Category V

Criterion 5D: Domestic Preparedness, Planning, and Response
The agency operates an all-hazards preparedness program that includes a coordinated multi-agency response plan designed to protect the community from terrorist threats or attacks, major disasters, and other large-scale emergencies occurring at or in the immediate area.

Summary:
The City of Lawrence participates in the development and review of the Douglas County Emergency Operations Plan (EOP). Both Douglas County and the City of Lawrence passed a resolution to approve the current EOP in 2014. This is a countywide plan that addresses emergency responses and responsibilities of the participating jurisdictions. A review of the EOP occurs annually with revisions made as necessary.
Performance Indicators:

CC 5D.1 The agency publishes an all-hazards plan that defines roles and responsibilities of all participating departments and/or external agencies. The agency identifies and authorizes an appropriate multi-agency organizational structure to carry out the all-hazards plan predetermined functions and duties.

Description
The City of Lawrence is an active participant in the development, maintenance and testing of the current Douglas County EOP. The Plan addresses emergency responses, roles and responsibilities of the participating agencies and governmental jurisdictions. The plan meets federal, state and local guidelines. The EOP establishes the local jurisdiction having the authority and responsibility to mitigate and manage any incident according to jurisdictional SOPs or protocols.

An exercise design team comprised of representatives of participating agencies develops and conducts regular exercises to assess the validity of the Plan. EOP updates are the result of the exercise assessment information and from any new risk and hazard analysis data.

Appraisal
The EOP clearly outlines each jurisdiction’s responsibilities and authority. At least one annual multi-agency exercise serves to validate different sections of the EOP.

Plan
Lawrence-Douglas County Fire Medical will continue to participate in the ongoing EOP development, maintenance, and evaluation as it pertains to the department’s jurisdictional responsibilities.

References
EOP (available onsite)
5D.2 The agency complies with the National Incident Management System (NIMS), or appropriate incident management system, and its operational methods are compatible with all external response agencies.

**Description**

The Douglas County EOP establishes the NIMS as the operational model for all phases of disasters and emergencies. Lawrence-Douglas County Fire Medical utilizes the NIMS components on a daily basis and provides operations personnel appropriate NIMS training. The department requires various levels of ISC training for promotional eligibility as defined in 601.10 Promotional SOP. In the department’s SOP on command procedures (201.10), the SOP states the department will operate within the National Incident Management System.

**Appraisal**

The department meets the NIMS implementation requirements. The implementation of NIMS and daily use of the Incident Command System reflects the operational methods in place to ensure effective coordination and communication with external agencies. Douglas County Emergency Management strives to ensure all agencies operate under the EOP receive information on NIMS implementation and training requirements.

**Plan**

Lawrence-Douglas County Fire Medical will continue to endorse and follow the operational practices of NIMS and maintain operational compatibility with external response agencies. The department will continue to require the appropriate level of NIMS classes for any new members.

**References**

SOP 201.10 Command Procedures

SOP 601.10 Promotional
5D.3 The agency identifies and documents outside agency support.

Description
The EOP utilizes emergency support functions to assign responsibilities to local response and support agencies at all levels of government. The numerous governmental and private agencies agree to provide the appropriate resource support capabilities as described in the document. External agency support includes Federal, State and Local government roles as well as private agencies. Intrastate and interstate agreements allow for acquiring resources beyond Douglas County. A Chief Officer from the Department serves as a standing member Executive Board of the Lawrence Emergency Planning Committee (LEPC).

Appraisal
There are sufficient agreements to provide adequate interagency assistance. Prearranged assistance agreements may not be in writing; however, there are communication methods that ensure the availability to provide needed services. These agreements have been exercised through receiving and providing mutual aid resources for fire and emergency medical resources.

Plan
Regular updates of the EOP and annual exercises identify any additional support needs and will continue on a yearly basis. The Chief Officer on the LEPC will keep the Executive Team informed of any needs.

References
EOP (available onsite)
Lawrence Emergency Planning Committee Meeting Minutes Example
Lawrence Emergency Planning Committee Handbook
Mutual Aid Resolution Example
5D.4 The agency has processes to record information and provide data on needed resources, scope, nature of the event, and field resources deployed to local, state/provincial, and federal agencies.

**Description**

Douglas County Emergency Management (DGEM) collects the data and is responsible for the information management system and responses of resources during incident management. DGEM collects and analyzes data in the EOC from the assigned ESF’s. Emergency Operations Center SOPs identify the process to manage and share information during incident operations.

The Douglas County Emergency Communications Center (DGECC) is staffed 24-hours a day and is responsible for electronic recording of all radio communications and warning and notification systems during both emergency and daily operations. DGEM assumes the responsibility for public warning and notification of both natural and manmade disasters.

The DGECC is responsible for the redundancy, protection and storage of the electronic communications system. Other governmental units in Douglas County are responsible for determining and providing for the informational management needs of their respective city, departments and/or offices.

The DGEM director is responsible for the documentation and retention of EOC records. As disaster events evolve, EOC staff document events and decisions, and track the management of resources.

**Appraisal**

The system works well and the information collected is useful in finding weak spots in the plan. This process has made the plan more effective and efficient over the years. There are adequate informational technology resources available for disaster management. The EOC provides accurate and fully documented reports of incident activities.
**Plan**
Douglas County Emergency Management, Douglas County Emergency Communications Center, and Lawrence-Douglas County Fire Medical will continue to monitor the system and work to coordinate, update and revise plans annually.

Lawrence-Douglas County Fire Medical department will continue to evaluate and assure that the communications and information management service are up to date and meet our needs for responsibilities and services we provide to the community we serve.

**References**
EOP (available on site)
EOC and ESF Review
5D.5 The agency, at least annually, conducts tests of and evaluates the all-hazards plan and domestic preparedness, planning, and response program.

**Description**

Sections of the EOP are tested and evaluated at least annually. DGEM conducts scenario-based tests annually along with the evaluation of the data from actual incidents throughout the year to re-evaluate the plan. To improve the plan, these exercises and table tops were conducted using multi-agency and disciplinary resources in Douglas County.

**Appraisal**

The plan is easy to understand and clearly outlines jurisdictional responsibilities. The annual evaluation through table tops and/or exercises is comprehensive and assists greatly in evaluating weaknesses in the plan. A full-scale hazardous materials exercise was conducted 2015. In 2016, a functional exercise was conducted with private/public coordination for a chemical/rail incident. An Active Shooter and EOC Leadership Table Top exercise was conducted in 2017 DGEM does a good job in involving local agency input into development, design and delivery of an exercise to validate the plan.

**Plan**

Lawrence-Douglas County Fire Medical will continue to re-evaluate its roles in the plan as outlined in the EOP and work with DGEM to be as prepared and current as possible.

**References**

Exercise After Action Report

EOC and ESF Review
5D.6 The agency conducts and documents a vulnerability assessment and has operational plans to protect the agency’s specific critical infrastructure, including but not limited to materials, supplies, apparatus, facilities security, fuel, and information systems.

**Description**

The EOP uses the Douglas County Multijurisdictional All-Hazards Emergency Management Plan published in April 2014. The plan is used as a guideline for centralized and coordinated mitigation of hazards to protect the population and property in Douglas County. A component of the overall management plan includes a Hazard Identification and Analysis, Community Vulnerability Assessment, and a Mitigation Capabilities Assessment. The All-Hazards plan provides detailed Hazard Profiles including, description, location, previous occurrences, potentials impact, and probability of future hazard events. The consequence analysis of each Hazard Profile includes a consequence analysis on “property, facilities, and infrastructure”.

Both Douglas County government and Lawrence–Douglas County Fire Medical have a continuity of operations plan (COOP).

The EOP provides a detailed organizational structure to carry out the plan. It details each of the functional responsibilities and the primary agency of the particular area.

**Appraisal**

The EOP has clearly defined organizational structure with associated authority to carry out the plan. This structure has well defined levels of authority aid in the implementation of the plan as various agencies work together to mitigate a disaster. The uses of the Douglas County Multijurisdictional All-Hazards Mitigation Plan, with its components, assists in ensuring that the department is aware of possible areas of concern in the community.

**Plan**

The department will continue to work with the DGEM to ensure participation in the planning and implementation of the EOP using the most current data available.
References
EOP (available onsite)

Summary COOP

Northeast Kansas Multi-Hazard, Multi-Jurisdictional Mitigation Plan

Hazardous Materials Commodity Flow Study
5D.7 The agency has a documented Continuity of Operations Plan (COOP), that is reviewed and updated at least every 5 years, to ensure essential operations are maintained.

**Description**

The department has a documented Continuity of Operations Plan that resides on the state managed website, KansasPlanner.com. The plan was developed in 2014 by the former Management Analyst. The plan operates as a “living document” on the States website, to be updated as needed. The Continuity Plan establishes policy and guidance to ensure the execution of essential functions in the event that an emergency threatens or incapacitates operations, and the relocation of selected personnel and functions of any essential facilities as required.

**Appraisal**

Due to attrition and change in personnel, the plan has lacked management. While some minor updates to the plan have been made since its adoption, the current plan needs to be reviewed and updated to ensure essential operations are maintained.

**Plan**

The Executive Team will review and update the plan by the summer of 2018. The Fire Chief will assign a member of the Executive Team to manage the COOP plan and monitor for any updates. Review of the plan will be conducted, annually, at the Monthly Manager’s Meeting.

**References**

Summary COOP
5D.8 The agency has processes in place for *intelligence sharing* with other public safety agencies.

**Description**

The Lawrence-Douglas County Fire Medical Department is part of several intelligence sharing networks. The Fire Marshal and all Fire Investigators have access to daily “Crime Analysis” bulletins, developed by the Lawrence Kansas Police Department. They also have access to other law enforcement information sharing systems, such as the Law Enforcement Enterprise portal and the Bomb Arson Tracking System (BATS).

Douglas County Emergency Management provides updates on the shipments of hazardous materials that are passing through Douglas County. The Fire Chief is provided information from the Kansas City Joint Terrorism Task Force and local, regional and national happenings. The Douglas County Fire Chiefs meet every other month to share information as well.

**Appraisal**

The processes in place for intelligence sharing by the department are sufficient. Needed information has been shared through the system in a timely manner. The various conduits of information allow intelligence to flow back and forth between agencies. Intelligence that is Law Enforcement sensitive is handled at the Chief Officer level so it can be managed as needed. All Chief Officers are on paging system to receive updates from Emergency Management on shipments within County and this system has worked well.

**Plan**

The Lawrence-Douglas County Fire Medical Department will continue to use the current system of information sharing currently in place. Due diligence will be used to monitor for gaps in intelligence that impact organization operations.

**References**

Daily Crime Analysis Bulletin (available onsite)

[Law Enforcement Enterprise Portal]