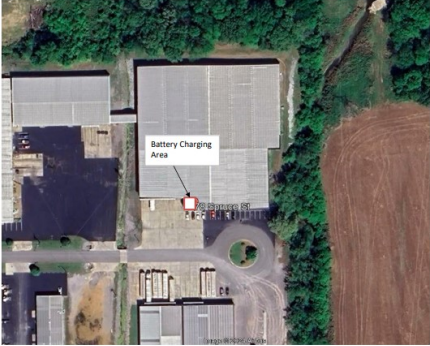
Battery Charging
Area

HIXSON

Facility Response Point and Directions

Offsite emergency response personnel and the Facility Emergency Coordinator (FEC) will meet at Kenlake's West Trailer Lot on Olive St. Response Point 1 is inside the overall, standardized, 0.1-mile isolation zone. However, it is outside the 0.1-mile radius of the higher-risk primary battery charging station and all sulfuric acid storage locations are located within a building, stowing the release of mists, fumes, and gasses. Response Point 1 is also located in a primarily upwind location.

Alternate Facility Response Point and Directions

As an alternate for conditions during an emergency, the parking lot at Swift Roofing on Industrial Rd. may serve as the alternate Facility Response Point. Facility Emergency Response Coordinator shall meet Emergency Response Personnel at the Response Point with copies of the Facility Emergency Response Plan, Contingency Plan (if needed), SDS, and an oral briefing of the current situation.

Facility Emergency Response Coordinator shall meet Emergency Response Personnel at the Response Point with copies of the Facility Emergency Response Plan, Contingency Plan (if needed), SDS, and an oral briefing of the current situation.

Staging Area and Directions (Outside of Vulnerable Zone)

The Intersection of Industrial Road and Chestnut Street to the northeast of the facility shall be utilized as the responders' primary staging area. This location is outside the 0.1-mile isolation zone recommended by Kentucky Emergency Management. There is a large, paved parking lot at this location, currently unused.

Alternate Staging Area and Directions (Outside of Vulnerable Zone)

Alternate Staging Area: Kenlake's East Trailer Lot on Industrial Road shall be utilized as the responders' Secondary staging area.

Modes of Transport:

Lift Truck Delivery

Routes:

US Highway 641(12th Street in Murray) to 300 N. LP Miller Street and from there to Spruce Street for the warehouse.

Handling:

Lift Truck to Delivery docks and movement via Fork Truck

Frequency of Shipping (Ex. Daily, Monthly):

3 Batteries per year are purchased to replace spend batteries

Primary EHS Supplier: MH Equipment

Supplier Address: 2950 Wayne Sullivan Dr. Paducah, KY 42003

Supplier Phone: 270-442-5362

Procedure Used for Worst Credible Release (CAMEO Chemicals, RMPComp, ALOHA):	CAMEO Suite
Worst Credible Release (Fire, Transport, etc):	Container Failure/Release
Chemical Used for Vulnerable Zone:	Sulfuric Acid
Chemical Maximum Amount in Largest Container Used for Vulnerable Zone (lbs):	740
Primary Vulnerable Zone Radius (miles):	0.1

Total Population: Demographic details not available.

#	Category	Distance (Miles)	Facility	Contact	Phone	Population

Process for Shelter in Place and/or Evacuation of Onsite and Off-Site Populations

It is generally expected that emergency situations involving hazardous chemicals at the facility would not require protective actions (i.e. Level I Emergency Condition). However, consensus agreement by responding emergency personnel will determine: (a) if in-place sheltering may be advisable; (b) precautionary evacuation may be implemented due to the feasible existence of a potential threat to public safety/health; or, (c) if a mandatory evacuation is urged because of the imminent threat to public safety and/or welfare. Local broadcast media and/or available emergency response personnel will assist in public notification. County Emergency Management may be contacted to utilize the CodeRED calling program, if necessary, Evacuation, if necessary, will be initiated by local law enforcement agencies in cooperation with responding emergency personnel. Evacuation routes and shelters will be determined at the time of incident based upon amount of product, incident type, weather conditions, (ie: wind speed/direction precipitation, etc.), road conditions, and other pertinent information. All response agency SOPs shall be developed consistent with National Incident Management System (NIMS) principles and in support of the provisions of the EOP and this Response Plan.

Process for Alerting/Warning the Public and Special Facilities

Upon discovery of a release of a reportable quantity facility officials will:

Immediately notify the local 24?hour warning hour point at the Murray Police Department (270-753-1621) with initially known information and specify what types of response actions may be necessary. This call will satisfy the legal requirement under P. L. 99-499 and KRS 39E.190 for immediate LEPC notification following a chemical release.

(2) Immediately notify the Kentucky Emergency Response Commission (KyERC) at 502-607-1610. This call will satisfy the legal requirement under P. L. 99-499 and KRS 39E.190 for immediate KyERC notification following a chemical release.

Hyper-Reach will be used to notify public citizens and businesses.

Officials Who May Authorize Exit Shelter in Place and Re-Entry of Evacuated Areas

The Incident Commander will authorize re-entry, based upon information provided by responding emergency personnel, and the Facility Emergency Response Coordinator and any other personnel with expertise which may be deemed necessary due to the type of incident. Law enforcement agencies will implement re-entry according to their own internal Standard Operating Procedures.

FACILITY

Facility Emergency Equipment on Hand

Emergency spill kits for small spills are available at the facility to include material to neutralize a battery acid spill. The spill kits include a list of spill kit contents, splash-proof safety goggles, acid resistant gloves, Tyvek coveralls, acid neutralizer, non-sparking scoops and pH paper for spill response purposes.

Facility Employee Training Schedule for Hazmat

Annual

Facility Employee Exercise Schedule for Hazmat

Annual

FIRST RESPONSE

First Response Emergency Equipment on Hand

Local government in Murray or Calloway County has no specialized HazMat Response Team per se. Fire services equipment of a general nature is located at fire departments in Murray and in rural station locations in the county. EMS, OEM, law enforcement and rescue squad equipment resources are generally adequate for most day-to-day emergency situations. The Murray Fire Department has recently enhanced their preparation for a potential hazardous materials incident, and among other items has level "B" suits, SCBA's, chemical resistant boots, and nitrile gloves on hand.

A specialized regional response team known as HazMat-1 can be contacted to mitigate spills and releases beyond the capability of facility and local resources

First Response Training Schedule for Hazmat

Local government fire fighters, fire-rescue squad, OEM and EMS personnel receive some general HazMat training periodically through KY-Tech, state fire school courses and in-service instruction. Specialized and in-depth HazMat training is available at Murray State University and from private consultants. Most local fire service personnel and OEM officials are trained to the first responder operations level. EMS and law enforcement personnel are trained to at least the awareness level.

First Response Exercise Schedule for Hazmat

The LEPC has adopted the methods/schedules for exercising this plan consistent with and in coordination with the existing 4-year exercise program followed by the Calloway County Office of Emergency Management per KyEM Exercise Program guidance.

Primary Hospital/Medical Facility for Patient Transport:	Murray-Calloway County Hospital
Address:	803 Poplar Street, Murray, KY 42071
Statement of Capability for Hospital/Medical Facility:	The Murray-Calloway County Ambulance Service and the Murray-Calloway County Hospital (803 Poplar Street in Murray, Kentucky 42071) have SDS's for all significant chemicals at BellSouth - Murray. These health care providers have limited decontamination capabilities and can treat some serious chemical injuries. Patients with severe chemical injuries will be transported to larger hospitals outside the region.

Alternate Hospital/Medical Facility for Patient Transport:	To Be Determined at Time of Incident
Address:	
Statement of Capability for Hospital/Medical Facility:	Alternate facility to be determined at time of event. Possible locations are listed below: Marshall County Hospital 615 Old Symsonia Rd. Benton, KY 42025 Jackson Purchase Medical Center 1099 Medical Center Circle Mayfield, KY 42066 Baptist Health Paducah 2501 Kentucky Avenue Paducah, KY 42003 Mercy Health ? Lourdes Hospital 1530 Lone Oak Road Paducah, KY 42003

Procedures for Containment of Released Substance

locate nearest spill kit, Don appropriate PPE from the spill kit, if acid is approaching a stormwater drain apply a drain blocker mat to the storm drain to avoid off site migration.

Procedures for Clean Up of Released Substance

Sprinkle spill liberally with "Neutralizing Acid Absorber" (soda ash). Cover liquid entirely. Allow approximately 5 minutes for the neutralizer to react. When the bubbling stops, the reaction is complete. The resulting compound is neutralized and safe to handle. Scoop up remains and seal in the plastic bags for disposal.

Procedures for Substance Disposal

As applicable, all lead-acid batteries are to be recycled or reclaimed by an appropriately licensed waste facility. Kenlake Foods will ensure all clean-up, transportation, storage, recycling/disposal, of any hazardous materials is done in accordance with Title 401 KAR (Kentucky Waste Regulations) and with applicable United States Environmental Protection Agency (US EPA) regulations.

Emergency Notification Contact	Phone
Local 24 HR Warning Number	270-753-3151
State 24 HR Warning Point for HAZMAT Spill Notification	1-800-255-2587
Local Emergency Planning Committee (LEPC)	270-753-3151
Kentucky Emergency Response Commission (KERC)	502-607-1638
Community HAZMAT Coordinator Name	Eric Pologruto
Community HAZMAT Coordinator Day Phone	270-762-0320
Community HAZMAT Coordinator Night Phone	270-762-0320
Alternate Community HAZMAT Coordinator Name	Murray Fire Department Officer in Charge
Alternate Community HAZMAT Coordinator Day Phone	270-762-0320
Alternate Community HAZMAT Coordinator Night Phone	270-762-0320
Local EM Director Name	Josh Kerr
Local EM Director Day Phone	270-752-3052
Local EM Director Night Phone	270-752-3052
Rescue	270-753-3151
Ambulance	270-753-9332
KYEM Area Manager Name	Daniel Newcomb
KYEM Area Manager Office Number	502-607-5159
KYEM Area Manager Mobile Number	502-352-8839
Kentucky Department of Environmental Protection (KY-DEP) 24 HR Hotline	1-800-928-2380
National Response Center (NRC)	1-800-424-8802
State Fire Marshal (M-F, Business Hours)	502-573-0382
State Fire Marshal, Weekends and After Hours	1-800-255-2587
CHEMTREC	1-800-424-9300
Kentucky State Police	502-782-1800

Date	Action	Name	Title
3/5/2024 2:08:29 PM	Initiate By LEPC	Josh Kerr	Jurisdiction Planner
4/23/2024 7:47:12 PM	Review By LEPC	Josh Kerr	Jurisdiction Planner
4/23/2024 7:47:29 PM	Approve by LEPC	Josh Kerr	Jurisdiction Planner
6/26/2024 12:35:22 PM	Sent Back To LEPC	KYEM Staff	Super Admin
7/2/2024 9:45:59 AM	Review By LEPC	Josh Kerr	Jurisdiction Planner
7/2/2024 9:46:23 AM	Approve by LEPC	Josh Kerr	Jurisdiction Planner
7/3/2024 8:53:01 AM	Certify by State EHS Planner	KYEM Staff	Super Admin
7/8/2024 8:53:51 AM	Approve by KERC Planning Committee	Larry Taylor	KERC Admin

Kenlake Foods - South Spruce Street Warehouse

Calloway County

Plan Number: 018-006

FACILITY LOCATION

Address: 81 Spruce Street

Murray, Kentucky, 42071

Most Hazardous Chemical Location Latitude: 36.614

Most Hazardous Chemical Location Longitude: -88.292

(SULFURIC ACID (Batteries), CAS: 7664939, Storage Location: Powered Equipment With Batteries)

FACILITY EMERGENCY COORDINATOR (FEC)

Name: **Ken Holdener, Senior Engineering Leader**

Phone: 270-762-5125

24 Hr Phone: 615-642-1793

Email: ken.holdener@kroger.com

ALTERNATE FACILITY EMERGENCY COORDINATOR (FEC)

Name: **David Barrett, Maintenance Resource Leader**

Phone: 270-762-5189

24 Hr Phone: 731-363-5737

Email: David.barrett@kroger.com

Extremely Hazardous Chemicals

NAME	UN #/ CAS #	EHS NAME	FORM	CONTAINER TYPE	MAXIMUM QUANTITY (Lbs)
SULFURIC ACID (Batteries)	7664939	Sulfuric acid	Liquid	Lead Acid Battery	3065

Health Hazards can be found in CAMEO Chemicals/NIOSH

Strongly corrosive, dense, oily liquid; colorless to dark brown depending on purity. Very reactive, dissolves most metats; concentrated acid oxidizes, dehydrates, or sulfonates most organic compounds, often causes charring; density of pure material 1.84; melting point 10.40C; boiling point varies over range 315?3380C due to loss of sulfur trioxide

Hazardous Chemicals

NAME	UN #/ CAS #	FORM	CONTAINER TYPE	MAXIMUM QUANTITY (Lbs)
LEAD	7439921	Solid	Lead Acid Battery	6471
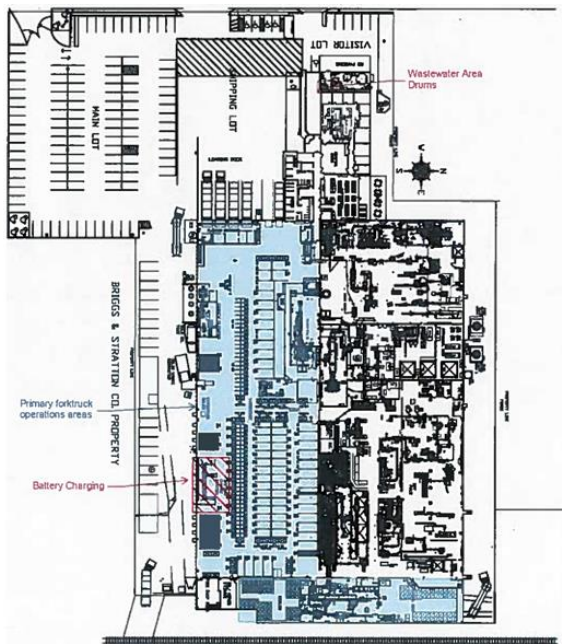
Facility Response Point and Directions

Offsite emergency response personnel and the Facility Emergency Coordinator (FEC) will meet at Kenlake's West Trailer Lot on Olive St. The Facility representative who meets off-site response personnel at the RP should have a copy of this Plan, the facility Contingency Plan, appropriate Safety Data Sheets (SDSs for the batteries/sulfuric acid), and should be prepared to brief the responders on the current situation. Response Point 1 is inside the overall, standardized, 0.1 mile isolation zone. However, it is outside the 0.1 mile radius of the higher-risk primary battery charging station and all sulfuric acid storage locations are located within a building, stowing the release of mists, fumes, and gasses. Response Point 1 is also located in a primarily upwind location.

Alternate Facility Response Point and Directions

As an alternate for conditions during an emergency, the parking lot at Swift Roofing on Industrial Rd. may serve as the alternate Facility Response Point.

Facility Emergency Response Coordinator shall meet Emergency Response Personnel at the Response Point with copies of the Facility Emergency Response Plan, Contingency Plan (if needed), SDS, and an oral briefing of the current situation.

Staging Area and Directions (Outside of Vulnerable Zone)

The Intersection of Industrial Road and Chestnut Street to the northeast of the facility shall be utilized as the responders' primary staging area. This location is outside the 0.1 mile isolation zone recommended by Kentucky Emergency Management. There is a large, paved parking lot at this location, currently unused.

Alternate Staging Area and Directions (Outside of Vulnerable Zone)

Alternate Staging Area: Kenlake's East Trailer Lot on Industrial Road shall be utilized as the responders' Secondary staging area.

Modes of Transport:

Lift Truck Delivery

Routes:

US Highway 641 (12th Street in Murray) to 300 N. LP Miller Street and from there to Spruce Street for the warehouse.

Handling:

Lift Truck to Delivery docks and movement via Fork Truck

Frequency of Shipping (Ex. Daily, Monthly):

5 Batteries per year are purchased to replace spent batteries.

Primary EHS Supplier: MH Equipment

Supplier Address: 2950 Wayne Sullivan Dr. Paducah, KY 42003

Supplier Phone: 270-442-5362

Procedure Used for Worst Credible Release (CAMEO Chemicals, RMPComp, ALOHA):	CAMEO Suite
Worst Credible Release (Fire, Transport, etc):	Container Failure/Release
Chemical Used for Vulnerable Zone:	SULFURIC ACID
Chemical Maximum Amount in Largest Container Used for Vulnerable Zone (lbs):	740
Primary Vulnerable Zone Radius (miles):	0.1

Total Population: Demographic details not available.

#	Category	Distance (Miles)	Facility	Contact	Phone	Population

Process for Shelter in Place and/or Evacuation of Onsite and Off-Site Populations

It is generally expected that emergency situations involving hazardous chemicals at the facility would not require protective actions (i.e. Level I Emergency Condition). However, consensus agreement by responding emergency personnel will determine: (a) if in-place sheltering may be advisable; (b) precautionary evacuation may be implemented due to the feasible existence of a potential threat to public safety/health; or, (c) if a mandatory evacuation is urged because of the imminent threat to public safety and/or welfare. Local broadcast media and/or available emergency response personnel will assist in public notification. County Emergency Management may be contacted to utilize the CodeRED calling program if necessary, Evacuation, if necessary, will be initiated by local law enforcement agencies in cooperation with responding emergency personnel. Evacuation routes and shelters will be determined at the time of incident based upon amount of product, incident type, weather conditions, (ie: wind speed/direction precipitation, etc.), road conditions, and other pertinent information. All response agency SOPs shall be developed consistent with National Incident Management System (NIMS) principles and in support of the provisions of the EOP and this Response Plan.

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(2) Immediately notify the Kentucky Emergency Response Commission (KyERC) at 502-607-1610. This call will satisfy the legal requirement under P. L. 99-499 and KRS 39E.190 for immediate KyERC notification following a chemical release.

Hyper-Reach will be used to notify public citizens and businesses.

Officials Who May Authorize Exit Shelter in Place and Re-Entry of Evacuated Areas

The Incident Commander will authorize re-entry, based upon information provided by responding emergency personnel, and the Facility Emergency Coordinator and any other personnel with expertise which may be deemed necessary due to the type of incident. Law enforcement agencies will implement re-entry according to their own internal Standard Operating Procedures.

FACILITY

Facility Emergency Equipment on Hand

Emergency spill kits for small spills are available at the facility to include material to neutralize a battery acid spill. The spill kits include a list of spill kit contents, splash-proof safety goggles, acid resistant gloves, Tyvek coveralls, acid neutralizer, non-sparking scoops and pH paper for spill response purposes.

Facility Employee Training Schedule for Hazmat

Kenlake has an internal spill response team comprised of employees trained for oil and chemical spills. This team is primarily pulled from the maintenance and sanitation departments. The team completes annual training on spill response at the facility.

Facility Employee Exercise Schedule for Hazmat

Annual

FIRST RESPONSE

First Response Emergency Equipment on Hand

Emergency spill kits for small spills are available at the facility to include material to neutralize a battery acid spill. The spill kits include a list of spill kit contents, splashproof safety goggles, acid resistant gloves, Tyvek coveralls, acid neutralizer, non-sparking scoops and pH paper for spill response purposes.

Local government in Murray or Calloway County has no specialized HazMat Response Team per se. Fire services equipment of a general nature is located at fire departments in Murray and in rural station locations in the county. EMS, OEM, law enforcement and rescue squad equipment resources are generally adequate for most day-to-day emergency situations. The Murray Fire Department has recently enhanced their preparation for a potential hazardous materials incident, and among other items has level "B" suits, SCBA's, chemical resistant boots, and nitrile gloves on hand.

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First Response Exercise Schedule for Hazmat

The LEPC has adopted the methods/schedules for exercising this plan consistent with and in coordination with the existing 4-year exercise program followed by the Calloway County Office of Emergency Management per KyEM Exercise Program guidance.

Primary Hospital/Medical Facility for Patient Transport:	Murray-Calloway County Hospital
Address:	803 Poplar Street, Murray, KY 42071
Statement of Capability for Hospital/Medical Facility:	The Murray-Calloway County Ambulance Service and the Murray-Calloway County Hospital (803 Poplar Street in Murray, Kentucky 42071) have SDS's for all significant chemicals located at this facility. These health care providers have limited decontamination capabilities and can treat some serious chemical injuries. Patients with severe chemical injuries will be transported to larger hospitals outside the region.

Alternate Hospital/Medical Facility for Patient Transport:	To Be Determined at Time of Incident
Address:	
Statement of Capability for Hospital/Medical Facility:	Alternate facility to be determined at time of event. Possible locations are listed below: Marshall County Hospital 615 Old Symsonia Rd. Benton, KY 42025 Jackson Purchase Medical Center 1099 Medical Center Circle Mayfield, KY 42066 Baptist Health Paducah 2501 Kentucky Avenue Paducah, KY 42003 Mercy Health ? Lourdes Hospital 1530 Lone Oak Road Paducah, KY 42003

Procedures for Containment of Released Substance

? Locate nearest Spill Kit? Don appropriate PPE from the spill kit. ? If acid is approaching a stormwater drain, apply a drain blocker mat to the storm drain to avoid off site migration.

Procedures for Clean Up of Released Substance

? Sprinkle spill liberally with ?Neutralizing Acid Absorber? (soda ash). Cover liquid entirely. Allow approximately 5 minutes for the neutralizer to react. When the bubbling stops, the reaction is complete. The resulting compound is neutralized and safe to handle. ? Scoop up remains and seal in the plastic bags for disposal.

Procedures for Substance Disposal

As applicable, all lead-acid batteries are to be recycled or reclaimed by an appropriately licensed waste facility. Kenlake Foods will ensure all clean-up, transportation, storage, recycling/disposal of any hazardous materials is done in accordance with Title 401 KAR (Kentucky Waste Regulations) and with applicable United States Environmental Protection Agency (US EPA) regulations.

Emergency Notification Contact	Phone
Local 24 HR Warning Number	270-753-3151
State 24 HR Warning Point for HAZMAT Spill Notification	1-800-255-2587
Local Emergency Planning Committee (LEPC)	270-753-3151
Kentucky Emergency Response Commission (KERC)	502-607-1638
Community HAZMAT Coordinator Name	Eric Pologruto
Community HAZMAT Coordinator Day Phone	270-762-0320
Community HAZMAT Coordinator Night Phone	270-762-0320
Alternate Community HAZMAT Coordinator Name	Murray Fire Department Officer in Charge
Alternate Community HAZMAT Coordinator Day Phone	270-762-0320
Alternate Community HAZMAT Coordinator Night Phone	270-762-0320
Local EM Director Name	Josh Kerr
Local EM Director Day Phone	270-752-3052
Local EM Director Night Phone	270-752-3052
Rescue	270-753-3151
Ambulance	270-753-9332
KYEM Area Manager Name	Daniel Newcomb
KYEM Area Manager Office Number	502-607-5159
KYEM Area Manager Mobile Number	502-352-8839
Kentucky Department of Environmental Protection (KY-DEP) 24 HR Hotline	1-800-928-2380
National Response Center (NRC)	1-800-424-8802
State Fire Marshal (M-F, Business Hours)	502-573-0382
State Fire Marshal, Weekends and After Hours	1-800-255-2587
CHEMTREC	1-800-424-9300
Kentucky State Police	502-782-1800

Date	Action	Name	Title
5/28/2021 1:29:02 PM	Initiate By LEPC	William Call	Jurisdiction Planner
5/28/2021 1:41:55 PM	Approve by LEPC	William Call	Jurisdiction Planner
2/2/2022 6:37:15 PM	Certify by State EHS Planner	KYEM Staff	Super Admin
2/2/2022 6:37:40 PM	Approve by KERC Planning Committee	KYEM Staff	Super Admin
6/20/2022 3:23:33 PM	Initiate By LEPC	Richard Palmer	Jurisdiction Planner
6/20/2022 3:26:20 PM	Review By LEPC	Richard Palmer	Jurisdiction Planner
6/20/2022 3:42:40 PM	Approve by LEPC	Richard Palmer	Jurisdiction Planner
8/6/2022 2:57:01 PM	Sent Back To LEPC	KYEM Staff	Super Admin
3/8/2024 1:04:08 PM	Review By LEPC	Josh Kerr	Jurisdiction Planner
3/8/2024 1:04:29 PM	Approve by LEPC	Josh Kerr	Jurisdiction Planner
3/12/2024 7:42:08 AM	Certify by State EHS Planner	KYEM Staff	Super Admin
3/12/2024 7:54:00 AM	Approve by KERC Planning Committee	Tiffany Sizemore	KERC Admin
3/12/2024 10:49:01 AM	Initiate By LEPC	Josh Kerr	Jurisdiction Planner
3/12/2024 10:50:01 AM	Review By LEPC	Josh Kerr	Jurisdiction Planner
3/12/2024 10:50:18 AM	Approve by LEPC	Josh Kerr	Jurisdiction Planner
6/27/2024 9:30:10 AM	Certify by State EHS Planner	KYEM Staff	Super Admin
7/5/2024 11:23:59 AM	Approve by KERC Planning Committee	Larry Taylor	KERC Admin

Kenlake Foods

Calloway County

Plan Number: 018-005

FACILITY LOCATION

Address: 300 North L.P. Miller Street

Murray, Kentucky, 42071

Most Hazardous Chemical Location Latitude: 36.6136

Most Hazardous Chemical Location Longitude: -88.2992

(Sulfuric Acid (Forklift Batteries), CAS: 7664939, Storage Location: (B) Wastewater Room)

FACILITY EMERGENCY COORDINATOR (FEC)

Name: **Ken Holdener, Senior Engineering Leader**

Phone: 270-762-5125

24 Hr Phone: 615-642-1793

Email: ken.holdener@kroger.com

ALTERNATE FACILITY EMERGENCY COORDINATOR (FEC)

Name: **David Barrett, Maintenance Resource Leader**

Phone: 270-762-5189

24 Hr Phone: 731-363-5753

Email: David.barrett@kroger.com

Extremely Hazardous Chemicals

NAME	UN #/ CAS #	EHS NAME	FORM	CONTAINER TYPE	MAXIMUM QUANTITY (Lbs)
Sulfuric Acid (Forklift Batteries)	7664939	Sulfuric acid	Liquid	Lead Acid Battery, Plastic or nonmetallic drum	34000

Health Hazards can be found in CAMEO Chemicals/NIOSH

Corrosive to all body tissues. Inhalation of vapor may cause serious lung damage. Contact with eyes may result in total loss of vision. Skin contact may produce severe necrosis. Fatal amount for adult: between 1 teaspoonful and one-half ounce of the concentrated chemical. Even a few drops may be fatal if the acid gains access to the trachea. Chronic exposure may cause tracheobronchitis, stomatitis, conjunctivitis, and gastritis. Gastric perforation and peritonitis may occur and may be followed by circulatory collapse. Circulatory shock is often the immediate cause of death. Those with chronic respiratory, gastrointestinal, or nervous diseases and any eye and skin diseases are at greater risk. (EPA, 1998)

Hazardous Chemicals

NAME	UN #/ CAS #	FORM	CONTAINER TYPE	MAXIMUM QUANTITY (Lbs)
Lead	7439921	Solid	Lead Acid Battery	69231
Nitrogen, Cryogenic	7727379	Liquid	Above ground tank	60000
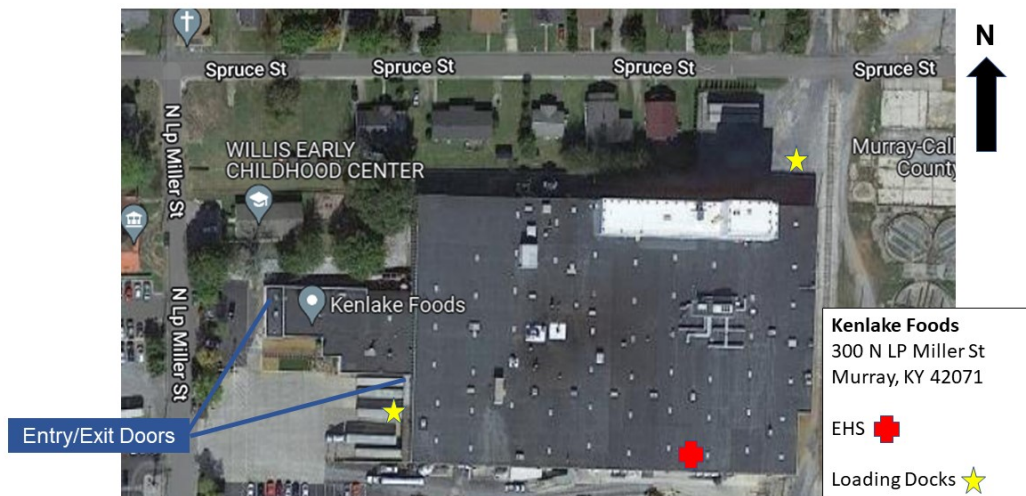
Kentucky Lake Foods Map.docx

Facility Response Point and Directions

OFFSITE EMERGENCY RESPONSE PERSONNEL AND THE FACILITY EMERGENCY COORNATOR WILL MEET AT KENLAKE'S WEST TRAILER LOT ON OLIVER DRIVE. RESPONSE POINT 2 IS INSIDE THE OVERALL, STANDARDIZED, 0.1 MILE ISOLATION ZONE. HOWEVER, IT IS OUTSIDE THE 0.1 MILE RADIUS OF THE HIGHER-RISH PRIMARY BATTRY CHARGING STATION AND ALL SULFURIC ADD STORAGE LOCATIONS ARE LOCATED WITHIN A BUILDING, SLOWING THE RELEASE OF MISTS, FUMES, AND GASSES. RESPONSE POINT 1 IS ALSO LOCATED IN A PRIMARYLY UPWIND LOCATION

Alternate Facility Response Point and Directions

ALTERNATE LOCATION IS THE PARKING LOT AT SWIFF ROOFING ON INDUSTRIAL ROAD

Facility Emergency Response Coordinator shall meet Emergency Response Personnel at the Response Point with copies of the Facility Emergency Response Plan, Contingency Plan (if needed), SDS, and an oral briefing of the current situation.

Staging Area and Directions (Outside of Vulnerable Zone)

THE INTERSECTION OF INDUSTRIAL ROAD AND CHESTNUT STREET TO THE NORTHEAST OF THE FACILITY

Alternate Staging Area and Directions (Outside of Vulnerable Zone)

KENLAKE'S EAST TRAILER LOT ON INDUSTRIAL ROAD

Modes of Transport:

Lift Truck Delivery

Routes:

US Highway 641 (12th Street in Murray) to 300 N. LP Miller St.

Handling:

Lift Truck to Delivery docks and movement via Fork Truck

Frequency of Shipping (Ex. Daily, Monthly):

5 Batteries per year are purchased to replace spent batteries. 18 drums per year.

Primary EHS Supplier: Wastewater acid: Nalco

Supplier Address: 1601 W. Diehl Rd. Napierville, IL 60563

Supplier Phone: 877-492-9493

Procedure Used for Worst Credible Release (CAMEO Chemicals, RMPComp, ALOHA):	CAMEO Suite
Worst Credible Release (Fire, Transport, etc):	Container Failure/Release
Chemical Used for Vulnerable Zone:	Sulfuric Acid
Chemical Maximum Amount in Largest Container Used for Vulnerable Zone (lbs):	700
Primary Vulnerable Zone Radius (miles):	0.1
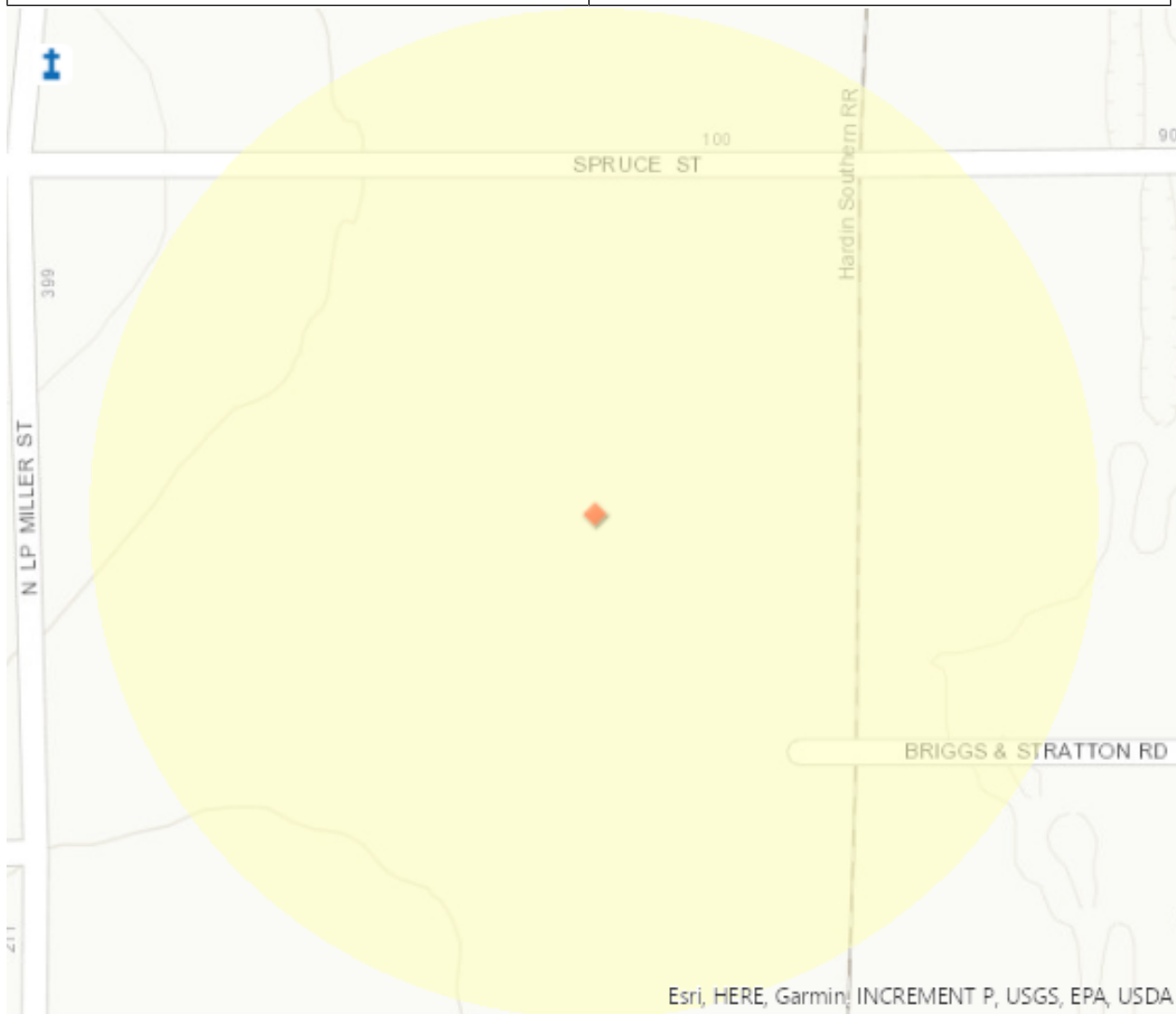
Total Population: Demographic details not available.

#	Category	Distance (Miles)	Facility	Contact	Phone	Population

Process for Shelter in Place and/or Evacuation of Onsite and Off-Site Populations

IT IS GENERALLY EXPECTED THAT EMERGENCY SITUATIONS INVOLVING HAZARDOUS CHEMICALS AT THE FACILITY WOULD NOT REQUIRE PROTECTIVE ACTIONS. HOWEVER, CONSENSUS AGREEMENT BY RESPONDING AGENCIES WILL DTERMINE: (A) IF IN-PLACE SHELTERING MAY BE ADVISAVBLE; (B) PRECAUTIONARY EVACUATION MAY BE IMPLEMENTED DUE TO THE FEASBLE EXISTENCE OF A POTENTIAL THREAT TO PUBLIC SAFETY/HEALTH

Process for Alerting/Warning the Public and Special Facilities

LOCAL BROADCAST MEDIA AND/OR AVAILABLE EMERGENCY RESPONSE PERSONNEL WILL ASSIST IN PUBLIC NOTIFICATION.

Officials Who May Authorize Exit Shelter in Place and Re-Entry of Evacuated Areas

THE INCIDENT COMMANDER WILL AUTHORIZE RE-ENTRY, BASED ON INFORAMTION PROVIDED BY REPONSDING AGENCIES AND THE FACILITY EMERGENCY COORDINATOR

FACILITY

Facility Emergency Equipment on Hand

Emergency spill kits for small spills are available at the facility to include material to neutralize a battery acid spill. The spill kits include a list of spill kit contents, splash-proof safety goggles, acid resistant gloves, Tyvek coveralls, acid neutralizer, non-sparking scoops and pH paper for spill response purposes.

Facility Employee Training Schedule for Hazmat

Kenlake has an internal spill response team comprised of employees trained for oil and chemical spills. This team is primarily pulled from the maintenance and sanitation departments. The team completes annual training on spill response at the facility.

Facility Employee Exercise Schedule for Hazmat

Annual

FIRST RESPONSE

First Response Emergency Equipment on Hand

Local government in Murray or Calloway County has no specialized HazMat Response Team per se. Fire services equipment of a general nature is located at fire departments in Murray and in rural station locations in the county. EMS, OEM, law enforcement and rescue squad equipment resources are generally adequate for most day-to-day emergency situations. The Murray Fire Department has recently enhanced their preparation for a potential hazardous materials incident, and among other items has level "B" suits, SCBA's, chemical resistant boots, and nitrile gloves on hand.

A specialized regional response team known as HazMat-1 can be contacted to mitigate spills and releases beyond the capability of facility and local resources

First Response Training Schedule for Hazmat

Local government fire fighters, fire-rescue squad, OEM and EMS personnel receive some general HazMat training periodically through KY-Tech, state fire school courses and in-service instruction. Specialized and in-depth HazMat training is available at Murray State University and from private consultants. Most local fire service personnel and OEM officials are trained to the first responder operations level. EMS and law enforcement personnel are trained to at least the awareness level.

First Response Exercise Schedule for Hazmat

The LEPC has adopted the methods/schedules for exercising this plan consistent with and in coordination with the existing 4-year exercise program followed by the Calloway County Office of Emergency Management per KyEM Exercise Program guidance.

Primary Hospital/Medical Facility for Patient Transport:	MURRAY CALLOWAY COUNTY HOSPITAL
Address:	803 POPULAR STREET, MURRAY KY
Statement of Capability for Hospital/Medical Facility:	The Murray-Calloway County Ambulance Service and the Murray-Calloway County Hospital (803 Poplar Street in Murray, Kentucky 42071) have SDS's for all significant chemicals located at this facility. These health care providers have limited decontamination capabilities and can treat some serious chemical injuries. Patients with severe chemical injuries will be transported to larger hospitals outside the region.

Alternate Hospital/Medical Facility for Patient Transport:	To Be Determined at Time of Incident
Address:	
Statement of Capability for Hospital/Medical Facility:	Alternate facility to be determined at time of event. Possible locations are listed below: Marshall County Hospital 615 Old Symsonia Rd. Benton, KY 42025 Jackson Purchase Medical Center 1099 Medical Center Circle Mayfield, KY 42066 Baptist Health Paducah 2501 Kentucky Avenue Paducah, KY 42003 Mercy Health ? Lourdes Hospital 1530 Lone Oak Road Paducah, KY 42003

Procedures for Containment of Released Substance

? Locate nearest Spill Kit ? Don appropriate PPE from the spill kit. ? If acid is approaching a stormwater drain, apply a drain blocker mat to the storm drain to avoid off site migration.

Procedures for Clean Up of Released Substance

? Sprinkle spill liberally with ?Neutralizing Acid Absorber? (soda ash). Cover liquid entirely. Allow approximately 5 minutes for the neutralizer to react. When the bubbling stops, the reaction is complete. The resulting compound is neutralized and safe to handle. ? Scoop up remains and seal in the plastic bags for disposal.

Procedures for Substance Disposal

As applicable, all lead-acid batteries are to be recycled or reclaimed by an appropriately licensed waste facility. Kenlake Foods will ensure all clean-up, transportation, storage, recycling/disposal of any hazardous materials is done in accordance with Title 401 KAR (Kentucky Waste Regulations) and with applicable United States Environmental Protection Agency (US EPA) regulations.

Emergency Notification Contact	Phone
Local 24 HR Warning Number	270-753-3151
State 24 HR Warning Point for HAZMAT Spill Notification	1-800-255-2587
Local Emergency Planning Committee (LEPC)	270-753-3151
Kentucky Emergency Response Commission (KERC)	502-607-1638
Community HAZMAT Coordinator Name	Eric Pologruto
Community HAZMAT Coordinator Day Phone	270-762-0320
Community HAZMAT Coordinator Night Phone	270-762-0320
Alternate Community HAZMAT Coordinator Name	Murray Fire Department Officer in Charge
Alternate Community HAZMAT Coordinator Day Phone	270-762-0320
Alternate Community HAZMAT Coordinator Night Phone	270-762-0320
Local EM Director Name	Josh Kerr
Local EM Director Day Phone	270-752-3052
Local EM Director Night Phone	270-752-3052
Rescue	270-753-3151
Ambulance	270-753-9332
KYEM Area Manager Name	Daniel Newcomb
KYEM Area Manager Office Number	502-607-5159
KYEM Area Manager Mobile Number	502-352-8839
Kentucky Department of Environmental Protection (KY-DEP) 24 HR Hotline	1-800-928-2380
National Response Center (NRC)	1-800-424-8802
State Fire Marshal (M-F, Business Hours)	502-573-0382
State Fire Marshal, Weekends and After Hours	1-800-255-2587
CHEMTREC	1-800-424-9300
Kentucky State Police	502-782-1800

Date	Action	Name	Title
5/28/2021 10:38:42 AM	Initiate By LEPC	William Call	Jurisdiction Planner
5/28/2021 12:10:25 PM	Approve by LEPC	William Call	Jurisdiction Planner
2/2/2022 6:33:16 PM	Certify by State EHS Planner	KYEM Staff	Super Admin
2/2/2022 6:33:40 PM	Approve by KERC Planning Committee	KYEM Staff	Super Admin
6/20/2022 3:13:34 PM	Initiate By LEPC	Richard Palmer	Jurisdiction Planner
6/20/2022 3:16:44 PM	Review By LEPC	Richard Palmer	Jurisdiction Planner
6/20/2022 3:17:24 PM	Approve by LEPC	Richard Palmer	Jurisdiction Planner
8/6/2022 1:11:12 PM	Sent Back To LEPC	KYEM Staff	Super Admin
3/8/2024 1:00:59 PM	Review By LEPC	Josh Kerr	Jurisdiction Planner
3/8/2024 1:01:19 PM	Approve by LEPC	Josh Kerr	Jurisdiction Planner
3/12/2024 7:41:57 AM	Certify by State EHS Planner	KYEM Staff	Super Admin
3/12/2024 7:53:49 AM	Approve by KERC Planning Committee	Tiffany Sizemore	KERC Admin
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3/12/2024 10:48:38 AM	Approve by LEPC	Josh Kerr	Jurisdiction Planner
6/26/2024 12:16:46 PM	Certify by State EHS Planner	KYEM Staff	Super Admin
7/5/2024 11:18:56 AM	Approve by KERC Planning Committee	Larry Taylor	KERC Admin

Nutrien Ag Solutions 2643

Calloway County

Plan Number: 018-008

FACILITY LOCATION

Address: 795 Butterworth Road

Murray, Kentucky, 42071-8206

Most Hazardous Chemical Location Latitude: 36.608075

Most Hazardous Chemical Location Longitude: -88.4065336

(Gramoxone SL 3.0, CAS: N/A, Storage Location: Stored in bulk tank(s).)

FACILITY EMERGENCY COORDINATOR (FEC)

Name: **Tanner Wyatt, Sales/Warehouse**

Phone: 270-435-4731

24 Hr Phone: 270-293-8870

Email: tanner.wyatt@nutrien.com

ALTERNATE FACILITY EMERGENCY COORDINATOR (FEC)

Name: **Craig English, Operations Manager**

Phone: 270-435-4731

24 Hr Phone: 502-544-9617

Email: craig.english@nutrien.com

Extremely Hazardous Chemicals

NAME	UN #/ CAS #	EHS NAME	FORM	CONTAINER TYPE	MAXIMUM QUANTITY (Lbs)
Gramoxone SL 3.0	N/A	Paraquat dichloride	Liquid	, Above ground tank, Plastic bottles or jugs, Tank inside building	26747
Reax Zinc	7733020	Ammonia	Liquid	, Plastic bottles or jugs	14620
Reax Complete	7782630	Ammonia	Liquid	, Plastic bottles or jugs	15408

Health Hazards can be found in CAMEO Chemicals/NIOSH

Paraquat Dichloride- Can cause death due to severe injury to the lungs. The lowest lethal oral dose reported in humans is 43 mg/kg. (EPA, 1998)

Ammonia- TOXIC and/or CORROSIVE; inhalation, ingestion or skin contact with material may cause severe injury or death. Contact with molten substance may cause severe burns to skin and eyes. Avoid any skin contact. Fire may produce irritating, corrosive and/or toxic gases. Runoff from fire control or dilution water may be corrosive and/or toxic and cause environmental contamination. (ERG, 2024)

Hazardous Chemicals

NAME	UN #/ CAS #	FORM	CONTAINER TYPE	MAXIMUM QUANTITY (Lbs)
Atrazine 90WDG	1912249	Solid	Bag	11700
Diesel Fuel #2	68476346	Liquid	Above ground tank	14680
Sucker Plucker	111875	Liquid	Plastic bottles or jugs	35428
Atrazine 4L	1912249	Liquid	, Plastic bottles or jugs	34823
Diesel, No. 2 Dyed	68476346	Liquid	Above ground tank	14340
Aatrex 4L	1912249	Liquid		11425
Sequence	87392129	Liquid	, Above ground tank, Tank inside building	27951
UAN Solution (28%-32%)	57136	Liquid	Above ground tank	1034817
MSO Concentrate w/ Leci-Tech	N/A	Liquid	Plastic bottles or jugs	13781
Halex GT	87392129	Liquid	, Above ground tank, Tank inside building	72963

NAME	UN #/ CAS #	FORM	CONTAINER TYPE	MAXIMUM QUANTITY (Lbs)
Rifle	1918009	Liquid	, Plastic bottles or jugs	28379
Weather Gard Complete	N/A	Liquid	Plastic bottles or jugs	12554
Rifle D	94757	Liquid	Plastic bottles or jugs	15311
Black Label ZN	N/A	Liquid	, Plastic bottles or jugs	77073
Warrant	34256821	Liquid	, Plastic bottles or jugs	47877
Verdict	163515148	Liquid	, Plastic bottles or jugs	11451
Micro 500	N/A	Liquid	Above ground tank, Plastic bottles or jugs	54808
Sure-K	N/A	Liquid	Above ground tank, Plastic bottles or jugs	207965
Quick Ultra w/ Awaken	68333799	Liquid	, Plastic bottles or jugs	16572
Acuron	87392129	Liquid	, Above ground tank, Tank inside building	24891
Matador S	87392129	Liquid	, Plastic bottles or jugs	10092
Mad Dog 5.4	38641940	Liquid	, Above ground tank, Plastic bottles or jugs, Tank inside building	83252
Trivapro	60207901	Liquid	, Above ground tank, Plastic bottles or jugs, Tank inside building	95589
Extract	7783188	Liquid	, Above ground tank, Plastic bottles or jugs	60000
Enlist One	N/A	Liquid	, Plastic bottles or jugs	14597
Nutrisync Boron	10043353	Liquid	, Plastic bottles or jugs	17301
Pro-Germinator	N/A	Liquid	Above ground tank, Plastic bottles or jugs	623862
Tavium	87392129	Liquid		11775
Access	N/A	Liquid	Above ground tank	254747
FertiRain	N/A	Liquid	Above ground tank, Plastic bottles or jugs	83402
Kalibrate	N/A	Liquid	Above ground tank	515853
Miravis Top	119446683	Liquid	, Above ground tank, Plastic bottles or jugs, Tank inside building	153485

NAME	UN #/ CAS #	FORM	CONTAINER TYPE	MAXIMUM QUANTITY (Lbs)
Roundup PowerMAX 3	70901121	Liquid	, Above ground tank, Tank inside building	78694
Liberty 280SL	77182822	Liquid	, Above ground tank, Tank inside building	24665
Veltyma	N/A	Liquid	, Above ground tank, Plastic bottles or jugs, Tank inside building	19534
Reax Boron	10043353	Liquid		33202
Delta Complete	139899	Liquid	, Plastic bottles or jugs	14815

Gramoxone

Liquid Fertilizer Dike & Tanks

Seed Warehouse

Building has a 6" curb and will hold aprox. 55,000 Gallons.

Main Electrical Box

Bulk Pesticides Dike

Bulk Chemicals

Paraquat storage in Totes

Exit

Fuel Tanks

Load Pad

N

Overhead Door

Package Chemicals

Exit

Office, not contained inside secondary containment

Meeting Area

Seed & Equipment Storage

0 10 20 30 40 50 Feet

Butterworth Rd.

Safety Consulting Services	Springfield, IL. 217-778-2320	Fire Extinguisher	Water Flow Direction	Electrical Panel	Drawn: Dan Ray	Facility Security Seed & Chemical Co. 795 Butterworth Rd Murray, KY	Sheet Title Detail
		Safety Equipment (Shower, Eye Wash, Respirator)			Design:		Scale See Scale Bar
		Gas Shutoff			Checked: Reviewed:		Sheet 1 of 1

Nutrien Ag
795 Butterworth Rd
Murray, KY 42071

EHS

Loading Dock area

Security Seed
& Chemical

Entry/Exit Doors

Butterworth Rd

N

Facility Response Point and Directions

Parking lot east of the office entrance from Butterworth Road (KY 299). The Facility Emergency Coordinator (FEC) will inform the Calloway 911-Dispatch Center if this location is not suitable for initial response personnel to report to.

Alternate Facility Response Point and Directions

In the event of a catastrophic incident that makes this on-site location hazardous, the Facility representative will notify response personnel in advance to meet at a designated Staging Area, or another suitable location.

Facility Emergency Response Coordinator shall meet Emergency Response Personnel at the Response Point with copies of the Facility Emergency Response Plan, Contingency Plan (if needed), SDS, and an oral briefing of the current situation.

Staging Area and Directions (Outside of Vulnerable Zone)

All support vehicles, equipment, and personnel will report to a designated area suitable for assembly and outside of the applicable initial isolation distance.

Primary Staging Area: The Parking lot east of the office. This area is located just inside the main entrance, and may not be suitable depending on winds and nature of incident. Alternate Staging Area: If the primary staging area is deemed unsuitable at the time of the incident due to wind direction or other factors, the senior OEM official, as On-Scene Incident Coordinator (OSIC) and the senior fire official, as Incident Commander (IC), will designate alternative sites. With this facility being located in a rural area, there are no nearby public sites with large parking lots. Two sites to consider are:

Calloway County Fire-Rescue Station # 6, 374 Coopertown Rd; 4.1 miles driving. Lynn Grove United Methodist Church, Browns Grove Rd; 2.8 miles driving.

Alternate Staging Area and Directions (Outside of Vulnerable Zone)

To be determined at time of incident

Modes of Transport:

Trucked in by third party from Syngenta. No exact delivery other than on an as needed basis.

Routes:

Based off of where chemical is pulled. Route is Highway 641 to Highway 80 to Highway 299.

Handling:

Hose from tanker and pumped into holding tank.

Frequency of Shipping (Ex. Daily, Monthly):

No exact delivery date, just on an as needed basis.

Primary EHS Supplier: Syngenta

Supplier Address: 3760 Business Drive #105

Supplier Phone: 901-751-5200

Memphis, TN

Procedure Used for Worst Credible Release (CAMEO Chemicals, RMPComp, ALOHA):	CAMEO Suite
Worst Credible Release (Fire, Transport, etc):	Container Failure/Release
Chemical Used for Vulnerable Zone:	Paraquat Dichlonde
Chemical Maximum Amount in Largest Container Used for Vulnerable Zone (lbs):	2200
Primary Vulnerable Zone Radius (miles):	2.1
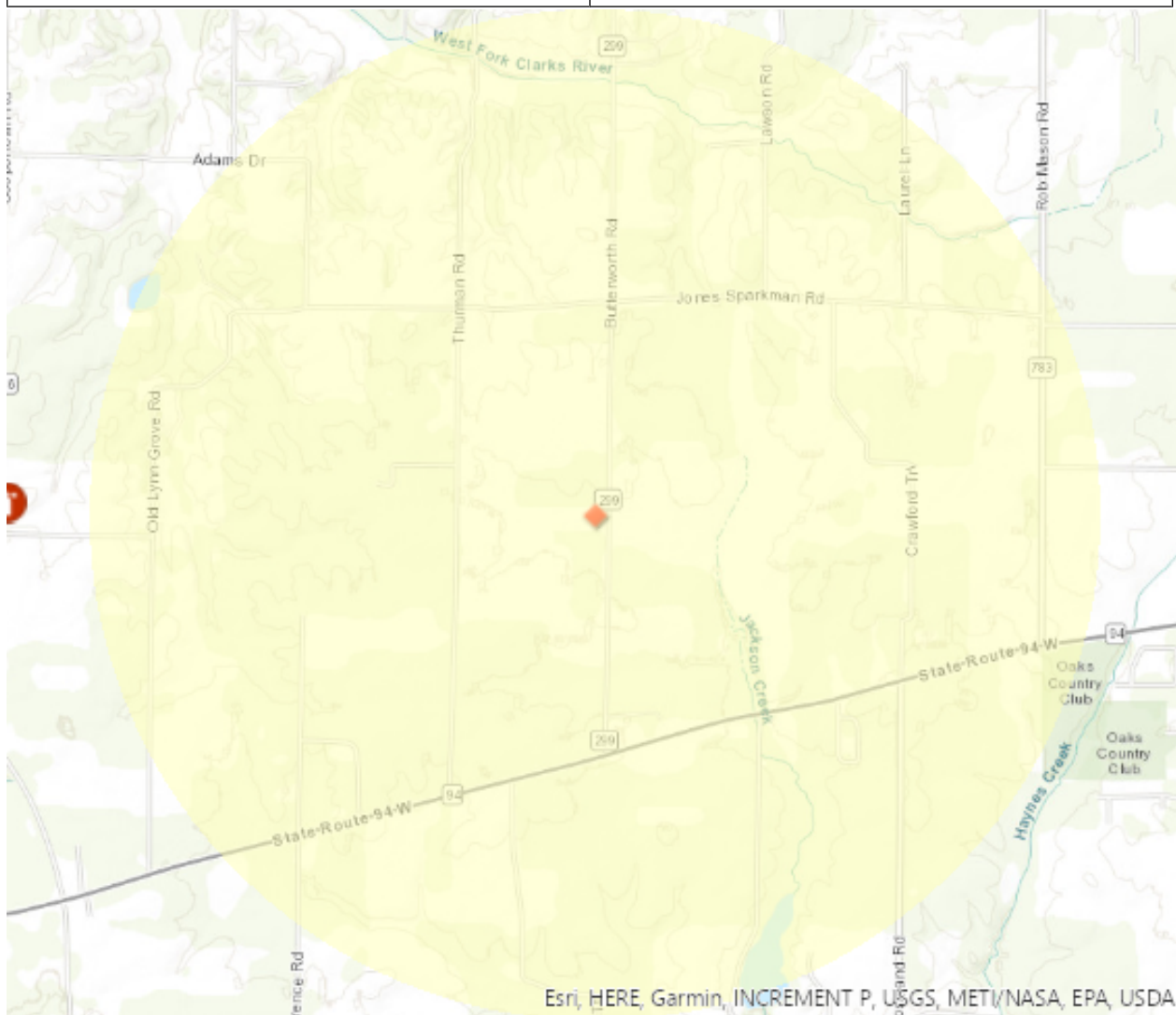
Total Population: Demographic details not available.

#	Category	Distance (Miles)	Facility	Contact	Phone	Population

Process for Shelter in Place and/or Evacuation of Onsite and Off-Site Populations

None is expected. We keep our largest quantities on site during the planting and growing season. Our entire warehouse is contained. The bulk tank is in secondary containment designed to hold the entire contents of the largest tank (2500 gallons). All transfers are inside our diked warehouse, which will hold over 35,000 gallons.

However, following any unexpected release of EHS, actions to protect the community population and property near Nutrien Ag may be required. A "release" according to the LEPC and the facility is one as defined in Section 329 of P.L. 99-499 and is subject to all criteria of Section 304 of P.L. 99-499 and KRS 39E.190. Lacking any detection, monitoring or computer modeling equipment of its own, Calloway County government will have to rely on notifications/ reports supplied by Nutrien Ag officials to determine that a release has occurred.

Upon discovery of a release of a reportable quantity of EHS, Nutrien Ag officials will:

(1) Immediately notify the local 24-hour warning hour point at the Calloway County Sheriff?s Office (270-753-3151) with initially known information and specify what types of response actions may be necessary. This call will satisfy the legal requirement under P.L. 99-499 and KRS 39E.190 for immediate LEPC notification following a chemical release.

(2) Immediately notify the Kentucky Emergency Response Commission (KyERC) at 502-607-1610. This call will satisfy the legal requirement under P.L. 99-499 and KRS 39E.190 for immediate KyERC notification following a chemical release.

(3) Prepare a written follow-up report as soon as practical updating the initial information report, and sending the report to the Calloway County LEPC and the KyERC. This report should include actions to respond to and contain the release; any known or anticipated acute or chronic health risks associated with the release; and where appropriate, advice regarding medical attention necessary for exposed individuals.

Process for Alerting/Warning the Public and Special Facilities

Upon receipt of release notification from Nutrien Ag officials, the dispatcher at the Calloway County Sheriff?s Office will immediately notify the appropriate emergency response agencies/officials shown in the Emergency Notification listing on Page 7. Response to the incident will thereupon commence in accordance with the procedures and unified incident command system as outlined in the Calloway County Emergency Operations Plan. Implementation of this Facility Response Plan is the responsibility of local government as a means of protecting life and property. The senior EM official as On-Scene Incident Coordinator (OSIC), and the senior fire department officer as Incident Commander (IC), and a designated Safety Officer (SO), shall be responsible for ensuring Plan implementation. All response agency SOPs shall be developed consistent with National Incident Management System (NIMS) principles and in support of the provisions of the EOP and this Response Plan.

The local government Incident Command Post (ICP) will be established as provided for in the Calloway County Emergency Operations Plan. An on-scene mobile command post may be established as the ICP for limited impact incidents. It is the responsibility of the On-Scene Incident Coordinator and the Incident Commander to implement establishment of the ICP.

Nutrien Ag will send its Facility Emergency Coordinator to the local government Incident

Command Post to closely coordinate with and to advise and assist the On-Scene Incident Coordinator, the Incident Commander, local elected officials and other local, state and federal authorities on actions to be taken concerning the response, containment, clean-up, disposal, etc.

In-place sheltering of the population in down-wind areas of a release may be directed in the event of a worst case release scenario. It must be noted that the average rate for air change per hour (acph) in ?average? American homes and office-type buildings under average conditions is 0.8 to 1.0 acph with doors and windows closed and ventilation systems closed down. ?Leaky? buildings or average buildings exposed to severe weather conditions, with air change rates of 1.5 to 2.5 acph may experience 45 to 65 percent of outdoor concentrations in 30 minutes. If a structure is exposed to a hazardous concentration for an extended period of time, the chemical concentration inside the structure may approach the outside concentration. Therefore, in-place sheltering is generally applicable for releases of short duration (30 min or less) and may have limited application for releases over a period of time in excess of one hour.

Although no evacuation of the general public is considered a likely necessity, a precautionary evacuation may be directed if conditions warrant and a safe evacuation is possible. The only evacuation routes from the immediate neighborhood are to the north or south on Butterworth Road / Ky-299. Specific road directions will have to be determined at the time of the incident and will be highly influenced by wind conditions. The Calloway County chapter of the American Red Cross will be the lead local agency for sheltering and caring of any evacuees. Specific shelters will have to be selected in consideration of wind conditions.

All available means will be utilized, as appropriate, to alert and advise the general public, including but not limited to, automated telephone calling, local radio station broadcasts, PA broadcasts from police cruisers, fire trucks, rescue squad vehicles, and door-to-door notification, if time permits.

Secure perimeters will be established around any isolation areas or evacuation zones by local law enforcement and emergency services personnel, as appropriate. The decision to allow re-entry or to terminate an in-place shelter advisory will be made by the Incident Commander (IC) after consultation with Nutrien Ag officials. The official re-entry or in-place shelter termination announcement will be disseminated to the public by the designated local government Public Information Officer after final consultation with the On-Scene Incident Coordinator and the Incident Commander.

Officials Who May Authorize Exit Shelter in Place and Re-Entry of Evacuated Areas

Calloway County Emergency Management/Muray Fire Department/ Calloway County Fire Rescue

FACILITY

Facility Emergency Equipment on Hand

Fire extinguishers, aprons, absorbent materials, brooms, shovels, trash cans, eye wash, water supply, respirator, gloves.

Facility Employee Training Schedule for Hazmat

Monthly safety exercises and meetings for the employees on specific chemical hazards and actions required in case of a spill.

Facility Employee Exercise Schedule for Hazmat

Additional community resources can be located in the emergency resources inventory list.

FIRST RESPONSE

First Response Emergency Equipment on Hand

Emergency equipment on hand at the Nutrien Ag facility includes fire extinguishers, spill response kits and absorbent materials. We also have appropriate PPE for our employees.

Local government in Murray or Calloway County has no specialized HazMat Response Team per se. Fire services equipment of a general nature is located at fire departments in Murray and in rural station locations in the county. EMS, OEM, law enforcement and rescue squad equipment resources are generally adequate for most day-to-day emergency situations.

A specialized regional team known as HAZMAT-1 can be contacted through OEM to mitigate spills and releases beyond the capability of facility and local resources. A unit of HazMat-1 is now located at the City of Murray Fire Department.

First Response Training Schedule for Hazmat

Nutrien Ag employees receive annual training from Safety Consulting Services, LLC to handle accidental spills or releases.

Local government fire fighters, rescue squad, OEM and EMS personnel have received some general HazMat training periodically through Ky-Tech, state fire school courses and in-service instruction. Most local fire service personnel and OEM officials are trained to the first responder operations level. EMS and law enforcement personnel are trained to at least the awareness level.

First Response Exercise Schedule for Hazmat

The LEPC has adopted the methods/schedules for exercising this plan consistent with and in coordination with the existing 4-year exercise program followed by the Calloway County Office of Emergency Management per KyEM Exercise Program guidance.

Nutrien Ag has no formal exercise program for HazMat response at this time, but will participate in drills or exercises sponsored by the Calloway County Office of Emergency Management.

Primary Hospital/Medical Facility for Patient Transport:	MURRAY CALLOWAY COUNTY HOSPITAL
Address:	803 POPULAR ST, MURRAY KY
Statement of Capability for Hospital/Medical Facility:	The Murray-Calloway County Ambulance Service and the Murray-Calloway County Hospital (803 Poplar Street in Murray, Kentucky 42071) have SDS's for all significant chemicals at located at this facility. These health care providers have limited decontamination capabilities and can treat some serious chemical injuries. Patients with severe chemical injuries will be transported to larger hospitals outside the region.

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Address:	
Statement of Capability for Hospital/Medical Facility:	Alternate facility to be determined at time of event. Possible locations are listed below: Marshall County Hospital 615 Old Symsonia Rd. Benton, KY 42025 Jackson Purchase Medical Center 1099 Medical Center Circle Mayfield, KY 42066 Baptist Health Paducah 2501 Kentucky Avenue Paducah, KY 42003 Mercy Health ? Lourdes Hospital 1530 Lone Oak Road Paducah, KY 42003

Procedures for Containment of Released Substance

Diking is around the tank in case of spilling. If in emergency, pumps and nurse tanks can be used.

Procedures for Clean Up of Released Substance

Copy of SARA Tier II plan, EHS facility emergency response plan and appropriate MSDS which are located in the office. The Local Emergency Planning Committee and the Kentucky Emergency Response Commission will be notified immediately.

Procedures for Substance Disposal

Nutrien Ag Solutions would contract any recycling, clean-up and or disposal of any residue and will be in accordance with the Title 401 Kentucky Waste Regulations and applicable regulations as proposed by US EPA. A disposal plan which has been approved by

Emergency Notification Contact	Phone
Local 24 HR Warning Number	270-753-3151
State 24 HR Warning Point for HAZMAT Spill Notification	1-800-255-2587
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3/8/2024 1:05:58 PM	Approve by LEPC	Josh Kerr	Jurisdiction Planner
3/12/2024 7:44:10 AM	Certify by State EHS Planner	KYEM Staff	Super Admin
3/12/2024 7:54:09 AM	Approve by KERC Planning Committee	Tiffany Sizemore	KERC Admin
3/12/2024 11:04:14 AM	Initiate By LEPC	Josh Kerr	Jurisdiction Planner
3/12/2024 2:36:36 PM	Review By LEPC	Josh Kerr	Jurisdiction Planner
3/12/2024 2:36:54 PM	Approve by LEPC	Josh Kerr	Jurisdiction Planner
6/27/2024 9:13:55 AM	Certify by State EHS Planner	KYEM Staff	Super Admin
7/5/2024 11:23:28 AM	Approve by KERC Planning Committee	Larry Taylor	KERC Admin

Pella Corporation - Murray Operations

Calloway County

Plan Number: 018-009

FACILITY LOCATION

Address: 307 Pella Way

Murray, Kentucky, 42071

Most Hazardous Chemical Location Latitude: 36.6452

Most Hazardous Chemical Location Longitude: -88.3002

(, CAS: , Storage Location:)

FACILITY EMERGENCY COORDINATOR (FEC)

Name: **Jacob Ramsey, Safety Specialist**

Phone: 270-767-2500

24 Hr Phone: 270-293-9638

Email: RamseyJT@pella.com

ALTERNATE FACILITY EMERGENCY COORDINATOR (FEC)

Name: **Rick Harrison, Sr Eng Tech Leader ESS**

Phone: 270-767-2500

24 Hr Phone: 270-227-9783

Email: harrisonre@pella.com

Extremely Hazardous Chemicals

NAME	UN #/ CAS #	EHS NAME	FORM	CONTAINER TYPE	MAXIMUM QUANTITY (Lbs)
Lead acid batteries containing sulfuric acid	N/A	Sulfuric acid	Solid	Lead Acid Battery	192023

Health Hazards can be found in CAMEO Chemicals/NIOSH

Sulfuric Acid- Corrosive to all body tissue. Inhalation of vapor may cause serious lung damage. Contact with eyes may result in total loss of vision. Skin contact may produce severe necrosis. Fatal amount for adult: between 1 teaspoonful and one-half ounce of the concentrated chemical. Even a few drops may be fatal if the acid gains access to the trachea. Chronic Exposure may cause tracheobronchitis, stomatitis, conjunctivitis, and gastritis. Gastric perforation and peritonitis may occur and may be followed by circulatory collapse. Circulatory shock is often the immediate cause of death. Those with chronic respiratory, gastrointestinal, or nervous diseases and any eye and skin diseases are at greater risk.

Hazardous Chemicals

NAME	UN #/ CAS #	FORM	CONTAINER TYPE	MAXIMUM QUANTITY (Lbs)
Argon	7440371	Gas	Above ground tank	17445
Resin Solution	N/A	Liquid	Above ground tank, Small pressure pots, Steel mixing vessel	116500
Powder Paint	N/A	Solid	Fiber drum	20000
Hot Melt Sealants/adhesive	N/A	Solid	Steel drum	25500
X-080 Glue	N/A	Liquid	Tote bin	19400

Pella Corporation
307 Pella Way
Murray, KY 42071

EHS

Loading Dock areas

Facility Response Point and Directions

Offsite emergency response personnel and the Facility Emergency Coordinator (FEC) will meet at the facility's main entrance off Pella Way. Coordinates 36.64647 0 N, 88.302460 W. Pella Way is located off of US HWY 641, North of Murray. When travelling east on Pella Way the Pella facility is located on the right and Vanderbilt Chemical and Minerals is located to the left.

Alternate Facility Response Point and Directions

To be determined at time of incident

Facility Emergency Response Coordinator shall meet Emergency Response Personnel at the Response Point with copies of the Facility Emergency Response Plan, Contingency Plan (if needed), SDS, and an oral briefing of the current situation.

Staging Area and Directions (Outside of Vulnerable Zone)

The Pella employee parking lot, located west of the facility and just south of the Facility Response Point, shall be utilized as the staging area. If conditions during an emergency necessitate an alternate staging area, one will be selected by consensus agreement by responding emergency personnel.

Alternate Staging Area and Directions (Outside of Vulnerable Zone)

To be determined at time of incident

Modes of Transport:

Ground transportation for delivery of batteries

Routes:

Transportation routes for batteries being delivered would be via US Highway 641 to Pella Way or alternately 641 to Melvin Henley Drive

Handling:

Forklifts are used to move batteries

Frequency of Shipping (Ex. Daily, Monthly):

Delivery of forklift batteries is infrequent. Monthly to quarterly

Primary EHS Supplier: Prolift

Supplier Address: 4092 McCollum CourtLouisville, KY 42071

Supplier Phone: 888-269-3198

Procedure Used for Worst Credible Release (CAMEO Chemicals, RMPComp, ALOHA):	CAMEO Suite/KERC Fact Sheet
Worst Credible Release (Fire, Transport, etc):	Release/Container Failure
Chemical Used for Vulnerable Zone:	Sulfuric Acid
Chemical Maximum Amount in Largest Container Used for Vulnerable Zone (lbs):	2002
Primary Vulnerable Zone Radius (miles):	0.1

Total Population: Demographic details not available.

#	Category	Distance (Miles)	Facility	Contact	Phone	Population

Process for Shelter in Place and/or Evacuation of Onsite and Off-Site Populations

It is generally expected that emergency situations involving hazardous chemicals at the facility would not require protective actions (i.e. Level I Emergency Condition). However, consensus agreement by responding emergency personnel will determine: (a) if in-place sheltering may be advisable; (b) precautionary evacuation may be implemented due to the feasible existence of a potential threat to public safety/health; or, (c) if a mandatory evacuation is urged because of the imminent threat to public safety and/or welfare

Process for Alerting/Warning the Public and Special Facilities

Local broadcast media and/or available emergency response personnel will assist in public notification. Evacuation, if necessary, will be initiated by local law enforcement agencies in cooperation with responding emergency personnel. Evacuation routes and shelters will be determined at the time of incident based upon amount of product, incident type, weather conditions, (ie: wind speed/direction, precipitation, etc.), road conditions, and other pertinent information. Al! response agency SOPs shall be developed consistent with National Incident Management System (NIMS) principles and in support of the provisions of the EOP and this Response Plan.

Officials Who May Authorize Exit Shelter in Place and Re-Entry of Evacuated Areas

The Incident Commander will authorize re-entry, based upon information provided by responding emergency personnel, and the Facility Emergency Coordinator and any other personnel with expertise which may be deemed necessary due to the type of incident. Law enforcement agencies will implement re-entry according to their own internal Standard Operating Procedures.

FACILITY

Facility Emergency Equipment on Hand

Emergency spill kits for small spills are available at the facility to include material to neutralize an electrolyte spill. The spill kit includes a list of spill kit contents, splash-proof safety goggles, acid resistant gloves, acid resistant apron, acid neutralizer, broom, non-sparking dustpan, and plastic bags.

Facility Employee Training Schedule for Hazmat

In-house training including information on proper handling and maintenance of batteries along with the necessary safety precautions is provided annually to appropriate team members. Hazard Communication training

Facility Employee Exercise Schedule for Hazmat

Annual spill response training provided to emergency response team.

FIRST RESPONSE

First Response Emergency Equipment on Hand

Emergency spill kits for small spills are available at the facility to include material to neutralize an electrolyte spill. The spill kit includes a list of spill kit contents, splashproof safety goggles, acid resistant gloves, acid resistant apron, acid neutralizer, broom, non-sparking dustpan, and plastic bags.

First Response Training Schedule for Hazmat

Pella has an internal Emergency Response Team that meets monthly. That team trains on everything from fire equipment operation, spill response, First Aid/CPR, Severe Weather, etc. There is no exercise program beyond this training. In-house training including information on proper handling and maintenance of batteries along with the necessary safety precautions is provided to appropriate team members. Guidelines for responding to lead-acid battery electrolyte spills are found below.

Local government in Murray or Calloway County has no specialized HazMat Response Team per se. Fire services equipment of a general nature is located at fire departments in Murray and at rural station locations in the county. EMS, OEM, law enforcement and rescue squad equipment resources are generally adequate for most day-to-day emergency situations.

A specialized regional team known as HAZMAT-I can be contacted through the OEM to mitigate spills and releases beyond the capability of facility and local resources. A unit of HazMat-1 is now located at the City of Murray Fire Department.

First Response Exercise Schedule for Hazmat

The LEPC has adopted the methods/schedules for exercising this plan consistent with and in coordination with the existing 4-year exercise program followed by the Calloway County Office of Emergency Management per KyEM Exercise Program guidance.

Primary Hospital/Medical Facility for Patient Transport:	Murray Calloway County Hospital
Address:	803 POPULAR ST, MURRAY, KY
Statement of Capability for Hospital/Medical Facility:	Murray-Calloway County Hospital (803 Poplar Street in Murray, Kentucky 42071) has the capability of treating and/or decontaminating patients that have come in contact with the hazardous materials on site. Their internal SOPs provide for their procedures of handling such emergencies.

Alternate Hospital/Medical Facility for Patient Transport:	To Be Determined at Time of Incident
Address:	
Statement of Capability for Hospital/Medical Facility:	Alternate facility to be determined at time of event. Possible locations are listed below: Marshall County Hospital 615 Old Symsonia Rd. Benton, KY 42025 Jackson Purchase Medical Center 1099 Medical Center Circle Mayfield, KY 42066 Baptist Health Paducah 2501 Kentucky Avenue Paducah, KY 42003 Mercy Health ? Lourdes Hospital 1530 Lone Oak Road Paducah, KY 42003

Procedures for Containment of Released Substance

Placement of absorbent socks and pads to contain area of release along with application of neutralizing acid absorber

Procedures for Clean Up of Released Substance

IN CASE OF AN ACID SPILLDon appropriate PPE from the spill kit. Sprinkle spill liberally with ?Neutralizing Acid Absorber?. Cover liquid entirely. Allow approximately 5 minutes for the neutralizer to react. When the bubbling stops, the reaction is complete. The resulting compound is neutralized and safe to handle. Scoop up remains and seal in the plastic bags for disposal. No dangerous vapors or disagreeable odors are released during the neutralization/absorption process.

Procedures for Substance Disposal

CLEAN-UP/DISPOSAL/RECYCLINGAs applicable, all lead-acid batteries are to be recycled or reclaimed by an appropriately licensed waste facility. Pella Corporation will ensure all clean-up, transportation, storage, recycling/disposal of any hazardous materials is done in accordance with Title 401 KAR (Kentucky Waste Regulations) and with applicable United States Environmental Protection Agency (US EPA) regulations.

Emergency Notification Contact	Phone
Local 24 HR Warning Number	270-753-3151
State 24 HR Warning Point for HAZMAT Spill Notification	1-800-255-2587
Local Emergency Planning Committee (LEPC)	270-753-3151
Kentucky Emergency Response Commission (KERC)	502-607-1638
Community HAZMAT Coordinator Name	Eric Pologruto
Community HAZMAT Coordinator Day Phone	270-762-0320
Community HAZMAT Coordinator Night Phone	270-762-0320
Alternate Community HAZMAT Coordinator Name	Murray Fire Department Officer in Charge
Alternate Community HAZMAT Coordinator Day Phone	270-762-0320
Alternate Community HAZMAT Coordinator Night Phone	270-762-0320
Local EM Director Name	Josh Kerr
Local EM Director Day Phone	270-752-3052
Local EM Director Night Phone	270-752-3052
Rescue	270-753-3151
Ambulance	270-753-9332
KYEM Area Manager Name	Daniel Newcomb
KYEM Area Manager Office Number	502-607-5159
KYEM Area Manager Mobile Number	502-352-8839
Kentucky Department of Environmental Protection (KY-DEP) 24 HR Hotline	1-800-928-2380
National Response Center (NRC)	1-800-424-8802
State Fire Marshal (M-F, Business Hours)	502-573-0382
State Fire Marshal, Weekends and After Hours	1-800-255-2587
CHEMTREC	1-800-424-9300
Kentucky State Police	502-782-1800

Date	Action	Name	Title
5/26/2021 4:05:33 PM	Initiate By LEPC	William Call	Jurisdiction Planner
5/26/2021 4:17:54 PM	Approve by LEPC	William Call	Jurisdiction Planner
2/2/2022 6:54:22 PM	Certify by State EHS Planner	KYEM Staff	Super Admin
2/2/2022 6:54:53 PM	Approve by KERC Planning Committee	KYEM Staff	Super Admin
6/20/2022 3:49:54 PM	Initiate By LEPC	Richard Palmer	Jurisdiction Planner
6/20/2022 3:52:38 PM	Review By LEPC	Richard Palmer	Jurisdiction Planner
6/20/2022 3:53:59 PM	Approve by LEPC	Richard Palmer	Jurisdiction Planner
11/28/2022 12:36:59 PM	Sent Back To LEPC	KYEM Staff	Super Admin
3/8/2024 1:08:24 PM	Review By LEPC	Josh Kerr	Jurisdiction Planner
3/8/2024 1:08:42 PM	Approve by LEPC	Josh Kerr	Jurisdiction Planner
3/12/2024 7:44:36 AM	Certify by State EHS Planner	KYEM Staff	Super Admin
3/12/2024 7:54:25 AM	Approve by KERC Planning Committee	Tiffany Sizemore	KERC Admin
3/12/2024 10:53:56 AM	Initiate By LEPC	Josh Kerr	Jurisdiction Planner
3/12/2024 10:55:35 AM	Review By LEPC	Josh Kerr	Jurisdiction Planner
3/12/2024 10:55:50 AM	Approve by LEPC	Josh Kerr	Jurisdiction Planner
6/27/2024 9:34:41 AM	Certify by State EHS Planner	KYEM Staff	Super Admin
7/5/2024 11:24:36 AM	Approve by KERC Planning Committee	Larry Taylor	KERC Admin

Saputo Cheese USA, Inc.

Calloway County

Plan Number: 018-010

FACILITY LOCATION

Address: 100 East Chestnut St.

Murray, Kentucky, 42071

Most Hazardous Chemical Location Latitude: 36.618

Most Hazardous Chemical Location Longitude: -88.2986

(, CAS: , Storage Location:)

FACILITY EMERGENCY COORDINATOR (FEC)

Name: **Lyle Bergman, Plant Manager**

Phone: 270-762-1637

24 Hr Phone: 303-514-6567

Email: lyle.bergman@saputo.com

ALTERNATE FACILITY EMERGENCY COORDINATOR (FEC)

Name: **Jeffery Darnall, EH&S Manager**

Phone: 270-293-7419

24 Hr Phone: 270-293-7419

Email: jeffery.darnall@saputo.com

Extremely Hazardous Chemicals

NAME	UN #/ CAS #	EHS NAME	FORM	CONTAINER TYPE	MAXIMUM QUANTITY (Lbs)
Ammonia (anhydrous)	7664417	Ammonia (anhydrous)	Liquid	Refrigeration system (including piping and vessels)	20469
NITRIC ACID	7697372	Nitric acid	Liquid	Plastic or nonmetallic drum, Tank inside building	12456
SULPHURIC ACID	7664939	Sulfuric acid	Liquid	Glass bottles or jugs, Lead Acid Battery, UPS batteries	43583

Health Hazards can be found in CAMEO Chemicals/NIOSH

Sulfuric Acid- Corrosive to all body tissue. Inhalation of vapor may cause serious lung damage. Contact with eyes may result in total loss of vision. Skin contact may produce severe necrosis. Fatal amount for adult: between 1 teaspoonful and one-half ounce of the concentrated chemical. Even a few drops may be fatal if the acid gains access to the trachea. Chronic Exposure may cause tracheobronchitis, stomatitis, conjunctivitis, and gastritis. Gastric perforation and peritonitis may occur and may be followed by circulatory collapse. Circulatory shock is often the immediate cause of death. Those with chronic respiratory, gastrointestinal, or nervous diseases and any eye and skin diseases are at greater risk.

Anhydrous Ammonia- Vapors cause irritation of eyes and respiratory tract. Liquid will burn skin and eyes. Poisonous; may be fatal if inhaled. Contact may cause burns to skin and eyes. Contact with liquid may cause frostbite.

Nitric Acid- Toxic: Inhalation, ingestion or contact (skin, eyes) with vapors, dust or substance may cause severe injury, burns or death. Reaction with water or moist air may release toxic, corrosive or flammable gases. Reaction with water may generate much heat that will increase the air concentration of fumes in the air. Fire will produce irritating, corrosive and/or toxic gases. Runoff from fire control or dilution of water may be corrosive and/or toxic and cause environmental contamination.

Hazardous Chemicals

NAME	UN #/ CAS #	FORM	CONTAINER TYPE	MAXIMUM QUANTITY (Lbs)
CALCIUM HYDROXIDE	1305620	Liquid	Tank inside building	17201
FERRIC CHLORIDE	7705080	Liquid	Above ground tank, Tote bin	26399

NAME	UN #/ CAS #	FORM	CONTAINER TYPE	MAXIMUM QUANTITY (Lbs)
LEAD	7439921	Solid	Lead Acid Battery, UPS batteries	115388
NITROUS OXIDE	10024972	Liquid	Above ground tank	52000
SODIUM HYDROXIDE	1310732	Liquid	Carboy, Glass bottles or jugs, Plastic or nonmetallic drum, Tank inside building, Tote bin	63464
Combustible Dust	N/A	Solid	Bag	186277
Flammable Liquids	N/A	Liquid	Glass bottles or jugs	15453

Map available for authorized agencies only

Saputo Dairy
100 E Chestnut St
Murray, KY 42071

EHS

Loading Dock area

Entry/Exit Doors

Saputo Dairy Foods USA

N

Chestnut St

Chestnut St

Chestnut St

Chestnut St

Miller St
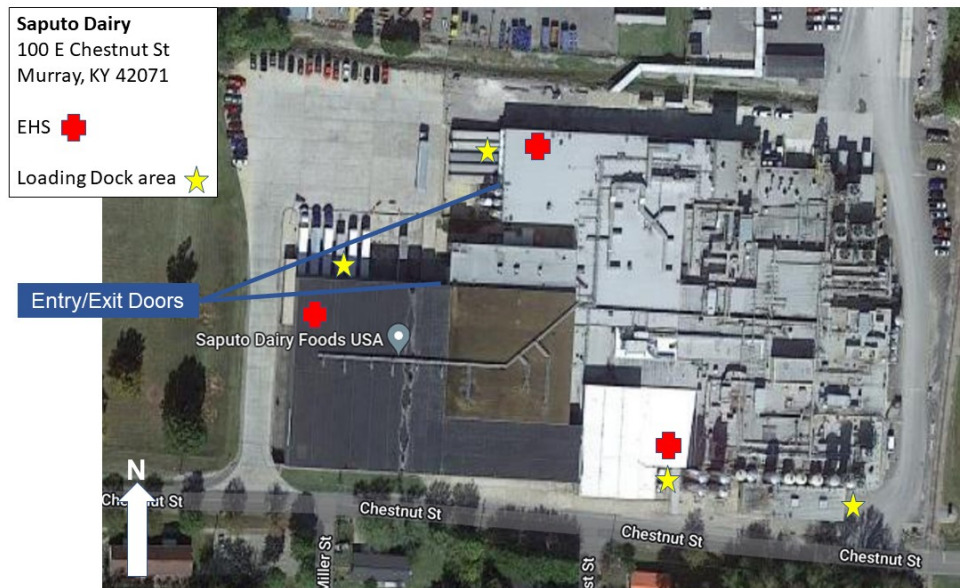
Facility Response Point and Directions

The primary facility response point will be located in the Stewart Stadium parking lot at Murray State University, which is located just South of Ky 121 along U.S. 641. From this location, responders would travel South to Chestnut Street and then East to the facility.

Alternate Facility Response Point and Directions

#1 Murray Fire Station located at 5th and Poplar Streets (207 S. 5th St). From this location responders would travel North on 5th or 4th Street and then East on Chestnut to the facility.

Facility Emergency Response Coordinator shall meet Emergency Response Personnel at the Response Point with copies of the Facility Emergency Response Plan, Contingency Plan (if needed), SDS, and an oral briefing of the current situation.

Staging Area and Directions (Outside of Vulnerable Zone)

All support vehicles, equipment, and personnel will report to the Stewart Stadium parking lot at Murray State University and await assignment. This will allow a sufficient safe distance from the facility. Stewart Stadium is located just South of Ky 121 along U.S. 641. From this location, responders would travel South to Chestnut Street and then East on Chestnut to the facility

Alternate Staging Area and Directions (Outside of Vulnerable Zone)

NOTE: if the primary staging area is deemed unsuitable at time of the incident due to wind direction or other factors, the senior OEM official, as On-Scene Incident Coordinator (OSIC) and the senior fire official, as Incident Commander (IC), will designate alternative sites

Modes of Transport:

Truck is the only mode of transportation of chemicals received at this location.

Routes:

The route is by road (Hwy 641 to Chestnut St.)

Handling:

Chemicals are offloaded using either a forklift or closed system hose.

Frequency of Shipping (Ex. Daily, Monthly):

weekly

Primary EHS Supplier: Ecolab

Supplier Address: 1 Ecolab PlaceSt. Paul, MN 55102

Supplier Phone: 800-352-5326

Procedure Used for Worst Credible Release (CAMEO Chemicals, RMPComp, ALOHA):	RMP Comp
Worst Credible Release (Fire, Transport, etc):	Release
Chemical Used for Vulnerable Zone:	Anhydrous Ammonia
Chemical Maximum Amount in Largest Container Used for Vulnerable Zone (lbs):	19090
Primary Vulnerable Zone Radius (miles):	1.7
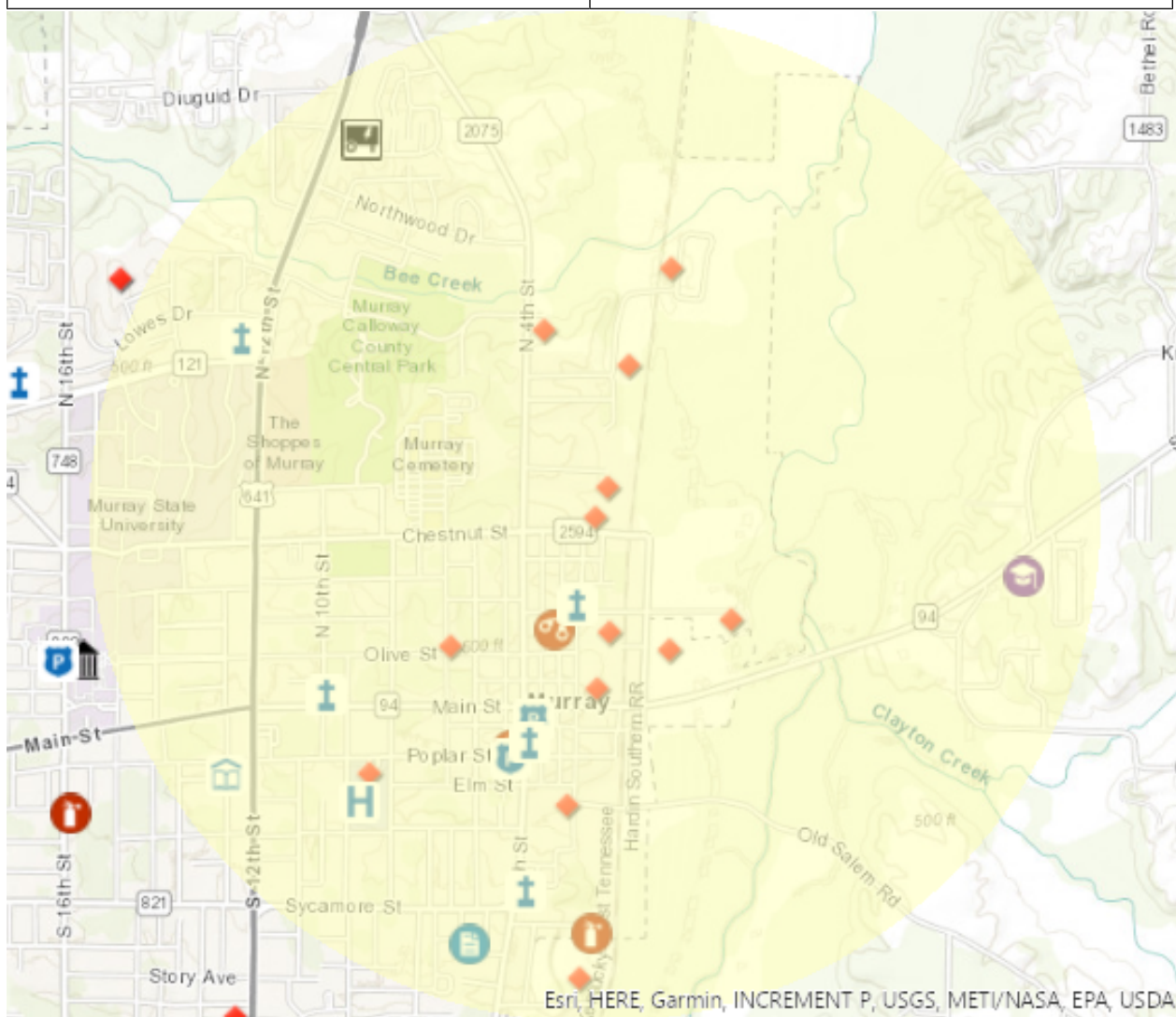
Total Population: 4864

#	Category	Distance (Miles)	Facility	Contact	Phone	Population
1	Places of Worship	0.31	SAINT JOHN MISSIONARY BAPTIST CHURCH		270-753-4817	
2	Correctional Institutions	0.41	CALLOWAY COUNTY JAIL	310 NORTH FOURTH STREET	270-753-6150	
3	Local EOC	0.72	CALLOWAY COUNTY EMERGENCY OPERATIONS CENTER		270-753-3151	
4	Law Enforcement	0.72	CALLOWAY COUNTY SHERIFFS OFFICE		270-753-3151	
5	Places of Worship	0.8	FIRST BAPTIST CHURCH		270-753-1854	
6	Fire Stations	0.84	CITY OF MURRAY FIRE STATION 1		270-762-0320	
7	Law Enforcement	0.87	CITY OF MURRAY POLICE DEPARTMENT		270-753-1621	
8	Places of Worship	1.09	MEMORIAL BAPTIST CHURCH		270-753-3182	
9	Hospitals	1.25	MURRAY CALLOWAY COUNTY HOSPITAL		(270) 762-1100	
10	Places of Worship	1.29	NEW LIFE AFRICAN METHODIST EPISCOPAL CHURCH		270-753-4966	
11	Places of Worship	1.34	UNIVERSITY CHURCH OF CHRIST		270-753-1881	

#	Category	Distance (Miles)	Facility	Contact	Phone	Population
12	Fire Stations	1.41	CALLOWAY COUNTY FIRE AND RESCUE STATION 1 - SYCAMORE - HEADQUARTERS		270-753-4112	
13	Places of Worship	1.47	EASTWOOD BAPTIST CHURCH		270-753-1834	
14	Private Schools	1.47	EASTWOOD CHRISTIAN ACADEMY		NOT AVAILABLE	
15	Mobile Home Parks	1.5	RIVIERA COURTS		(502) 753-3280	
16	Public Health Departments	1.5	CALLOWAY COUNTY HEALTH DEPARTMENT		270-753-3381	
17	Public Schools	1.52	MURRAY PRESCHOOL HEAD START		(270) 762-6863	

Process for Shelter in Place and/or Evacuation of Onsite and Off-Site Populations

Actions to protect the community population and property near the Saputo Dairy Foods Company facility following a release of ammonia may be required. A "release" according to the LEPC and the facility is one as defined in Section 329 of P.L. 99-499 and is subject to all criteria of Section 304 of P.L. 99-499 and KRS 39E.190. Lacking any detection, monitoring or computer modeling equipment of its own, Calloway County govemment witl have to rely on notifications/reports supplied by Saputo Dairy Foods Company officials to determine that a release has occurred.

Onsite at the SDF ? Murray facility, a local alarm panel will sound an audible alarm if an ammonia leak is detected. The maintenance supervisor will assess the alarm and determine if evacuation is needed. If it is determined that an evacuation is needed, the plant will activate the plant audible/visual alarm system and employees will be told which gathering point to gather at depending on wind direction.

Upon discovery of a release of a reportable quantity of ammonia, Saputo Dairy Foods Murray officials will:

Immediatelv notify the local 24--hour waming hour point at the Murray Police Department (270-753-1621) with initially known information, and specify what types of response actions may be necessary. This call will satisfy the legal requirement under P. L. 99-499 and KRS 39E.190 for immediate LEPC notification following a chemical release.

(2) Immediately notify the Kentucky Emergency Response Commission (KyERC) at 502-607-1610. This call will satisfy the legal requirement under P. L. 99-499 and KRS 39E.190 for immediate KyERC notification following a chemical release.

(3) Prepare a written follow-up notice as soon as practical updating the initial information report, and sending the report to the Calloway County LEPC and the KyERC. This report should include actions to respond to and contain the release; any known or anticipated acute or chronic health risks associated with the release; and where appropriate, advice regarding medical attention necessary for exposed individuals.

Process for Alerting/Warning the Public and Special Facilities

Upon discovery of a release of a reportable quantity facility officials will:

Immediately notify the local 24?hour warning hour point at the Murray Police Department (270-753-1621) with initially known information and specify what types of response actions may be necessary. This call will satisfy the legal requirement under P. L. 99-499 and KRS 39E.190 for immediate LEPC notification following a chemical release.

(2) Immediately notify the Kentucky Emergency Response Commission (KyERC) at 502-607-1610. This call will satisfy the legal requirement under P. L. 99-499 and KRS 39E.190 for immediate KyERC notification following a chemical release.

Hyper-Reach will be used to notify public citizens and businesses.

Officials Who May Authorize Exit Shelter in Place and Re-Entry of Evacuated Areas

The Incident Commander will authorize re-entry, based upon information provided by responding emergency personnel, and the Facility Emergency Response Coordinator and any other personnel with expertise which may be deemed necessary due to the type of incident. Law enforcement agencies will implement re-entry according to their own internal Standard Operating Procedures.

FACILITY

Facility Emergency Equipment on Hand

Spill kits and Personal Protective Equipment

Facility Employee Training Schedule for Hazmat

No Saputo employees at the facility are hazmat trained

Facility Employee Exercise Schedule for Hazmat

N/A

FIRST RESPONSE

First Response Emergency Equipment on Hand

Local government in Murray or Calloway County has no specialized HazMat Response Team per se. Fire services equipment of a general nature is located at fire departments in Murray and in rural station locations in the county. EMS, OEM, law enforcement and rescue squad equipment resources are generally adequate for most day-to-day emergency situations. The Murray Fire Department has recently enhanced their preparation for a potential hazardous materials incident, and among other items has level "B" suits, SCBA's, chemical resistant boots, and nitrile gloves on hand.

A specialized regional response team known as HazMat-1 can be contacted to mitigate spills and releases beyond the capability of facility and local resources

First Response Training Schedule for Hazmat

Local government fire fighters, fire-rescue squad, OEM and EMS personnel receive some general HazMat training periodically through KY-Tech, state fire school courses and in-service instruction. Most local fire service personnel and OEM officials are trained to the first responder operations level. Murray Fire Department has members trained to the NFPA 471 and 472 Hazardous Materials Technician level. EMS and law enforcement personnel are trained to at least the awareness level.

Saputo Dairy Foods ? Murray provides Hazardous Communication & Ammonia General Awareness training for all plant employees before their initial assignment and every year thereafter. In addition, all plant employees, before their initial assignment and annually thereafter, participate in Emergency Action Plan training. Emergency Action Plan training includes procedures for emergency situations including and ammonia release. Also, designated maintenance and engineering personnel receive required training to operate the ammonia system. SDF - Murray follows their EAP as their emergency

First Response Exercise Schedule for Hazmat

The LEPC has adopted the methods/schedules for exercising this plan consistent with and in coordination with the existing 4-year exercise program followed by the Calloway County Office of Emergency Management per KyEM Exercise Program guidance.

Saputo Dairy Foods Company has no formal exercise program for HazMat response at this time, but will participate in drills or exercises sponsored by the Calloway County Office of Emergency Management. Evacuation drills are practiced each year.

Primary Hospital/Medical Facility for Patient Transport:	Murray Calloway County Hospital
Address:	803 Popular Street, Murray, KY
Statement of Capability for Hospital/Medical Facility:	The Murray-Calloway County Ambulance Service and the Murray-Calloway County Hospital (803 Poplar Street in Murray, Kentucky 42071) have SDS's for all significant chemicals at Saputo Dairy Foods - Murray. These health care providers have limited decontamination capabilities and can treat some serious chemical injuries. Patients with severe chemical injuries will be transported to larger hospitals outside the region.

Depending on wind direction and chemical involved, the Murray-Calloway County Hospital may be in the vulnerable zone of a release. In that case, patients would be transported to a hospital in another community. The nearest other hospital is Marshall County Hospital, 615 Old Symsonia Road, Benton KY, 270-527-4800. |

Alternate Hospital/Medical Facility for Patient Transport:	Marshall County Hospital
Address:	615 Symsonia Rd, Benton KY
Statement of Capability for Hospital/Medical Facility:	The Murray-Calloway County Ambulance Service and the Murray-Calloway County Hospital (803 Poplar Street in Murray, Kentucky 42071) have SDS's for all significant chemicals at Saputo Dairy Foods - Murray. These health care providers have limited decontamination capabilities and can treat some serious chemical injuries. Patients with severe chemical injuries will be transported to larger hospitals outside the region.

Depending on wind direction and chemical involved, the Murray-Calloway County Hospital may be in the vulnerable zone of a release. In that case, patients would be transported to a hospital in another community. The nearest other hospital is Marshall County Hospital, 615 Old Symsonia Road, Benton KY, 270-527-4800. |

Procedures for Containment of Released Substance

No Saputo employees at the facility are hazmat trained and an outside contractor would be contacted for containment and clean up.

Procedures for Clean Up of Released Substance

No Saputo employees at the facility are hazmat trained and an outside contractor would be contacted for containment and clean up.

Procedures for Substance Disposal

No Saputo employees at the facility are hazmat trained and an outside contractor would be contacted for containment, clean up and disposal.

Emergency Notification Contact	Phone
Local 24 HR Warning Number	270-753-3151
State 24 HR Warning Point for HAZMAT Spill Notification	1-800-255-2587
Local Emergency Planning Committee (LEPC)	270-753-3151
Kentucky Emergency Response Commission (KERC)	502-607-1638
Community HAZMAT Coordinator Name	Eric Pologruto
Community HAZMAT Coordinator Day Phone	270-762-0320
Community HAZMAT Coordinator Night Phone	270-762-0320
Alternate Community HAZMAT Coordinator Name	Murray Fire Department Officer in Charge
Alternate Community HAZMAT Coordinator Day Phone	270-762-0320
Alternate Community HAZMAT Coordinator Night Phone	270-762-0320
Local EM Director Name	Josh Kerr
Local EM Director Day Phone	270-752-3052
Local EM Director Night Phone	270-752-3052
Rescue	270-753-3151
Ambulance	270-753-9332
KYEM Area Manager Name	Daniel Newcomb
KYEM Area Manager Office Number	502-607-5159
KYEM Area Manager Mobile Number	502-352-8839
Kentucky Department of Environmental Protection (KY-DEP) 24 HR Hotline	1-800-928-2380
National Response Center (NRC)	1-800-424-8802
State Fire Marshal (M-F, Business Hours)	502-573-0382
State Fire Marshal, Weekends and After Hours	1-800-255-2587
CHEMTREC	1-800-424-9300
Kentucky State Police	502-782-1800

Date	Action	Name	Title
5/26/2021 1:52:19 PM	Initiate By LEPC	William Call	Jurisdiction Planner
5/26/2021 2:16:31 PM	Approve by LEPC	William Call	Jurisdiction Planner
2/2/2022 6:55:26 PM	Certify by State EHS Planner	KYEM Staff	Super Admin
2/2/2022 6:55:55 PM	Approve by KERC Planning Committee	KYEM Staff	Super Admin
6/20/2022 3:54:24 PM	Initiate By LEPC	Richard Palmer	Jurisdiction Planner
6/20/2022 3:57:57 PM	Review By LEPC	Richard Palmer	Jurisdiction Planner
6/20/2022 3:58:35 PM	Approve by LEPC	Richard Palmer	Jurisdiction Planner
11/28/2022 12:46:18 PM	Sent Back To LEPC	KYEM Staff	Super Admin
3/8/2024 1:13:24 PM	Review By LEPC	Josh Kerr	Jurisdiction Planner
3/8/2024 1:13:44 PM	Approve by LEPC	Josh Kerr	Jurisdiction Planner
3/12/2024 7:44:47 AM	Certify by State EHS Planner	KYEM Staff	Super Admin
3/12/2024 7:54:35 AM	Approve by KERC Planning Committee	Tiffany Sizemore	KERC Admin
3/12/2024 10:56:07 AM	Initiate By LEPC	Josh Kerr	Jurisdiction Planner
3/12/2024 10:57:37 AM	Review By LEPC	Josh Kerr	Jurisdiction Planner
3/12/2024 10:57:53 AM	Approve by LEPC	Josh Kerr	Jurisdiction Planner
6/27/2024 9:42:08 AM	Certify by State EHS Planner	KYEM Staff	Super Admin
7/5/2024 11:25:10 AM	Approve by KERC Planning Committee	Larry Taylor	KERC Admin

Vanderbilt Chemicals, LLC

Calloway County

Plan Number: 3509

FACILITY LOCATION

Address: 396 Pella Way

Murray, Kentucky, 42071

Most Hazardous Chemical Location Latitude: 36.6468

Most Hazardous Chemical Location Longitude: -88.2967

(Carbon Disulfide, CAS: 75150, Storage Location: Rail Unloading Rack)

FACILITY EMERGENCY COORDINATOR (FEC)

Name: **Richard Davis, Vice President Murray**

Phone: 270-753-4926

24 Hr Phone: 270-293-4646

Email: rdavis@vanderbiltchemicals.com

ALTERNATE FACILITY EMERGENCY COORDINATOR (FEC)

Name: **Ray Roberts, Environmental, Health, Safety & Security Manager**

Phone: 270-753-4926

24 Hr Phone: 270-226-2050

Email: rroberts@vanderbiltchemicals.com

Extremely Hazardous Chemicals

NAME	UN #/ CAS #	EHS NAME	FORM	CONTAINER TYPE	MAXIMUM QUANTITY (Lbs)
Sulfuric Acid (30-93%)	7664939	Sulfuric acid	Liquid	Above ground tank, Tank inside building	136531
Carbon Disulfide	75150	Carbon disulfide	Liquid	Above ground tank, Rail car	394044
Hydrazine Hydrate (64% Hydrazine ionically bonded to water)	7803578	Hydrazine	Liquid	Above ground tank	48825
Batteries, Lead-Acid (contains Sulfuric Acid)	7664939	Sulfuric acid	Solid	Lead Acid Battery	8350
Hydrogen Sulfide	7783064	Hydrogen sulfide	Gas	Other	100
Formaldehyde (including wastewater solutions)	50000	Formaldehyde	Liquid	Bag, Tote bin	1900
Propylene oxide	75569	Propylene oxide	Liquid	Cylinder	4710
Bismuth Nitrate Solution (Nitric Acid)	7697372	Nitric acid	Liquid	Steel drum	44382

Health Hazards can be found in CAMEO Chemicals/NIOSH

Sulfuric Acid (30-93%):

Corrosive to all body tissues. Inhalation of vapor may cause serious lung damage. Contact with eyes may result in total loss of vision. Skin contact may produce severe necrosis. Fatal amount for adult: between 1 teaspoonful and one-half ounce of the concentrated chemical. Even a few drops may be fatal if the acid gains access to the trachea. Chronic exposure may cause tracheobronchitis, stomatitis, conjunctivitis, and gastritis. Gastric perforation and peritonitis may occur and may be followed by circulatory collapse. Circulatory shock is often the immediate cause of death. Those with chronic respiratory, gastrointestinal, or nervous diseases and any eye and skin diseases are at greater risk. (EPA, 1998)

Carbon Disulfide:

The material affects the central nervous system, cardiovascular system, eyes, kidneys, liver, and skin. It may be absorbed through the skin as a vapor or liquid, inhaled or ingested. The probable oral lethal dose for a human is between 0.5 and 5 g/kg or between 1 ounce and 1 pint (or 1 pound) for a 70 kg (150 lb.) person. In chronic exposures, the central nervous system is damaged and results in the disturbance of vision and sensory changes as the most common early symptoms. Lowest lethal dose for humans has been reported at 14 mg/kg or 0.98 grams for a 70 kg person. Alcoholics and those suffering from neuropsychic trouble are at special risk. (EPA, 1998)

Hydrazine Hydrate (64% Hydrazine ionically bonded to water):

May cause toxic effects if inhaled or ingested/swallowed. Contact with substance may cause severe burns to skin and eyes. Fire will produce irritating, corrosive and/or toxic gases. Vapors may cause dizziness or suffocation. Runoff from fire control or dilution water may cause pollution. (ERG, 2016)

Hydrogen Sulfide:

Exposure to very high concentrations causes immediate death. Also death or permanent injury may occur after very short exposure to small quantities. It acts directly upon the nervous system resulting in paralysis of respiratory centers. (EPA, 1998)

Formaldehyde:

Exposure Routes: inhalation, skin and/or eye contact. Symptoms: Irritation eyes, nose, throat, respiratory system; lacrimation (discharge of tears); cough; wheezing; [potential occupational carcinogen]. Target Organs: Eyes, respiratory system (NIOSH, 2016)

Propylene oxide:

This material is moderately toxic by inhalation and ingestion. It may cause irreversible and reversible changes. Skin contact with the material or solutions of the material cause irritation; diluted solutions are more irritating than undiluted materials. Exposure may cause mild depression of the central nervous system and eye, nasal, and lung irritation. Contact with the liquid can cause blindness and death. Pulmonary edema may recur up to 2 weeks after exposure. (EPA, 1998)

Bismuth Nitrate Solution (Nitric Acid):

Exposure Routes: inhalation, ingestion, skin and/or eye contact. Symptoms: Irritation eyes, skin, mucous membrane; delayed pulmonary edema, pneumonitis, bronchitis; dental erosion. Target Organs: Eyes, skin, respiratory system, teeth (NIOSH, 2016)

Hazardous Chemicals

NAME	UN #/ CAS #	FORM	CONTAINER TYPE	MAXIMUM QUANTITY (Lbs)
Dibutyl Maleate	105760	Liquid	Steel drum	27927
Activ 8 (Phenanthroline, 1,10- in n-butanol) & S2 Tar	66717	Liquid	Plastic or nonmetallic drum, Steel drum	20691
Activ8 HGL (Phenanthroline, 1,10- in hexylene glycol)	66717	Liquid	Plastic or nonmetallic drum, Steel drum	7200
Antimony Trioxide	1309644	Solid	Bag	53627
Butanol, n-	71363	Liquid	Above ground tank, Tank inside building	33543

NAME	UN #/ CAS #	FORM	CONTAINER TYPE	MAXIMUM QUANTITY (Lbs)
Butyl Namate (sodium dibutlydithiocarbamate in water)	136301	Liquid	Steel drum	19350
Butyl Zimate, all varieties (Zinc Dibutyldithiocarbamate)	136232	Solid	Bag	164144
Catechol	120809	Solid	Bag	4759
Celite 545, 512, etc. (Diatomeacous Earth)	68855549	Solid	Bag	64400
Cuvan 826	13539134	Liquid	Steel drum	9000
Di-2-ethylhexylamine	106207	Liquid	Steel drum	15276
Di-n-Propyl Dithiophosphoric Acid	2253432	Liquid	Above ground tank, Tank inside building	46111
Di-2-Ethylhexyl Dithiophosphoric Acid (Di-2-Ethylhexylphorodithioic)	5810888	Liquid	Above ground tank, Tank inside building	94836
Diamylamine	2050922	Liquid	Above ground tank	97911
Dibutylamine	111922	Liquid	Above ground tank, Steel drum, Tank inside building	203986
Diethylamine	109897	Liquid	Steel drum	13812
Diisobutylamine	110963	Liquid	Steel drum	1675
Dimethylamine (40% aqueous solution)	124403	Liquid	Steel drum, Tank inside building	23045
Diesel Fuel or Fuel Oil, #2	68476346	Liquid	Above ground tank, Tank inside building	7000
Hexylene Glycol	107415	Liquid	Steel drum	7005
Propanol, iso- / Recycled Isopropanol	67630	Liquid	Above ground tank, Tank inside building	73460
Nitrogen (liquid)	7727379	Liquid	Above ground tank	60010
Veegum Ores and Products, NOS (magnesium aluminium silicate contains cristobalite and quartz)	25376458	Solid	Bag, Fiber drum, Tank inside building	5855995
Sulfurized Isobutylene	68511502	Liquid	Above ground tank, Steel drum	86837

NAME	UN #/ CAS #	FORM	CONTAINER TYPE	MAXIMUM QUANTITY (Lbs)
Molybdenum Trioxide (Molybdic Oxide)	1313275	Solid	Bag	183585
Molyvan 807, 822, 3000 (Molybdenum Dialkyldithiocarbamate in mineral oil)	906665745	Liquid	Above ground tank, Steel drum	738494
Molyvan A / KYA 10295 (Molybdenum Dibutyldithiocarbamate)	68412260	Solid	Fiber drum	259792
Molyvan L / Additin RC3580 (Molybdenum di(2-ethylhexyl)phosphorodithioate) in process oil	72030252	Liquid	5 Gallon Pail, Above ground tank, Steel drum	139310
Propanol, n- / Recycled Molyvan A Liquor	71238	Liquid	Above ground tank, Tank inside building	215928
Phenylenediamine, o-	106503	Solid	Bag, Fiber drum	17833
Formaldehyde, p- (Paraformaldehyde) (may off-gas Formaldehyde 50-00-0)	30525894	Solid	Bag	2514
Shellsolv 340 (or equiv. - petroleum distillate)	64742887	Liquid	Tote bin	4015
Sodium Hydrosulfide	16721805	Liquid	Above ground tank, Tank inside building	131924
Sodium Hydroxide, solid (Caustic Soda pel/flake)	1310732	Solid	Fiber drum	12450
Sodium Hydroxide Solution (25 - 50%)(Caustic Soda)	1310732	Liquid	Above ground tank, Tank inside building	450000
Sodium Sulfate	7757826	Solid	Bag	26830
Sodium Sulfate (30% solution)	7757826	Liquid	Above ground tank, Tank inside building	298000
Mineral Oil (various grades, NOS), Drakeol 350, White Mineral, Molyvan Flush Oil & Filter Heel	N/A	Liquid	Above ground tank, Steel drum, Tank inside building	670088
Vanax PML (Borate(1-), bis[1,2-benzenediolato(2-	16971827	Solid	Fiber drum	600

NAME	UN #/ CAS #	FORM	CONTAINER TYPE	MAXIMUM QUANTITY (Lbs)
)-0,0'], (T-4)-, hydrogen,compound with N,N'-bis(2-methylphenyl) guanidine (1:1))				
Vanchem DMTD (2,5-dimercapto 1,3,4-thiadozole)	1072715	Solid	Bag, Fiber drum	70862
Vanchem NATD (Disodium 2,5-dimercapto-1,3,4-thiadiazole in water)	55906428	Liquid	Plastic or nonmetallic drum	88091
Vanlube / IPAC Concentrates (miscellaneous, NOS) and Filter Heels/Flush Oil	N/A	Liquid	Steel drum	1873355
Vanax DOTG (n,n'-bis(2-methylphenyl)-guanidine)	97392	Solid	Bag	4960
Zinc Oxide	1314132	Solid	Bag	85141
Zinc Oxide Dispersion	1314132	Liquid	Plastic or nonmetallic drum	4500
Hydrogen Peroxide Solution (35 wt-%)	7722841	Liquid	Plastic or nonmetallic drum, Steel drum, Tote bin	29421
Tetrakis Hindered Bisphenol	6683198	Solid	Bag	50447
Ethylhexoic Acid, 2-(2-Ethylhexoic Acid)	149575	Liquid	Above ground tank, Tote bin	33745
Tall Oil Fatty Acid	61790123	Liquid	Steel drum	5844
Toluenediamine (Orthotoluenediamine)	N/A	Solid	Other, Tank inside building	44312
Phenothiazine	92842	Solid	Bag	19075
Butoxytriglycol	143226	Liquid	Steel drum	16048
Vanlube 972 NT (Thiadiazole derivative in triethylene glycol monobutyl ether)	N/A	Liquid	Steel drum	44696
Vanox ZMTI & Vanox SPL-Dispersion (Zinc 2-Mercaptotoluimidazole)	61617003	Solid	Bag	190837

NAME	UN #/ CAS #	FORM	CONTAINER TYPE	MAXIMUM QUANTITY (Lbs)
Organic Peroxide, Liquid, NOS	78637	Liquid	Other	29
Organic Peroxide Type E, Solid	78637	Solid	Other	116
Lubricating & Process Oils, Various	N/A	Liquid	Steel drum	7500
Paint Related Materials	N/A	Liquid	Aerosol Cans	200
Gasoline	86290815	Liquid	Above ground tank	3500
Glycerine	56815	Liquid	Tote bin	9821
Dioctyl Maleate	2915539	Liquid	Above ground tank, Tote bin	56455
Tolyltriazole	136856	Liquid	Steel drum	3294
Vanox 945 & M1135 (mixture of phenols, alkylated diphenylamines and phenothiazine)	N/A	Liquid	Above ground tank, Steel drum	130520
Titanium Dioxide	13463677	Solid	Bag	24360
Methylene Chloride	75092	Liquid	Above ground tank	74367
Zinc Sulfate	7446200	Solid	Bag	1900
Potassium Acid Tartrate - Cream of Tartar	868144	Solid	Bag	27306
Polyethylene Glycol - Carbowax	25322683	Liquid	Steel drum	18689
Boric Acid	10043353	Solid	Fiber drum	811
Igepal 630 (Nonylphenol +9 EO Polyethoxylate)	9016459	Liquid	Plastic or nonmetallic drum	1919
OCD-277 (Cocomide DEA & Hydroxyethyl Tall Oil Alkyl Imidazoline)	N/A	Liquid	Above ground tank, Tote bin	181488
Vanlube 972 M (Thiadiazole, 1,3,4- derivative in butoxytriglycol & polyethylene glycol)	N/A	Liquid	Steel drum	27579
Vanlube 73 (Antimony Dialkyldithiocarbamate in mineral oil)	64742525	Liquid	Steel drum, Tote bin	213850

NAME	UN #/ CAS #	FORM	CONTAINER TYPE	MAXIMUM QUANTITY (Lbs)
Vanlube 704S & Vanlube RI-BSN (Barium sulfonate blend (NJTSR 800983-5018P)	N/A	Liquid	Steel drum	81517
Vanlube 871 (Butanedioic acid ((4,5-dihydro-5-thiox-1,3,4-thiadiazole-2-yl) thio-bis (2EH) ester)	126104538	Liquid	Steel drum	58151
Vanchem DMTD-HS (1,3,4-thiadiazolidine-2,5-dithione, monosodium salt in water)	50530455	Liquid	Plastic or nonmetallic drum	73538
Mercury-bearing devices (lamps, switches, thermostats, etc.)	7439976	Liquid	Other	50
Propane (LP-Gas, LPG, etc.)	74986	Liquid	Cylinder	1000
Sodium Hydoxide Solution (1 - 5% - Scrubber Solution)	1310732	Liquid	Tank inside building	48000
Vanlube 622 (antimony o,o-dipropylphosphorodithioate)	15874483	Liquid	Steel drum	65590
Vanlube 829/Vanax 829 (1,3,4-thiadiazole-2(3H)-thione,5,5,dithiobis)	72676552	Solid	Fiber drum	99600
Trisisodecyl Phosphite	25448253	Liquid	Steel drum	6525
Methanol (residual in raw materials (e.g., OCD-277) and wastewater)	67561	Liquid	Above ground tank, Steel drum	700
Alkyl Primary Amines (Primene JMT)	68955544	Liquid	Steel drum	14159
Molyvan 855, 1055, X111313 (Amides, coco, N,N-bis(hydroxylethyl), reaction products with coco monoglycerides and molybdic oxide in mineral oil)	445409278	Liquid	Above ground tank, Steel drum	779093

NAME	UN #/ CAS #	FORM	CONTAINER TYPE	MAXIMUM QUANTITY (Lbs)
Amines, dicoco alkyl (Armeen 2C)	61789762	Solid	Steel drum	507
Dimer Acid	61788894	Liquid	Steel drum	902
Dithiocarbamate(activated) in propyl cellosolve (Setsit 5)	N/A	Liquid	Steel drum	24018
Dodecylaniline	68411483	Liquid	Steel drum	33401
Octoate Z (Zinc Carboxylate in mineral oil)	N/A	Liquid	Steel drum	32860
Iso Octyl Acid Phosphate	27215107	Liquid	Steel drum	13844
Mixture of Octylated and Butylated Diphenyamines (Naugalube 640 & 750)	N/A	Liquid	Above ground tank	76571
Mono- and Dibutyl Acid Phosphates (Butyl Acid Phosphate)	1623150	Liquid	Steel drum	11750
Mono- and Dimethyl Acid Phosphates (Methyl Acid Phosphate)	812000	Liquid	Steel drum	85114
Polyalkylene Monobutyl Ether (UCON 50 HB-100)	9038953	Liquid	Steel drum	7250
ETHYLENE GLYCOL MONOPROPYL ETHER (Propyl Cellosolve)	2807309	Liquid	Steel drum	18417
Soda Ash	497198	Solid	Bag	15800
SODIUM CHLORIDE (Solutions of Brine)	7647145	Liquid	Above ground tank, Tank inside building	80000
SODIUM SULFITE, Anhydrous	7757837	Solid	Bag	4550
Octylated Pana (Vanlube 1202)	N/A	Solid	Super Sack	10000
Tetrapropenyslsuccinic Anhydride (DDSA)	26544387	Liquid	Steel drum	27248
2-MERCAPTOBENZOTHIAZOLE (ROKON)	149304	Solid	Bag, Fiber drum	19783

NAME	UN #/ CAS #	FORM	CONTAINER TYPE	MAXIMUM QUANTITY (Lbs)
Amines, bis(C11-14 Branched and Linear Alkly (STA-SOL T-490)	900169600	Liquid	Tote bin	182906
Bismuth Dimethyldithiocarbamate (Bismate Powder)	21260468	Solid	Bag	20750
2-propyloxyethanol (Butyl Eight)	N/A	Liquid	Steel drum	25179
N,N-bis(2-ethylhexyl)-ar-methyl-1H-benzotriazole-1-methanamine (Cuvan 303-IPAC 2212)	94270867	Liquid	Steel drum	3598
Vanlube 672 / 672E (Amine Phosphate Compound)	N/A	Liquid	Steel drum, Tank inside building	184450
Vanlube 692 / 692E LUBAD 827(phosphoric acid, ester, compound with 4-tetrapropylenebenzeamine in process oil)	N/A	Liquid	Steel drum, Tank inside building	110735
Vanox Pur 501 (Alkylated Phenolic Compound)	N/A	Liquid	Above ground tank	45120
Irganox L135 & Songnox 1135LQ (BENZENEPROPANOIC ACID, 3,5-BIS(1,1-DIMETHYLETHYL)-4-HYDROXY-,C7-9-BRANCHED ALKYL ESTERS)	125643610	Liquid	Above ground tank, Tote bin	167820
Vanlube 81 (benzenamine, N-phenyl-, reaction products with 2,4,4-trimethylpentene)	68411461	Solid	Bag	13590
Vanlube 9123 (Amine - phosphate compound)	N/A	Liquid	Steel drum, Tank inside building	33450
Vanlube SB (sulfurized isobutylene)	68511502	Liquid	Steel drum	48811
Vanlube 601/601E KYA-202	N/A	Liquid	Steel drum, Tank inside building	82403

NAME	UN #/ CAS #	FORM	CONTAINER TYPE	MAXIMUM QUANTITY (Lbs)
CODEX Hydrated Lime	N/A	Solid	Bag	11825
T-Alkyl Primary Amines (Primene 81 R)	68955533	Liquid	Tote bin	97765
Vanlube 7723 / OD78787 / PGRA 6150	N/A	Liquid	Above ground tank, Steel drum	331438
VANSYN (4, 6, 10 & 40)	N/A	Liquid	Above ground tank, Tank wagon, Tote bin	35359
VANOX 991 / 1135	N/A	Liquid	Above ground tank, Steel drum	112963
TERGITOL 15-S-9	N/A	Liquid	Steel drum	2232
Ammonium Hydroxide	N/A	Liquid	Plastic or nonmetallic drum	721
XIAMETER AFE	N/A	Liquid	Steel drum	3927
Sodium Tungstate Dihydrate	10213102	Solid	Fiber drum	3086
Sodium Bisulfite 40%	N/A	Liquid	Plastic or nonmetallic drum	1514
NALCO EC 5427A	N/A	Liquid	Steel drum	2829

Vanderbilt Chemical
396 Pella Way
Murray, KY 42071

EHS
Loading Docks

*Entry doors on
loading docks

Main Office
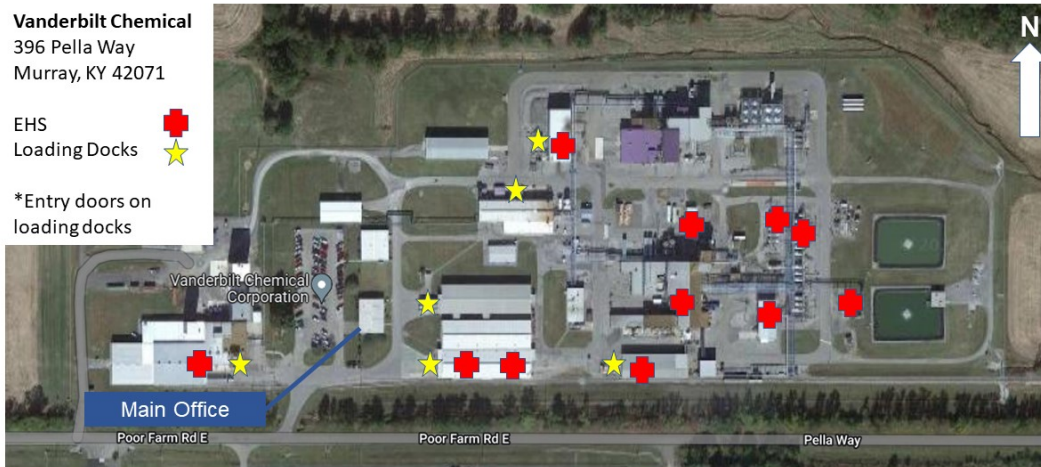
As of: 06-03-22

Facility Response Point and Directions

Primary: Main gate (front truck entrance) at 396 Pella Way, 0.8 mile east of US 641. Note ? this gate is manned by a security guard. The facility representative who meets off-site response personnel at the response point should have a copy of this EHS Facility Emergency Response Plan, the facility Integrated Contingency Plan, appropriate SDSs, and should be prepared to brief the responders on the current situation.

Alternate Facility Response Point and Directions

Alternate: Construction (Contractor's) Gate approximately 1000 feet west of Main Gate, about 0.6 miles east of US 641 on Pella Way. Note ? this gate is normally unmanned and locked.

Facility Emergency Response Coordinator shall meet Emergency Response Personnel at the Response Point with copies of the Facility Emergency Response Plan, Contingency Plan (if needed), SDS, and an oral briefing of the current situation.

Staging Area and Directions (Outside of Vulnerable Zone)

Primary: Parking lot of the BP-Amoco (Max Fuel Express) Truck Service Station located immediately south of the Scott's Grove Baptist Church on west side of US 641. Travel north to Pella Way and east to facility.

Alternate Staging Area and Directions (Outside of Vulnerable Zone)

Alternate: Parking lot of former Fleming Furniture located north of the intersection of US 80 and US 641 on the east side of US 641. Travel south to Pella Way and east to facility.

Modes of Transport:

Highway & Railway

Routes:

Carbon Disulfide -Highway: From East KY 80 ? US 641 ? Pella Way ? to facility -Railway: PTRA-MP (Memphis) ? CSXT (Bruceton) ? KWT ? to facilityHydrazine Hydrate (64% Solution) -Highway: US 641 ? Pella Way ? to facilitySulfuric Acid 93% -Highway: From North US 641 ? Pella Way ? to facilityPropylene Oxide -Highway: From North US 641 ? Pella Way ? to facilityBismuth Nitrate -Highway: From North US 641 ? Pella Way ? to facilityHydrogen Sulfide -Produced on site and consumed in chemical reactionsFormaldehyde -Produced on site and consumed in chemical reactions

Handling:

All Chemicals are unloaded by a trained Vanderbilt Operator.

Frequency of Shipping (Ex. Daily, Monthly):

Carbon Disulfide: Highway- 4 per Month Railway- 1 per MonthHydrazine Hydrate (64% Solution): Highway- 6 per YearSulfuric Acid 93%: Highway- 1 per MonthPropylene Oxide: Highway- 4 per YearBismuth Nitrate: Highway- 1 per YearHydrogen Sulfide: -Produced on site and consumed in chemical reactionsFormaldehyde: -Produced on site and consumed in chemical reactions

Primary EHS Supplier: Nouryon Functional Chemicals LLC

Supplier Address: Nouryon Functional Chemicals LLC13440 Highway 43
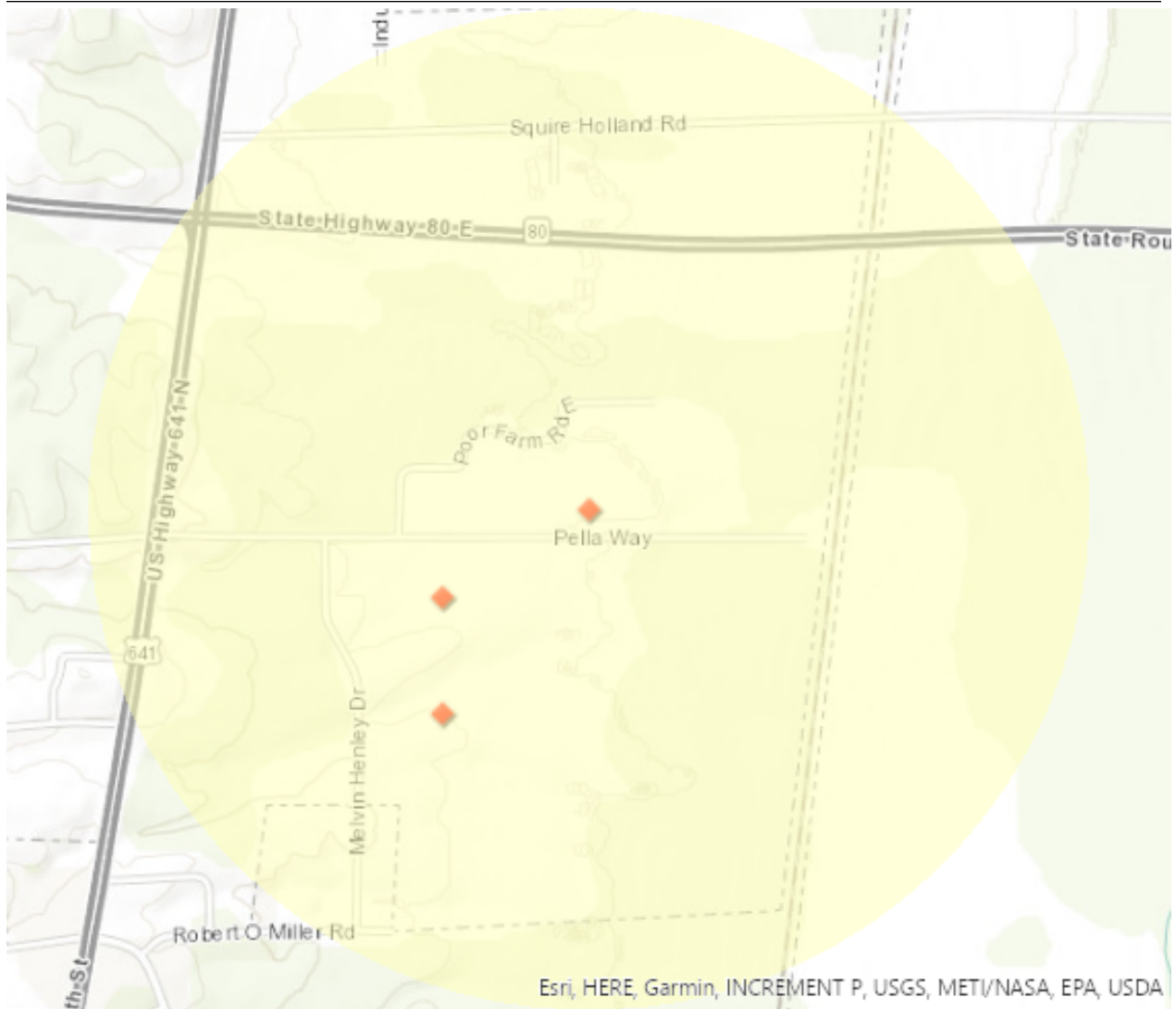   North 36505, Axis (Le Moyne), AL

Supplier Phone: 888-578-5387

Procedure Used for Worst Credible Release (CAMEO Chemicals, RMPComp, ALOHA):	Aloha
Worst Credible Release (Fire, Transport, etc):	Scenario Description Toxic Endpoint Worst case Largest vessel (10,000 gallon tank car) if released into storm water ditch (395 m2) under worst-case weather conditions as defined by RIVIP rule. 0.78 mile The worst case scenario was determined using "worst case weather" (i.e., stable nighttime conditions) and considers a release of the maximum amount of carbon disulfide in one railcar (10,000 gallons). Other scenarios considered, but this one resulted in the greatest distance from the facility.
Chemical Used for Vulnerable Zone:	Carbon Disulfide
Chemical Maximum Amount in Largest Container Used for Vulnerable Zone (lbs):	105000
Primary Vulnerable Zone Radius (miles):	0.78

Total Population: 1141

#	Category	Distance (Miles)	Facility	Contact	Phone	Population

Process for Shelter in Place and/or Evacuation of Onsite and Off-Site Populations

Actions to protect the community population and property near Vanderbilt following a release of hazardous substances may be required. "Release" and "release reporting requirements" are defined in P.L. 99-499 (Title Ill of EPCRA) and codified in KRS 224.01-400 and 40 CFR 355.

Lacking any detection, monitoring or computer modeling equipment of its own, Calloway County government will rely on notifications/reports supplied by facility owners/operators pursuant to KRS 224.01-400 and 40 CFR 355 to determine that a release has occurred.

Most releases will be found upon visual observation by a facility employee whenever the release occurs inside a plant, warehouse or tank farm area. Upon discovery of a release of a reportable quantity of a covered hazardous chemical, Vanderbilt plant officials will:

Immediately notify the local 24-hour warning point at the Calloway County Sheriff Office (911 or 270-753-3151) with initially known information and advise what types of response actions may be necessary. This call will satisfy the legal requirement for LEPC notification following a chemical release; then

(2) Immediately notify the Kentucky Emergency Response Commission (KyERC) at 502-255-2587 or 502-607-1610. This call will satisfy the legal requirement for immediate KyERC notification following a chemical release; then

(3) Notify the Kentucky Environmental & Public Protection Cabinet at 800-928-2380 or 502-564-2380; then

(4) Notify the National Response Center at 800-424-8802; and

(5) When asked to do so, prepare written follow-up report as soon as practical updating the initial report. This report should include actions taken to respond to and contain the release; any known or anticipated acute or chronic health risks associated with the release; and where appropriate, advice regarding medicat attention necessary for exposed individuals.

Process for Alerting/Warning the Public and Special Facilities

Upon receipt of release notification from Vanderbilt, the dispatcher at the Calloway County Sheriff Office will immediately notify the appropriate emergency response agencies/officials shown in the Emergency Notification Listing in the EMERGENCY NOTIFICATION section at the end of this Plan. Implementation of this Response Plan, consistent with National Incident Management System (NIMS) principles and the Calloway County Emergency Operations Plan (EOP), is the responsibility of the local government as a means of protecting life and property. The senior Emergency Management official, as On-Scene Incident Coordinator (OSIC), assisted by the senior fire department officer, as Incident Commander (IC) and a designated Safety Officer (SO), shall be responsible for ensuring EOP implementation. All response agency SOPs shall be developed consistent with and in support of the provisions of the NIMS, County EOP and this Response Plan.

The local government Incident Command Post (ICP) will be established as provided for in the Calloway County Emergency Operations Plan. An on-scene mobile command post may be established as the ICP for limited impact incidents as provided for in the EOP. Under the provisions of the EOPt it is the responsibility of the On-Scene Incident Coordinator and the Incident Commander to implement establishment of the [CP.

Vanderbilt will closely coordinate with and advise local elected officials, the On-Scene Incident Coordinator, the Incident Commander and other local, state and federal authorities on actions to be taken conceming the response, containment, evacuation, clean-up, disposal, etc pursuant with its intemal Emergency Response Plan.

Vanderbilt's Emergency Response Plan and Integrated Contingency Plan include off-site notification procedures that are consistent with the reporting requirements noted above and the EMERGENCY NOTIFICATION section at the end of this document. Due to the anticipated short duration of these scenarios, downwind populations in vulnerable zones are likely to be instructed to shelter in-place.

It must be noted that the average rate for air change per hour (acph) in "average" American homes and office-type buildings under average conditions is 0.8 to 1.0 acph with doors and windows closed and ventilation systems closed down. "Leaky" buildings or average buildings exposed to severe weather conditions, with air change rates of 1.5 to 2.5 acph may experience 45 to 65 percent of outdoor concentrations in 30 minutes. If a structure is exposed to a hazardous concentration for an extended period of time, the chemical concentration inside the structure may approach the outside concentration. Therefore, in-place sheltering is generally applicable for releases of short duration (30 min or less) and may have limited application for releases over a period of time in excess of one hour.

As referenced in the Calloway County Emergency Operations Plan, all available means will be utilized, as appropriate, to alert and advise the general public, including but not limited tot local radio station broadcasts, PA broadcasts from police cruisers, fire trucks, rescue squad vehicles, MSU and city outdoor waming sirens, telephone all-calls, and door-to-door notification if time permits.

In addition to other notifications discussed in this Plant Vanderbilt officials will directly notify the nearby Pella plant in the event of a release. if conditions warrant an evacuation from Pella, the recommended evacuation route is likely westerly along Pella Way and/or southerly along Henley Drive to other transportation arteries. Specific evacuation directions will be dictated by local weather conditions at the time of an incident.

Although no evacuation of the general public is considered a likely necessity due to the relative remoteness of the Vanderbilt facility to populated areas, the provisions of the Calloway County Emergency Operations Plan will be used as a guide if concerted evacuation needs ever arise. The Calloway County chapter of the American Red Cross will be the lead local agency for sheltering and caring of any evacuees.

Secure perimeters will be established around isolation areas or evacuation zones by facility security personnel or local taw enforcement and emergency services personnel, as appropriate. Re-entry into these areas will be restricted until air-monitoring operations (by Vanderbilt officials or other qualified authorities) indicate it is safe for workers or the public to return. The decision to allow re-entry or to terminate an in-place shelter advisory will be made as a consensus decision by the unified incident command officials after consultation with Vanderbilt officials. The official re-entry or in-place shelter termination announcement will be disseminated to the public by the designated local government Public Information Officer after final consultation with the On-Scene Incident Coordinator.

Officials Who May Authorize Exit Shelter in Place and Re-Entry of Evacuated Areas

Calloway County Emergency Management/Muray Fire Department/ Calloway County Fire Rescue

FACILITY

Facility Emergency Equipment on Hand

Spill kits at every chemical unloading areaSpill Response Trailer

Facility Employee Training Schedule for Hazmat

All Emergency Response Team members receive initial 24hr Hazmat Training and a 8hr annual refresher training.

Facility Employee Exercise Schedule for Hazmat

Annual offsite training

FIRST RESPONSE

First Response Emergency Equipment on Hand

Response Team per se. Fire services equipment of a general nature is located at fire departments in Murray, Hazel, and rural station locations in the county. EMS, OEM, law enforcement and rescue squad resources are generally adequate for most day-to-day emergency situations.

A specialized regional team known as HAZMAT-I can be contacted through the OEM to mitigate spills and releases beyond the capability of facility and focal resources. A unit of HazMat-1 is now located at the City of Murray Fire Department.

Emergency equipment resources of the Vanderbilt facility include the following safety equipment:

Process and Maintenance ? basic personal protective equipment (goggles, face shields, chemical suits, boots, etc.), air monitors and confined space entry equipment are maintained in these areas.

Medical Emergencies ? necessary equipment to respond at the Standard level in First Aid/CPR/AED according to the National Safety Council.

HazMat ? necessary equipment to respond at the HAZWOPER technician level.

Fire ? capable of responding at the interior structural fire brigade level.

Confined Space Rescue equipment necessary to perform high angle rope rescue from confined spaces.

First Response Training Schedule for Hazmat

Local government fire fighters, fire-rescue squad, OEM and EMS personnel receive some general HazMat training periodically through KY-Tech, state fire school courses and in-service instruction. Most local fire service personnel and OEM officials are trained to the first responder operations level. Murray Fire Department has members trained to the NFPA 471 and 472 Hazardous Materials Technician level. EMS and law enforcement personnel are trained to at least the awareness level.

Emergency resources of the Vanderbilt facility include an Emergency Response Team (ERT). The team has been trained and equipped in the following response areas:

Medical Emerqencies ? Vanderbilt's ERT has been trained to the National Safety Council's Standard level First Aid/CPR/AED. First Responder trauma bags are located throughout the facility for emergency use.

HazMat Emerqencies ? Vanderbilt's HazMat capabilities include plant personnel trained to the Incident Command Level, Technician Level, Operations Level, and Awareness Level. HazMat response equipment includes personal protective equipment, respiratory protection, radio communications, decontamination equipment, plug/patch/containment equipment, etc.

Fire The ERT is trained to the NFPA's interior structural brigade level. Annual live fire exercises are conducted. On-site equipment includes fireman's bunker gear, fixed and portable monitor systems, hose, nozzles, and misc. appliances.

Confined Space Rescue ? Vanderbilt's ERT is trained to perform high angle rope rescue from confined spaces throughout the facility.

All Vanderbilt's employees are:

1) familiar with Incident Command structures and methodology

2) familiar with chemicals (& SDS's) used in the plant

3) familiar with spill control and recovery

4) familiar with neutralization

5) familiar with plant fire protection systems & water supplies

6) receive respirator training annually

7) receive SCOTT SCBA practice periodically

First Response Exercise Schedule for Hazmat

The LEPC has adopted the methods/schedules for exercising this plan consistent with, and in coordination with, the existing exercise program followed by the county EM office per FEMA guidance in CPG 1-3 and the further provisions of the County EOP.

Vanderbilt participates in the State's annual tornado drill alert and uses this to simulate a mock evacuation drill consisting of activating the emergency alarm, accounting for personnel, etc. In addition, one practice drill is conducted annually on fire fighting, fire hose or fire extinguisher use. Joint exercising of Vanderbilt's ERP and the County EOP is held when mutually agreed on

Primary Hospital/Medical Facility for Patient Transport:	Murray Calloway County Hospital
Address:	803 Popular St, Murray, KY
Statement of Capability for Hospital/Medical Facility:	The Murray Calloway-County Ambulance Service (911 or 270-753-9332), and the Murray-Calloway County Hospital (803 Poplar Street, Murray KY, 270-762-1100) have SDS's for all significant chemicals at Vanderbilt. These health care providers have limited decontamination capabilities but will rely on the facility to provide for decontamination of plant workers at the plant site. Vanderbilt has a written SOP which outlines in-plant actions for proper decontamination of plant personnel and equipment. If Murray-Calloway County Hospital is unsuitable due to being in the VZ, the nearest other hospital is Marshall County Hospital, 615 Old Symsonia Road, Benton KY, 270527-4800.

Alternate Hospital/Medical Facility for Patient Transport:	To Be Determined at Time of Incident
Address:	
Statement of Capability for Hospital/Medical Facility:	Alternate facility to be determined at time of event. Possible locations are listed below: Marshall County Hospital 615 Old Symsonia Rd. Benton, KY 42025 Jackson Purchase Medical Center 1099 Medical Center Circle Mayfield, KY 42066 Baptist Health Paducah 2501 Kentucky Avenue Paducah, KY 42003 Mercy Health ? Lourdes Hospital

	1530 Lone Oak Road Paducah, KY 42003

Procedures for Containment of Released Substance

Close Spill control gates.Notify emergency Coordinator.The site will activate the Integrated Contingency Plan.

Procedures for Clean Up of Released Substance

The site will follow spill cleanup procedures outlined in the Integrated Contingency Plan. This will involve internal and external resources as needed.

Procedures for Substance Disposal

The sites Environmental Department will create a waste determination and coordinate offsite disposal.

Emergency Notification Contact	Phone
Local 24 HR Warning Number	270-753-3151
State 24 HR Warning Point for HAZMAT Spill Notification	1-800-255-2587
Local Emergency Planning Committee (LEPC)	270-753-3151
Kentucky Emergency Response Commission (KERC)	502-607-1638
Community HAZMAT Coordinator Name	Eric Pologruto
Community HAZMAT Coordinator Day Phone	270-762-0320
Community HAZMAT Coordinator Night Phone	270-762-0320
Alternate Community HAZMAT Coordinator Name	Murray Fire Department Officer in Charge
Alternate Community HAZMAT Coordinator Day Phone	270-762-0320
Alternate Community HAZMAT Coordinator Night Phone	270-762-0320
Local EM Director Name	Josh Kerr
Local EM Director Day Phone	270-752-3052
Local EM Director Night Phone	270-752-3052
Rescue	270-753-3151
Ambulance	270-753-9332
KYEM Area Manager Name	Daniel Newcomb
KYEM Area Manager Office Number	502-607-5159
KYEM Area Manager Mobile Number	502-352-8839
Kentucky Department of Environmental Protection (KY-DEP) 24 HR Hotline	1-800-928-2380
National Response Center (NRC)	1-800-424-8802
State Fire Marshal (M-F, Business Hours)	502-573-0382
State Fire Marshal, Weekends and After Hours	1-800-255-2587
CHEMTREC	1-800-424-9300
Kentucky State Police	502-782-1800

Date	Action	Name	Title
5/26/2021 12:59:28 PM	Initiate By LEPC	William Call	Jurisdiction Planner
5/26/2021 1:50:41 PM	Approve by LEPC	William Call	Jurisdiction Planner
2/2/2022 6:56:49 PM	Certify by State EHS Planner	KYEM Staff	Super Admin
2/2/2022 6:57:21 PM	Approve by KERC Planning Committee	KYEM Staff	Super Admin
3/8/2024 3:54:37 PM	Initiate By LEPC	Josh Kerr	Jurisdiction Planner
3/12/2024 11:02:48 AM	Review By LEPC	Josh Kerr	Jurisdiction Planner
3/12/2024 11:03:06 AM	Approve by LEPC	Josh Kerr	Jurisdiction Planner
6/27/2024 9:51:12 AM	Sent Back To LEPC	KYEM Staff	Super Admin
7/3/2024 8:51:14 AM	Review By LEPC	Josh Kerr	Jurisdiction Planner
7/3/2024 8:51:56 AM	Approve by LEPC	Josh Kerr	Jurisdiction Planner
7/5/2024 8:03:58 AM	Certify by State EHS Planner	KYEM Staff	Super Admin
7/8/2024 10:29:00 AM	Approve by KERC Planning Committee	Larry Taylor	KERC Admin