



ESF 5 Emergency Management

Primary Coordinating Agency

Lexington Fayette Urban County Government - Division of
Emergency Management



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Primary Coordinating Agency

Lexington Fayette Urban County Government (LFUCG) Division of Emergency Management (DEM) is the primary coordinating agency for Emergency Support Function 5 Emergency Management (ESF 5).

DEM develops and maintains the ESF 5 Plan and accompanying Attachments and References that govern response actions related to emergencies. Supporting agencies shall develop and maintain their own similar documents for internal use, which must be compatible with, and in support of, the overall Emergency Operations Plan (EOP). All such documents must be compliant with the National Response Framework, National Incident Management System, Incident Command System, and the EOP.

Local Supporting Agencies

This list of major local supporting agencies may be shortened or expanded based on the specific needs of each emergency. The local supporting agencies below represent the agencies with education, policy making, and primary response responsibilities during the most likely emergency events as listed in the Basic Plan and Incident Specific Plans for Lexington Fayette. These agencies may be primary agencies in other ESFs and/or support and assist other ESFs during crises. In addition, these agencies have staff that train and exercise and have specific knowledge or skill sets to assist DEM during the preparedness, response, recovery, or mitigation phases of an incident or event.

- A. Local Disaster Emergency Service Organization (LDESO)
- B. Hazard Mitigation Steering Committee
- C. Fayette Local Emergency Planning Committee
- D. Bluegrass Chapter American Red Cross (ARC)
- E. E911
- F. Lexington Division of Fire and Emergency Services (FES)
- G. Lexington Division of Police
- H. LexTran
- I. Amateur Radio Emergency System/Bluegrass Area Radio Society (ARES/BARS)
- J. Lexington Department of Environmental Quality and Public Works
- K. Lexington Department of Social Services
- L. Lexington Fayette County Health Department (LFCHD)
- M. University of Kentucky County Extension Agency
- N. Local utilities

- O. Lexington Division of Community Corrections
- P. Lexington Division of Computer Services
- Q. LexCall/311
- R. Fayette County Public Schools (FCPS)
- S. Local healthcare entities

State, Regional, and Federal Agencies and Organizations

The following list includes state and federal agencies and organizations and private companies that assist in specific types of hazards or perform specific mitigation task to reduce a threat from a specific hazard. This list may be shortened or expanded based on the specific needs of each emergency

- A. Bluegrass Emergency Response Team (BERT)
- B. Norfolk Southern Railroad
- C. R.J. Corman Railroad Company
- D. Kentucky Transportation Cabinet
- E. Department of Military Affairs
- F. Kentucky Finance Cabinet
- G. Kentucky Fire Commission
- H. Cabinet for Health and Family Services
- I. Kentucky Energy and Environment Cabinet
- J. Kentucky Department of Agriculture
- K. Kentucky State Police
- L. Department for Local Government
- M. Federal Emergency Management Agency (FEMA)
- N. Kentucky Community Crisis Response Board (KCCRB)
- O. National Oceanic and Atmospheric Administration (NOAA)

Purpose

ESF 5 is responsible for the overall coordination and integration of activities necessary to prepare for, respond to, recover from, and mitigate against threats or actual hazards that occur in Lexington Fayette. The threats or hazards may be natural disasters, acts of terrorism, or man-made disasters. During the pre and post-response phases, ESF 5 engages in support and planning functions critical for coordinating multi-agency and

multijurisdictional operations. This includes the facilitation of planning, training, and exercise activities that enhance the emergency preparedness and response in Lexington Fayette agencies and departments and private and volunteer agencies that routinely respond and manage incidents and maintain their own operational guidelines and capabilities.

In addition to serving citizens and agencies in Lexington Fayette, DEM may also respond to requests from the Kentucky Division of Emergency Management (KYEM) and other entities. Under these conditions, ESF 5 may be activated to coordinate Lexington Fayette assets when deployed to assist jurisdictions outside of Fayette County.

The core functions of ESF 5 include, but are not limited to, the following:

- A. Emergency Operations Center (EOC) activation, configuration, management, and staffing.
- B. Emergency Alert and Notification.
- C. Emergency decision-making and the local declaration process.
- D. Information collection, analysis, organization, and dissemination.
- E. Facilitate the flow of information among first response agencies and the organizations supporting those agencies.
- F. Issue situational reports, bulletins, and advisories as necessary to partnering agencies and departments or to the public and, as required or necessary, to regional, state, and federal agencies.
- G. Identify critical resource needs and establish priorities with on scene commanders and elected officials.
- H. Coordinate resource requests and the deployment of assets (including requests to and from regional, state, and federal authorities).
- I. Action planning and resource tracking.
- J. Technology support (GIS mapping to include spatial modeling and information display).
- K. Overall coordination of mutual aid and regional operations. Provide broad guidance to local agencies as to responsibilities in a natural, technological, terrorist, or war related crisis.
- L. Provide procedures to determine the severity and magnitude of natural, technological, terrorist, or war related disasters or emergencies.
- M. Outline the aid and assistance available to Lexington Fayette government, individuals, and businesses when a Presidential Disaster Declaration is issued.
- N. Ensure maximum use of local resources to save lives, protect the environment, and minimize property damage in a disaster. This will be a coordinated effort by

emergency response agencies under the direction of the Chief Executives operating from a pre-designated EOC, which contains adequate communications, working area, and administrative support.

- O. Develop a standard reporting system during an emergency. This will allow LFUCG to conduct initial assessments, prioritize resources, evaluate information, process updates concerning disaster intelligence, disseminate updates, and provide other disaster intelligence to other agencies and the public.
- P. Provide an effective training and exercise program in order to prepare personnel from all emergency response disciplines to operate safely and effectively. Training efforts should be coordinated to reduce redundancy and establish common standards.

Situations and Assumptions

General situations, assumptions, and policies are found in the Basic Plan and are not repeated in this ESF. Only statements specific to ESF 5 are stated here:

- A. Most disasters occur with little or no warning; however, ESF 5 may be activated when there is imminent threat or advance warning of floods, winter storms, tornadoes, etc.
- B. On a continual basis, DEM will assess the capabilities of local government, the business community, and volunteer agencies to effectively prepare for, respond to, and recover from emergencies and disasters.
- C. Essential resources (personnel, vehicles, fuel, critical supplies, heavy equipment, etc.) may be pre-positioned and readied for activation when an area is under imminent threat.
- D. Essential resources (personnel, vehicles, fuel, critical supplies, heavy equipment, etc.) will be relocated for safety if they are in an area under imminent threat.
- E. Emergencies can quickly reach a magnitude that require additional resources from local, state, federal, or other organizations through mutual aid agreements. Requests for additional assistance from outside of Lexington Fayette will be made through and by ESF 7 to KyEM or with organizations with which Lexington Fayette and/or coordinating agencies have mutual aid agreements.
- F. All ESFs will collect and process information; however, ESF 5 will collect critical information of common value or need to all ESFs and/or operational elements to provide an overall perspective of an incident. All ESFs will also provide critical information to ESF 5 which will be used to develop action plans, reports, briefings, and displays.
- G. Upon announcement that a natural, man-made, technological disaster or a war of mass destruction is threatening, LFUCG will take planned measures to accomplish increased readiness postures.

Direction and Control

- A. ESF 5 complies with the National Response Framework, the National Incident Management System, and uses the Incident Command System (composed of Operations, Logistics, and Finance/Administration Sections with their standardized units, teams, positions, forms, and terminology) to manage its emergency/disaster responsibilities. Key to this system is DEM, which functions as the official disaster organization for preparedness, mitigation, response, and recovery within Lexington Fayette. The agency also serves as the focal point for ESF 5 activities. It is responsible for ensuring that all appropriate departments, supporting agencies, other ESFs, and other private voluntary agencies have knowledge about the system and ESF 5 expectations.
- B. The ESF 5 system operates in two arenas: the Emergency Operations Center (EOC) and field locations. Tactical operations will be controlled by the Incident Commander(s) at the scene within the Incident Command Structure. The Incident Commander(s) will assess the need for additional resources and request ESF 5 to deploy assets. Decisions and priority of ESF 5 actions will be based on information and requests received from the on-scene Incident Commander and based on lifesaving and public safety functions.
- C. The Mayor of Lexington Fayette County (or designees), with advisement and recommendations by the DEM Director, establishes policy and overall direction of ESF 5. DEM functions as the official disaster organization for preparedness, mitigation, response, and recovery within Lexington Fayette County. All management decisions regarding county or regional response are made at the EOC by the EOC Director, Operations Manager, and ESF coordinators with input from the policy group in achieving the overall mission. The Emergency Operations Plan (EOP) plus accompanying Appendices, Incident Specific Plans, Support Plans, and Standard Operating Procedures (SOPs) are maintained by DEM with notification lists updated at least monthly and all other documents at least annually.
- D. In accordance with a mission assignment from ESF 5 and further mission tasking by a local primary agency, each support organization assisting ESF 5 assignment will retain administrative control over its own resources and personnel but will be under the operation control of ESF 5.
- E. The EOC uses WebEOC (crisis management software) to supplement disaster management through communicative integration of ESFs, agency based emergency operations centers, and other facilities or functions as appropriate.
- F. The Mayor, as chief executive of LFUCG, has overall direction and control of all emergency operations and resources in Lexington Fayette County. The Mayor may declare a state of emergency in order to exercise certain emergency powers. He or she may also seek assistance from state, federal, or other jurisdictions. The Mayor may also activate the EOC.
- G. The Commissioner of Public Safety can also activate the EOC. In the absence of the Mayor (or designee), the Commissioner directs the EOC.

- H. The Mayor has appointed the DEM Director as the local emergency management director. The Director acts as the Mayor's representative during disasters. The Director also manages the EOC and coordinates and supports emergency operations as directed by the Mayor. The Director administers the emergency management program, maintains this EOP and supporting documents, and performs other duties as established by law, ordinance, and this EOP. The Director is also responsible for appointing an EOC staff and ensuring response organizations working under this EOP are familiar with NIMS.
- I. Commissioners and Directors have direction and control of their respective organizations. Specific departments and divisions also serve as lead agencies for specific ESFs. Each department or division follows a line of succession to ensure continuity of operations as per their SOPs.
- J. The EOP establishes policies and provisions for coordination of local, state, and federal emergency response to natural, technological, or war related disasters and emergencies. The EOP also details preparedness actions to be taken by local governments prior to a disaster.
- K. Each department, division, or agency is responsible for developing policies and procedures to carry out this plan and to ensure adequate emergency training for its staff.

Concept of Operations

General

ESF 5 is organized consistent with the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System. This structure and system supports incident assessment, planning, procurement, deployment, and coordination of support operations to Lexington Fayette.

Procedures, protocols, and plans for disaster response activities provide guidelines for operations at the EOC and in the field. The EOP and corresponding Appendices, Incident Specific Plans, Support Plans, and Standard Operating Procedures that describe ESF 5 capabilities are the basis of these guidelines. Periodic training and exercises are also conducted to enhance effectiveness.

A large event requiring regional, state, and/or interstate mutual aid assistance will require ESF 5 implementation. ESF 5 will coordinate with supporting agency counterparts to seek and procure, plan, coordinate, and direct the use of any required assets.

When an event requires a specific type or response mode, 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.

Small and routine incidents occur often involving a single jurisdiction or limited agency response. ESF 5 activities in support of these events are routinely performed by the

personnel assigned to ESF 5 responsibilities. Priorities for allocation of ESF 5 will be lifesaving organizations essential to the survival, health, and safety of the population.

Actions initiated by ESF 5 are grouped into the phases of emergency management: preparedness, response, recovery, and mitigation. Each phase requires specific skills and knowledge. Each phase requires significant cooperation and collaboration between 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.

ESF 5 will give priority to five fundamental, interrelated functions:

- A. 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, etc.).
- B. Assess the capabilities of local government, the business community, and volunteer agencies to effectively respond to the disaster.
- C. Assess and prioritize the immediate needs of impacted communities and neighborhoods.
- D. Incorporate the analyses into Incident Action Plans that establish operational objectives and identify resource requirements to accomplish these objectives.
- E. Use an Incident Action Matrix to establish priorities, assign tasks to agencies, and track progress in meeting objectives.

Preparedness

Actions and activities that develop emergency management response capabilities may include planning, training, orientation sessions, and exercises for ESF 5 personnel (i.e., county, state, regional, and federal) and other ESFs that will respond with ESF 5. This involves the active participation of local inter-agency preparedness organizations which collaborate in such activities on a regular basis. Initiatives also include the following:

- A. Conduct planning with ESF 5 supporting agencies and other emergency support functions to refine emergency management operations.
- B. Conduct training and exercises for EOC and emergency management response team members. Prepare and maintain emergency operating procedures, resource inventories, personnel rosters, and resource mobilization information necessary for implementation of the responsibilities of the lead ESF agency.
- C. Manage inventory of equipment and other pre-designated assets that are essential to meet the requirements of special needs groups.
- D. Maintain a list of ESF 5 assets that can be deployed during an emergency.
- E. Assign and schedule sufficient personnel to implement ESF 5 tasks for an extended period of time.
- F. Ensure lead agency personnel are trained in their responsibilities and duties.

- G. Develop and implement emergency response and emergency management strategies.
- H. Develop and present training courses for ESF 5 personnel.
 - I. Maintain liaison with supporting agencies.
- J. Conduct All Hazards exercises involving ESF 5.
- K. Collect, analyze, and disseminate disaster intelligence or information and analyses that describe the nature and scope of hazards and their impacts.
- L. Evaluate ESF resource and capabilities and shortfalls (e.g., availability of trained personnel, equipment, supplies, etc.) to determine the level of state and federal assistance that is needed, organized by ESF.
- M. Monitor weather, traffic, events, and known hazards to maintain situational awareness and preparedness for events with the potential to become emergency events.
- N. Maintain readiness of the EOC.
- O. Develop and coordinate pre-incident planning for those incidents which this ESF shall have primary responsibilities.
- P. Develop and coordinate pre-incident planning for those incidents which this ESF shall have support responsibilities.
- Q. Coordinate efforts with corresponding private-sector organizations.
- R. Coordinate critical infrastructure protection preparedness and planning.
- S. Identify and develop memoranda of agreement and contractual agreements with primary agencies and supporting agencies which include procedural requirements including commercial businesses and vendors.
- T. Have personnel trained in NIMS and ICS as appropriate.
- U. Prepare and maintain resource inventories, personnel rosters and resource mobilization information (including resources that can be requested through mutual aid and/or purchased).
- V. Maintain personnel and equipment readiness for immediate response.
- W. Maintain and update technology capabilities as needed (GIS mapping to include spatial modeling and information display).
- X. Conduct situational and periodic readiness assessments.
- Y. Identify new equipment needs or capabilities required to prevent or respond to new threats or emerging threats and hazards or to improve the ability to address existing threats.

- Z. Plan and prepare for the replacement or rotation of resources during an incident.
- AA. Collect, analyze, and disseminate disaster intelligence or information and analyses that describe the nature and scope of hazards and their impacts.
- BB. Develop and maintain plans for continuity of operations (COOP) for agencies fulfilling ESF 5 functions.
- CC. Responsible officials at all levels of local government should make long range plans as deemed appropriate and feasible. Considering the rapidity of most natural disasters, preparations may equate with a high level of readiness.

Education

One of the primary responsibilities of ESF 5 is to provide information/education to the whole community on disaster preparedness/readiness. The following is a list of activities that may be included but is not all inclusive:

- A. Participate in Severe Storms Preparedness Month.
- B. Participate in Earthquake Preparedness events.
- C. Participate in National Disaster Preparedness Month.
- D. Conduct shelter surveys of businesses/schools/daycare, etc.
- E. Review emergency plans for businesses, schools, daycares, etc.
- F. Issue educational press advisories and maintain social media sites.
- G. Participate in community functions via presentation, educational booths, educational material, etc.
- H. Coordinate and build upon Lexington Fayette's Community Emergency Response Team (CERT) program.
- I. Identification of new and innovative disaster preparedness programs and partnerships.

Training and Exercise

Training

- A. The DEM Director will collaborate with other emergency response agencies to establish the broad goals for the general training and exercise objectives for each calendar year.
- B. Each organization/agency is responsible for developing a training program specific to its disaster response mission. This includes classes/instruction on new SOPs and recurring or refresher training. Each organization/agency will also conduct annual drills specific to their emergency roles and responsibilities.

- C. Each organization/agency will maintain training and exercise records and ensure that required qualifications/certifications are current. These records (or a summary) will be made available to the DEM Director upon request.
- D. The DEM Director will provide disaster response organizations and agencies with information pertaining to classes, seminars, and other training programs offered by federal, state, LFUCG, and other agencies.
The DEM Director (or designee) will develop and provide quarterly training for EOC staff.
- E. The DEM Director (or designee) will develop and provide training to EOC coordinators at a minimum of six times per year.
- F. NIMS training as recommended by Department of Homeland Security (DHS) will be required.

Exercise

- A. DEM will be the lead agency in developing/coordinating multi-agency exercises in Lexington Fayette.
- B. The DEM Director will schedule and design exercises according to federal and state requirements, those of the Federal Aviation Administration (FAA), Joint Commission on the Accreditation of Healthcare Organizations (JCAHO), DHS, Hospital Preparedness Program (HPP), National Disaster Medical System (NDMS), Federal Emergency Management Agency (FEMA) and the Chemical Stockpile Preparedness Program (CSEPP).
- C. Exercises will be developed by personnel who have successfully completed the Exercise Design course.
- D. Exercises will be evaluated by experienced, trained, and knowledgeable persons. An After Action Report will be conducted at the conclusion of each exercise. Results of the After Action Report will be recorded and reported to the DEM Director and shared with participants and relevant agencies.
- E. DEM is aware of the hazards in Lexington Fayette and has described those hazards in this EOP and the local mitigation plan, and will reflect those hazards in the exercise program.
The DEM Director will coordinate, provide assistance, and track all community-wide exercises.
- F. The DEM Director will provide design, control, and evaluation staff for county-wide exercises.
- G. Exercises will be conducted in accordance with KRS 39 and 106 KAR 1:220.
- H. Exercises will be designed to clearly state intended objectives and will be conducted according to the Homeland Security Exercise and Evaluation Program (HSEEP).

Mitigation

ESF 5 will perform the following:

- A. Coordinate with the All Natural Hazards Mitigation Committee to identify potential hazards and their impacts and seek funding for resources to mitigate those hazards.
- B. Provide personnel with the appropriate expertise to participate in activities designed to reduce or minimize the impact of future disasters.
- C. Maintain the Lexington Fayette Hazard Mitigation Plan.
- D. Participate in the updates of the Floodplain Management Plan.

Pre and post-disaster analyses of disaster impacts on buildings, infrastructure, and the general population can be used to support mitigation decision-making. Examples include:

- A. Analysis of the performance of essential facilities (hospitals, shelters, police, and fire) in scenario disasters can be used in mitigation measures to strengthen these facilities.
- B. Analysis of community economic impacts, including the total percentage of building stock damaged in disaster and replacement values, can be used in setting mitigation and recovery goals and priorities.
- C. The All Hazards Mitigation Project Team staff can use ESF 5 analysis in adjusting mitigation goals, objectives, and priorities.
- D. Additionally, ESF 5 will 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).

Alert and Notification

The EOC will serve as the central location for interagency coordination and executive decision-making, including all activities associated with ESF 5. The EOC will be activated, as will ESF 5, upon the direction of the Mayor, DEM Director, CAO, or the Commissioner of Public Safety. The DEM Director may make the decision to selectively activate ESF 5 agencies based on the type of threat, event, or incident. DEM will notify ESF 5 primary and supporting agencies of activation and request liaisons to report to the EOC. However, there will be times when it is necessary for the liaisons of primary or secondary agencies to work from the field or their own agency operations center. In these cases, they will maintain telephone or radio contact with the EOC and ESF 5 coordinator.

Response

- A. Emergency Operation Center Activation and Deactivation

The decision to activate the EOC is made by the Mayor, CAO, Commissioner of Public Safety, and/or DEM Director. The decision is based on the need to

activate ESF 5 or other ESFs due to an emergency or disaster event, when there is imminent threat of an emergency or disaster event, and/or to monitor conditions that could develop into an emergency situation.

Typically, the decision to activate is preceded by notification that conditions exist or an event has happened that could necessitate EOC activation. E911 is Lexington Fayette's 24-hour warning point and notifies the DEM Director or designee when emergency events take place. During normal business hours, the DEM Director and staff monitor weather, activities, media, etc., in order to remain vigilant for activity that could become threatening. The EOC may be activated virtually (working in WebEOC from remote locations), partially, or fully activated.

Specific guidelines for activation and deactivation of the EOC are contained in the DEM EOC SOP.

B. Emergency Decision-making and Declarations

The safety and welfare of the citizens of Lexington Fayette rest with the elected officials. The Mayor, Vice-Mayor, CAO, Commissioners, Police Chief, Fire Chief, and the DEM Director make up the Executive Policy Group (also referred to as the Policy Group) that set and direct policy with the DEM Director acting as the EOC Director. During times of emergency and disaster, the DEM Director is charged with representing the Policy Group and with taking actions to fully expedite and coordinate the policy decisions for the disaster and emergency response.

Emergency Declarations may be issued by the Mayor. Emergency lines of succession have been established to ensure the availability of an official with the authority to declare an emergency. Emergency Declarations will be prepared by the DEM Director and or staff in the EOC at the onset of an emergency and signed either by the elected officials or by the DEM Director as their designee.

C. Emergency Operations Center Operation

One of the main purposes of ESF 5 is the activation, configuration, management, and staffing of the EOC.

The EOC is the central location for interagency coordination, decision-making, and planning associated with ESF 5 during the preparedness, response, stabilization, and recovery phases of a disaster or emergency event.

DEM and the EOC adhere to the core concepts of the National Incident Management System (NIMS): Preparedness, Communications and Information Management, Resource Management, Command and Management, and On-going Management and Maintenance.

While the Incident Command System is the structure adopted in the field by Incident Commanders, the EOC coordinates activities following a hybrid multi-agency coordination system. The EOC operates within the following structure:

1. Policy Group ESF 5 maintains contact with this group

2. EOC Director staffed by ESF 5
 3. EOC Manager staffed by ESF5
 4. CSEPP Coordinator staffed by ESF 5.
 5. Planning Section Chief
 6. Financial/Administration Section Chief
 7. ESF 1 through ESF 15 (each has a lead coordinator and primary coordinating agency)
- D. During EOC activation, ESF 5 will conduct the following activities (this list may be shortened or expanded depending on the emergency):
1. Activate the EOC.
 2. Activate other ESFs as required.
 3. Initiate alert and warning systems to provide critical information/instructions to appropriate response agencies and the public that may be impacted by the disaster.
 4. Staff and operate a NIMS compliant command and control structure.
 5. Establish and maintain communication with Incident Command/Area Command.
 6. Establish priorities and objectives.
 7. Based on priorities and objectives, identify critical resource needs.
 8. Collect, analyze, and disseminate disaster intelligence or information and analyses that describe the nature and scope of the emergency event and its impacts. Disaster intelligence incorporates essential elements of information, which include:
 - a. Area of damage.
 - b. Damage and loss of functionality to essential facilities (police, fire, medical, EOC).
 - c. Damage and loss of functionality of shelters.
 - d. Damage to roads, bridges, utilities, and other key infrastructure.
 - e. Disaster impacts on vulnerable populations, including special needs groups.
 - f. Status of designated staging areas.
 9. Participate in EOC briefing.

10. Attend press briefing/conferences.
11. Maintain and support WebEOC.
12. Develop, maintain, and issue status reports, incident logs, bulletins, and advisories throughout the response phase as appropriate to partnering agencies, jurisdiction departments, KYEM, state agencies, and to the public.
13. Collect, analyze, and disseminate real-time information and data which may directly or indirectly impact disaster response, tactical decision-making, and protective action measures.
14. Incorporate information and analysis on the current and forecasted situation into Incident Action Plans which set forth tactical objectives for subsequent operational periods.
15. Plan for future operational periods according to prioritized objectives and needs.
16. Demobilize response resources and deactivate the EOC.
17. Continue to manage flow of information between the citizens with long-term impacts of the event, volunteer organizations providing assistance, and other local, state, regional, and federal agencies providing assistance or measuring the impact of the disaster.
18. Provide information and data regarding the disaster to the Executive Policy Group to aid in economic recovery decision-making.
19. Complete and submit reports to KYEM as required.
20. Develop and submit for approval the Declaration of Emergency.
21. Notify and request assistance from KYEM as needed.
22. Process to request and use the Kentucky National Guard (KYNG), as follows:
 - a. To become operational, the KYNG must be placed in state active duty status by the Governor or designated alternate. The request for activation will be prepared by the DEM Director and approved and signed by the Mayor. The request will then be submitted to the KYEM Area Manager who will forward the request to the KYEM Executive Director. A local KYNG unit commander may not commit troops or equipment without authorization from the Governor and the Adjutant General (AG).
 - b. The KYNG will support state and local agencies in emergency operations by allocating available resources. KYNG Commanders have the authority to take immediate action to save lives, prevent injury, or mitigate property damage or destruction.

- c. The Governor will issue an Executive Order that will identify the specific tasks assigned to the KYNG. KYNG Commanders will not be authorized to perform tasks not specifically authorized by the Executive Order.
- d. Upon activation and assignment of a KYNG unit to Lexington Fayette, the DEM Director, Mayor, or designee, may submit requests for on-scene assistance directly to the Commander of the unit.

Recovery

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:

- A. Building inspection requirements and priorities.
- B. Emergency and temporary housing issues.
- C. Business impacts (direct and indirect).
- D. Debris management.
- E. Route clearance.
- F. Utilities restoration.

Recovery duties include the following:

- A. Prepare and submit incident reports, damage assessments, bulletins, and advisories as required and as needed to partners, KyEM, other state departments, federal agencies, and to the public.
- B. Coordinate equipment and other logistic assessment and accountability.
- C. Continue coordination from response to recovery to normal operations as is possible.
- D. Coordinate equipment and other logistic assessment for damage and accountability.
- E. Initiate After-Action meetings and include all participating partners and development of After-Action Reports inclusive of corrective actions and due dates.
- F. When applicable, prepare and submit agency's costs of the incident for reimbursement.
- G. Continue to manage flow of information between the citizens with long-term impacts of the event, volunteer organizations providing assistance, and other local, state, regional, and federal agencies providing assistance or measuring the impact of the disaster.

- H. Provide information and data regarding the disaster to the Executive Policy Group to aid in economic recovery decision-making.
- I. 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.
- J. Review actual response for lessons learned. Lessons learned will be used to update the EOP and supporting SOPs.
- K. Coordinate with FEMA, other ESFs, and public entities for completion of work plans and other required documents for reimbursements.

Responsibilities

A. DEM Director

As the designated emergency management director, the DEM Director will assist the Mayor and coordinate with KyEM or Department of Defense. The DEM Director is also responsible for providing notice of potential training and assisting in facilitating training for personnel from all emergency response disciplines. Training shall be designed to promote the ability to accomplish the agencies' disaster/emergency related tasks in a safe, efficient, and effective manner. Each department, division, or agency, is responsible for ensuring adequate emergency training for its staff.

B. ESF 5

Duties include but are not limited to the following:

1. Provide EOC support, conduct briefings, direct needs assessments, distribute key information, and serve as liaison to the State EOC for resource requests.
2. Collect and process information received from Damage Assessment Teams and predictive models, analyze this information, and share with the Planning section.
3. Coordinate the development and implementation of the preparedness activities as outlined in the Plan.
4. Coordinate with ESF 7 to ensure that all available resources are logged and requests for resources are filled.
5. Ensure that copies of all news releases and Situation Reports are transmitted to the State EOC.

C. Local law enforcement agencies (ESF 13)

Provide timely information on traffic control and security issues.

D. Public Information (ESF 15)

Make public announcements, issues pre-releases, and social media posting based upon information received and evaluated from other ESFs and the EOC Director.

E. Public Works Department (ESF 3)

ESF 3 and other departments will provide equipment and other major resources needed to clear roadways or other areas in support of emergency response actions.

F. LFCHD (ESF 8)

Collect information and intelligence on estimated damages to health and medical facilities and identification of potential impediments to response and immediate recovery.

G. American Red Cross

ARC and other community agencies (ESF 6) will provide field support to emergency response personnel (food, water, basic assistance, etc.) and shelter support as required for displaced populations.

H. Transportation (ESF 2)

Provide transportation for response personnel and relocation of affected populations as required.

I. Fire and Emergency Services (ESF 4)

Provide first line response for fires and other major disasters requiring trained personnel and equipment. Provide emergency medical care and transportation of victims beyond initial collection sites.

J. Private and quasi-private utilities (ESF 12)

Coordinate with ESF 5 to address problems due to leaking natural gas, downed power lines, water supply, and other utility infrastructure issues.

K. Fayette County Public Schools

Open shelters at the request of ESF 5 and the ARC and provide buses for transportation of evacuees, each contingent on resource availability.

L. Logistics (ESF 7) and the Division of Purchasing

Assist with the acquisition of resources and supplies. The ESF 7 coordinator will serve as an interface between the EOC and supporting agencies for resource requests and between the EOC and KYEM for additional state resources.

M. Lexington Humane Society and Lexington Fayette Animal Care and Control

Assist with animal related issues.

N. Lexington Department of Finance

Assist with payment and/or reimbursement of supporting agencies and maintaining documentation for reports to FEMA for Lexington Fayette reimbursement.

O. EOC Director

Ensure that all reports are made in a timely manner to the appropriate agencies.

P. EOC Planning Chief

The chief will coordinate the development, analysis, and dissemination of reports.

Q. Governor

Unless federalized, the Governor will authorize Kentucky National Guard assets under the direction of the Adjunct General.

R. Kentucky National Guard (KYNG)

Provide a liaison in the local EOC if requested.

S. U.S. President

Military assets not under the command of the Governor will be under the command of the President and the Secretary of Defense.

T. Vice Mayor

LFUCG Council determines how emergency operations (and all related activities) are funded. In the event that the Mayor is absent or incapable of performing his or her functions, the Vice Mayor will serve as Acting Mayor (refer to LFUCG Charter).

U. National Weather Service

Predicts weather conditions and originates severe weather watches/warnings which are disseminated via NOAA weather radio and Teletype to commercial radio and TV stations.

References

- A. KYEM State Administrative Plan
- B. Emergency Resource List, ESF 5
- C. EOC SOP
- D. 106 KAR 1:210. Local emergency management training. Relates to KRS 39A.050(2)(l), 39B.020(3)(d), 39C.050(1), (2)
- E. Statutory Authority: KRS 39A.050(2)(m), 39A.070(3), 39C.050(1), (2)
- F. 106 KAR 1:220. Local exercise. Relates to KRS 39A.050(2)(l), 39C.050(4), 39E.010(1), 42 USC 11001 to 11050
- G. Statutory Authority: KRS 39A.050(2)(j), (m), 39A.070(3), 39E.040(6), 39E.080(4), 42 USC 11003(c)
- H. Division/Agency SOPs

Attachment

Glossary

A. Disaster Intelligence

Information and analysis that describe the nature and scope of hazards and their impacts (social, physical, economic, health, environmental) that are vital to rapid needs assessment and operational planning.

B. Impact Assessment

Immediate post-disaster assessment of damage and functionality to essential facilities and critical infrastructure undertaken to assess local response capabilities.

C. Damage Assessment

Post-disaster process for assessing the damage to buildings and infrastructure to identify requirements for disaster assistance.

D. Emergency Operations Center

LFUCG maintains an EOC which can be activated per the DEM EOC SOP as part of the community's response and recovery efforts. The EOC shall coordinate with field Incident Commanders by providing support, coordination, and other services. If necessary, the Incident Commander can request the EOC to assume an ICS function.

E. Emergency Declaration

In the event that an emergency occurs, is threatened, or impending, and if it is of significant severity and complexity, the Mayor may declare a state of emergency which provides the Mayor with specific emergency powers.

F. Emergency Assistance

In the event that an emergency exceeds local capabilities, the Mayor can request assistance from other governments. This includes other cities and counties, state agencies, and federal agencies.

G. Continuity of Government

In the event that an emergency incapacitates key LFUCG personnel, damages LFUCG facilities, or damages vital government records, the Mayor (or Acting Mayor) is responsible for ensuring continuity of government (refer to LFUCG Charter)