

THE LOUISVILLE/JEFFERSON COUNTY METRO GOVERNMENT EMERGENCY OPERATIONS PLAN 2020



**RECORD OF REVISIONS**

Page	Revision	Date
ALL	Updated the year on the cover as well as the footer date changed from 2017 to 2018 and changed the Change number in the footer from 00 to 01.	04/16/2018
TOC & Pgs. 51-67	Changed formatting on titles to Header 1 and Header 2 to improve the appearance of the hyperlinked table of contents.	04/16/2018
11	Changed Table 1, ESF 15 Department Responsible from Metro United Way to Salvation Army; Removed "& Engineering from ESF 3 Name and removed Louisville Metro Purchasing from ESF 7 Responsibilities. Removed spaces between LG&E.	04/29/2018
84-87	Replaced 2014 and 2015 Events for 2017 list	04/16/2018
21	Changed KRS 150.100 to 151.100(12). Added "at maximum water storage elevation on bullet 2 and removed "provide hydroelectric power and" from paragraph under bullet 2.	4/30/2018
23	Removed "Hail is a somewhat frequent occurrence" under Hailstorm and removed the term severe.	4/30/2018
34	Removed 2 lines: 1) Kentucky Revised Statutes 39D.030 addresses the issue of continuity of government for Louisville/Jefferson County Metro Government and 2) Kentucky Revised Statutes 39D.040 address the issues of emergency interim successors, order of successions, vacancies and the applicability of the statute to all special districts and political subdivisions.	4/30/2018
52	Underlined Emergency Services Branch	4/30/2018
55	Removed ARES from Participating Agencies under Bulk Distribution Group	4/30/2018
56	Underlined Infrastructure Branch	4/30/2018
58	Bolded Logistics Section Overview	4/30/2018
61	Removed ARES from Participating Agencies and Louisville Metro Purchasing from Lead Agency.	4/30/2018
67	Removed Division of Purchasing from Lead Agency	4/30/2018
83	Removed text from paragraph under Public Awareness (paragraph 2)	4/30/2018
96-98	Updated 39B030	4/30/2018
99-101	Added KRS 39B.045 and updated KRS 39B.050	4/30/2018
102-103	Updated 39B.060	4/30/2018
105	Added KRS 39B.110	4/30/2018
105-108	Updated KRS 67C.105	4/30/2018
144	Changed text in Mitigation Planning paragraph and LMS paragraph	4/30/2018
146-147	Updated page numbers on List of Figures and List of Tables.	4/30/2018
61	Changed Metrocall to Metro311	6/27/2019
80	Changed Bullet Alert Notification System to Integrated Public Alert & Warning System and changed Area Signs to Electronic Road Signs. Also omitted "and" on Website Posts.	6/27/2019



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Page	Revision	Date
117	Changed Table X to Table 1 and page 8 to page 11. Removed "A customized damage assessment form that outline specific damage assessment criteria was designed by Louisville/Jefferson County Metro ID will be used to help facilitate the information collection and sharing efforts".	6/27/2019
119	Changed RIA to FEMA Rapid Impact Assessment Team	6/27/2019
121	Changed Table X to Table 1 and page 10 to page 11	6/27/2019
127	Changed Fire Rescue to Fire Departments	6/27/2019
138	Removed U.S. Farmers Home Administration	6/27/2019
139	Removed "in Tallahassee or the DFO"	6/27/2019
84	Updated 2017 Public Ed and Awareness Events to 2018	6/27/2019
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16	Changed verbiage on 1 st bullet point under Local Planning involvement and also 3rd paragraph changed EMA to Emergency Services Office	6/29/2020
30-31	Changed numbers on Demographics	6/29/2020
34	Added COOP to title	6/29/2020
47	Changed verbiage to EOC Manager responsibilities	6/29/2020
48	Added "ensuring that EOC Staff" to Other Responsibilities include:	6/29/2020
57	Changed Lead Agency from American Red Cross to Louisville Metro EMA in cooperation with American Red Cross	6/29/2020
70		6/29/2020
71	Added Integrated Public Alert Warning System paragraph	6/29/2020
81	Added IPAWS to L.E.N.S. bullet point	6/29/2020
85-87	Updated Public Education and Awareness Events for 2019-2020	6/29/2020
109	Added figure number 11	6/29/2020
118	Added KyEM Survey 123 Digital Damage Assessment Applicator	6/29/2020
123	Removed Public Assistance Coordination, PA Project Specialists verbiage	6/29/2020
124	Updated dollar amount	6/29/2020
126	Removed PA Process Overview graph and Table 10	6/29/2020
130-131	Removed Assignment of Public Assistance Coordinator and Kickoff Meeting paragraphs	6/29/2020
131	Updated dates under Small and Large Projects paragraph	6/29/2020
131	Removed Small Projects and Large Projects individual paragraphs	6/29/2020
132	Removed the Project Worksheet paragraphs	6/29/2020
27	Added Hazardous Material section	10/5/2020
28	Added Table 2 of Tier II Facilities and Locations	10/5/2020
159&160	Updated pages number on Figure and Table Index chart	10/5/2020
12	Changed ESF 6 from American Red Cross to Salvation Army	10/5/2020
18	Added new Promulgation Letter with signatures	10/6/2020
100	Added LEPC to Public Awareness	10/6/2020
85	Changed the address of the EOC Back-up Center	10/8/2020



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EXECUTIVE SUMMARY

The Louisville/Jefferson County Metro Emergency Operations Plan (EOP) establishes the organizational and procedural framework to ensure that Louisville/Jefferson County Metro will be adequately prepared for all hazards threatening the lives and property of citizens and visitors. The EOP outlines the responsibilities and coordination mechanisms of Louisville/Jefferson County Metro agencies in a disaster. The EOP also coordinates response and recovery activities with voluntary organizations active in disasters and the business community. The plan unifies the efforts of these groups for a comprehensive approach to reducing the effects of a disaster.

The EOP addresses the four phases of emergency management (preparedness, response, recovery, and mitigation), parallels State activities outlined in the State of Kentucky EOP, Federal activities set forth in the "National Response Plan," and describes how local, State, and national resources will be coordinated to supplement local response and recovery capabilities. This plan is developed in accordance with the authority granted by Kentucky Revised Statute 39B.030(3).

The EOP is both a planning and an operations-based document that provides guidance for all aspects of emergency management. The EOP is organized into two essential elements: The Basic Plan including a mitigation component, a recovery component, a preparedness activities component, and concept of operations section that includes the reorganization of the EOC into an ICS/ESF hybrid model.

Louisville/Jefferson County Metro Emergency Management Agency (EMA) would like to extend its appreciation to all partner organizations who participated in the planning effort to create this document.

Edward J. Meiman III

Director of Emergency Services

Louisville/Jefferson County Metro EMA



BASIC PLAN

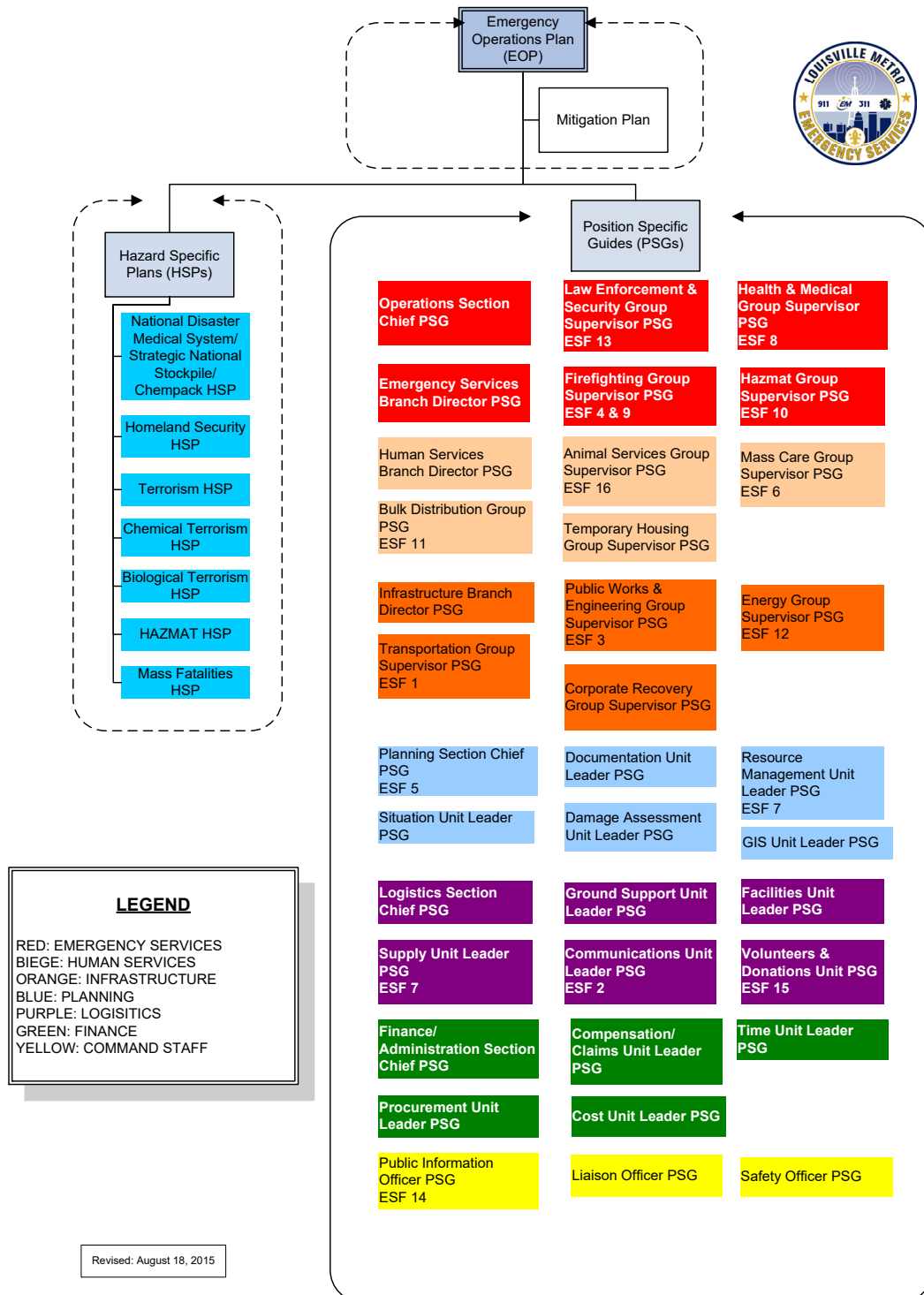
The Basic Plan outlines the general purpose, scope and methodology of the plan; coordination, control and organizational structure; concept of operations, and identifies responsibilities of all agencies and resources mobilized by the county to assist in responding and recovering from a disaster. The EOP enables Louisville/Jefferson County Metro to discharge its responsibility for providing direction and control during any large-scale disaster.

INTRODUCTION

Louisville/Jefferson County Metro is vulnerable to a variety of hazards that threaten our population, businesses and the environment. The Emergency Management Plan (EOP) establishes the framework, as authorized by KRS 39B.030 (2) AND 39B.030 (3), to ensure that Louisville/Jefferson County Metro is prepared to deal with these hazards. The EOP emphasizes action within the four phases of the Emergency Management cycle: Preparedness, Response, Recovery and Mitigation. The EOP defines the functional roles and responsibilities of each government entity that partners in Louisville/Jefferson County's disaster organization and their relationship to each other. In addition, the County's EOP provides a comprehensive approach to reducing the effects of disasters on its population and physical environment. In addition, the EOP works in coordination with the Hazards Specific Plans (HSPs) and Position Specific Guides (PSGs), as outlined in Figure 1, on the next page.



Figure 1 – Louisville/Jefferson County Metro Plan Structure





Position Specific Guides

Position Specific Guides (PSGs) are procedures or guidelines that are ICS position-specific and utilized by that position in the EOC to accomplish the functions, missions, or activities. PSGs typically include position specific checklists where specific tasks for individual positions are described in detail.

PSGs are specific to unique response functions that will be utilized by all agencies. These guides identify only specific elements, responsibilities, tasks or functions that will be carried out before, during and after a disaster or emergency and they are listed below. Each of these PSGs will contain common response protocols and will contain specific materials needed to facilitate proper response. PSGs are compiled by each agency identified as the primary agency and maintenance will be completed by said agencies represented in **Table 1, on the next page –ESF List with Maintenance Responsibility by Agency for Response & Recovery.**

**Table 1 – ESF List with Maintenance Responsibility by Agency for Response & Recovery**

PSGs/ESF Manuals	
Name	Department Responsible For Plan Maintenance
ESF 1 – Transportation	Transit Authority of River City
ESF 2 – Communications	MetroSafe Communications
ESF 3 – Public Works	Louisville Metro Public Works
ESF 4 – Firefighting	Jefferson County Suburban Fire Service and Louisville Fire Department
ESF 5 – Planning	Louisville/Jefferson County Metro EMA
ESF 6 – Mass Care	Salvation Army, Louisville
ESF 7 – Supply	Office of Management & Budget
ESF 8 – Health & Medical	Louisville Metro Department of Health & Wellness
ESF 9 – Search and Rescue	Jefferson County Suburban Fire Service and Louisville Fire Department
ESF 10 – Hazardous Materials	Jefferson County Suburban Fire Service and Louisville Fire Department
ESF 11 – Bulk Distribution	Salvation Army
ESF 12 – Energy	LG&E - KU Energy LLC
ESF 13 – Law Enforcement & Security	Louisville Metro Police Department
ESF 14 – Public Information	Louisville Metro Mayor's Office Communications
ESF 15 – Volunteers & Donations	Salvation Army
ESF 16 – Animal Services	Louisville Metro Animal Services

PURPOSE

The EOP establishes a framework for an effective system of comprehensive emergency management for the purpose of:

- Reducing loss of life, injury and property damage and loss resulting from natural or man-made emergencies;
- Preparing for prompt and efficient response and recovery activities to protect lives and property impacted by emergencies;
- Responding to emergencies with the effective use of all relevant plans and resources deemed appropriate;
- Recovering from emergencies by providing for the rapid and orderly implementation of restoration and rehabilitation programs for persons and properties affected by emergencies; and



- Assisting in awareness, recognition, education, prevention and mitigation of emergencies that may be caused or aggravated by inadequate planning for, and regulation of, public and private facilities and land use.

SCOPE

The EOP establishes the basic policies, assumptions and strategies for Louisville/Jefferson County Metro EMA. The EOP prioritizes protection of citizens as a first priority, with the preservation and protection of property being the second priority. It is applicable to minor, major or catastrophic disasters. It is flexible and expandable, depending on the emergency situation and needs. Any part or section of the plan may be utilized separately if required by the situation.

The EOP establishes the procedures to coordinate with local, regional, State and Federal emergency management agencies, organizations and programs. A unified direction and control structure is described. The EOP identifies staff roles and resource allocation, as well as decision-making criteria. It delineates lines of authority, responsibilities and working relations of various entities. The EOP brings together county and municipal resources in a unified approach to manage the disaster. In addition, it identifies a cooperative process for coordination of private sector and volunteer resources.

The EOP addresses management and prioritization of local resources and establishes the procedure to request immediate assistance for resources, if needed. State and/or Federal resources will be requested and drawn from when local resources have been exhausted.

The EOP provides a format for the shift of focus from response to recovery and mitigation. Long-term recovery and mitigation is addressed by the ability to continue operations in a modified form, after the response phase has been terminated.

The EOP establishes an effective format for emergency management by:

- Identifying the types of hazards that can occur within Louisville/Jefferson County.
- Determining Louisville/Jefferson County's vulnerability to various types of disasters and identifying the most threatening so that appropriate preparedness, mitigation and planning steps can be taken.

The EOP ensures compliance with State and Federal laws applicable to emergency management, including the Americans with Disabilities Act.

Addressing Each Phase of the Emergency Management Cycle

Preparedness

Utilizes lessons learned from past training sessions and exercises, as well as previous disasters, locally and elsewhere, to determine what is likely to occur during any particular type and intensity of disaster. Likely community needs can be identified and prioritized. Adequate planning pre-determines the best utilization of resources in responding to needs. Identification and training of personnel for roles and responsibilities during the disaster is included in this phase. It involves working with the private sector, residents and volunteer organizations to assist them in pre-disaster education and planning activities to lessen the impact of disasters.



Response

Government responds to emergencies by activating its plan, incrementally increasing response as needed, giving direction and control to the emergency management effort, and looking ahead to recovery. Individuals respond by implementing their own disaster plans, such as evacuating the area or sheltering in place. Private businesses and volunteer organizations implement their plans to secure and protect their assets, and if capable, make available resources to help the community.

Recovery

Begins as soon as possible and may begin during the response phase. The emergency management organization initiates procedures to assess needs and resources, establish priorities, reviews State and Federal aid criteria and coordinates with representatives from both levels of government. Once the extent of the recovery effort is determined, the appointed recovery team members determine how best to manage the specific activities, what resources and personnel will be required and what other actions are needed to return the impacted areas to normal operations as quickly as possible. Assessment of both short- and long-term mitigation measures takes place during this phase and the "after action" evaluation process is conducted.

Mitigation

This phase involves identifying preventative and/or corrective measures and actions to prevent or limit bodily injury, loss of life or property damage from disasters. It includes policy issues as well as structural projects within government and the private sector. The Louisville/Jefferson County Metro Hazard Mitigation Plan serves as the guidance document for both pre-disaster mitigation planning and post-disaster recovery.

METHODOLOGY

This plan was formulated via several processes:

- Louisville/Jefferson County Metro EMA staff reviewed after-action reports from disasters;
- Training sessions were provided to stakeholders informing them of the general changes of the EOP;
- Planning was formulated through the delivery of Incident Command System 300 (ICS-300) and Incident Command System 400 (ICS-400) courses to numerous responder groups and personnel;
- Drafts were distributed, and comments collected among selected agency and responder representatives; and
- National Incident Management System (NIMS) and National Response Framework (NRF) concepts were integrated into the revised plan.

The EOP is a dynamic NIMS compliant document that adapts to changes in policy, priorities and needs. State and Federal statutes, regulations, and priorities guide development of the document.

The following departments/groups are responsible for the development, routine review and maintenance of this plan:

- Louisville/Jefferson County Metro Emergency Management Agency



- Jefferson County Suburban Fire Service
- Louisville Fire Department
- Louisville Metro Department of Public Health & Wellness
- Louisville Metro Emergency Medical Service
- Louisville Metro Police Department
- Louisville Metro Public Works
- United States Coast Guard, Sector Ohio Valley
- Office of the Mayor
- Mayor's Communications Staff
- Metro Office of Management and Budget
- Metro 311
- MetroSafe
- Metro Human Services
- Metro Technology
- Louisville Metro Department of Corrections
- Metro Solid Waste
- Metro Zoo
- Metro Animal Services
- Metro Parks
- Metro Air Pollution Control District (APCD)
- Jefferson County Coroner
- Family Health Centers
- Jefferson County Sheriff
- Jefferson County Extension Services
- KY Veterinarian Association

Public entities participating in the development of this plan include:

- City of St Mathews
- City of Jeffersontown
- City of Shively
- City of Prospect

Private Sector and volunteer organizations, which participated in creating this plan, include:

- AMEC Foster Wheeler – Environmental & Infrastructure
- American Red Cross
- Federal Emergency Management Agency
- Kentucky Emergency Management (KYEM)
- MSD - Metropolitan Sewer District
- LG&E-KU
- Louisville Water
- National Weather Service
- KY National Guard
- LEPC
- LOJIC GIS
- Jefferson County Public Schools (JCPS)



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- Transit Authority of River City (TARC)
- Faith Based Organizations
- Voluntary Organizations Active in Disasters
- Salvation Army
- Metro United Way
- Amateur Radio Emergency Service (ARES)
- Bell South
- Spectrum CATV
- Civil Air Patrol
- American Medical Response (AMR)/Rural Metro
- KY Hospital Association
- Greater Louisville Funeral Directors
- Local Hospitals/Psychiatric Hospitals
- Home Healthcare Agencies
- Jefferson County Search Dog Association
- Louisville Area Industrial Mutual Aid Association
- Rubbertown Mutual Aid Association

Local planning involvement includes:

- A promulgation letter from the Louisville/Jefferson County Metro Government displayed on page 18 of this document.
- Signed Concurrence acknowledging and accepting plan responsibilities displayed at the front of this document.
- A distribution list of the EOP, displayed at the end of this document.
- A Record of Revision displayed at the end of this document is used to record all published changes as those holding copies of the EOP receive them. The holder of the copy is responsible for making the appropriate changes and updating the Log.

At a minimum, this plan shall be thoroughly reviewed every five years. Any substantive changes made to the plan must be made with the knowledge of the Louisville/Jefferson Director of Emergency Services and approved by the Executive Group. Appendices are considered working documents and only need to be approved by the Director of Emergency Services, as they are expected to be changed regularly in order to be kept up-to-date.

Once approved, this plan shall be distributed to the EOC Manager, department heads and other appropriate supervisors. It should also be made available to all employees and the public (appendices which contain confidential or sensitive information will be redacted or withheld) through Louisville/Jefferson County's website. Hard copies shall be placed in the department offices and other key locations.

A master copy of the EOP, with a master Record of Revisions, is maintained at Louisville/Jefferson County Metro Emergency Services Office. A comparison of the master copy with any other will allow a determination to be made as to whether or not the copy in question has been posted to it with all appropriate changes.



LOUISVILLE/JEFFERSON COUNTY METRO GOVERNMENT EOP

The Emergency Management Director is responsible for ensuring that all changes have been distributed to recipients of the EOP. The distribution list displayed at the front of this document is used to verify that all appropriate persons/offices are copied.



LOUISVILLE/JEFFERSON COUNTY METRO GOVERNMENT EOP

PROMULGATION



EMERGENCY SERVICES
EMERGENCY MANAGEMENT AGENCY/METROSAFE
LOUISVILLE, KENTUCKY

GREG FISCHER
MAYOR

EDWARD J. MEIMAN, III
EXECUTIVE DIRECTOR

LETTER OF PROMULGATION

The Louisville/Jefferson County Metro Government is committed to protection of the citizens, employees, public property and the environment. To ensure that we meet the obligation head on we strive to be as prepared as possible to respond to both natural and man-made events that can jeopardize our health, security and way of life. The Louisville/Jefferson County Emergency Operations Plan (EOP) is our document that provides guidance to that end.

We acknowledge that no plan can address all possible nuances of an incident or event but I also know that proper planning executed by committed and competent personnel can and will minimize loss and influence the best possible outcomes. The plan includes the organizational framework specific to our community that addresses the preparedness, response, recovery and mitigation activities that are critical to the plan's success. Beyond the organizational framework the plan also highlights common disaster scenarios that are most likely to occur in our community so that all readers gain an appreciation for those occurrences specifically in relation to our local demographics.

We encourage all Louisville/Jefferson County Metro Government personnel to review the EOP so that you will be thoroughly apprised of your individual responsibilities as well as your agencies obligations under the plan. I encourage citizens and visitors as well to review the plan so that they too may gain an appreciation of all that we do to safeguard our community.

Best regards,

Greg Fischer, Mayor
Louisville/Jefferson County Metro Government

Edward J. Meiman III, Executive Director
Louisville/Jefferson County Metro
Emergency Services

WWW.LOUISVILLEKY.GOV

METROSAFE BUILDING 410 SOUTH 5TH STREET, 3RD FLOOR LOUISVILLE, KENTUCKY 40202 502.574.3900 FAX: 502.572.3498



SITUATION

This section of the EOP describes the potential hazard considerations, geographic characteristics, support facilities, land use patterns, economic profiles and demographics of Louisville/Jefferson County. It also describes specific planning assumptions regarding preparedness, response, recovery and mitigation that were taken into consideration during the development of this plan.

For more information regarding specific vulnerability, probability or risk of a specific hazard, please refer to the **Louisville/Jefferson County Metro Mitigation Strategy**.

HAZARDS ANALYSIS

This section details the human-made and natural hazards to which Jefferson County is vulnerable. The identification of hazards that have the ability to impact Jefferson County and its municipalities is a crucial step in the process of creating and maintaining a Mitigation Strategy. By determining what populations, properties, and areas of the county are most vulnerable to these various hazards, measures can be taken to help prevent or reduce their impact(s). The following section identifies and describes the potential hazards for Louisville/Jefferson County.

Natural Hazard Risk Matrix



Flooding consistently ranks as the number one natural hazard in the Metro area due to 11 major stream systems and approximately 790 stream miles. The elevation in Louisville Metro ranges from 383 to 902 feet above sea level and estimations show that 15% of the area is in the floodplain.

Risk Matrix

SEVERE RISK HAZARDS	Flooding Severe Thunderstorms
HIGH RISK HAZARDS	Hailstorm Tornado
MODERATE RISK HAZARDS	Earthquake Severe Winter Storms
LIMITED RISK HAZARDS	Dam Failure Extreme Heat Karst/Sinkhole Landslides Wildfire
LOW RISK HAZARDS	Drought



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ALL-HAZARD RISK MATRIX

HAZARD CATEGORY	Projected Impact Potential														
	Excessive wind	Excessive water	Damaging hail	Electric power outage	Surface and air transportation disruption	Navigable waterway impairment	Potable water system loss of disruption	Sewer system outage	Telecommunications system outage	Human health and safety	Psychological hardship	Economic disruption	Disruption of community services	Damage to critical environmental resources	Damage to identified historical resources
NATURAL															
Flood	▲	▲		▲	▲	▲	▲	▲		▲	▲	▲	▲	▲	▲
Tornado	▲		▲	▲	▲				▲	▲	▲	▲			
Severe Weather	▲	▲	▲	▲	▲				▲	▲	▲	▲			
Winter Storm (ice and snow)				▲	▲	▲			▲	▲	▲	▲	▲		
Earthquake				▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲
TECHNOLOGICAL															
Hazardous material release					▲	▲				▲	▲	▲		▲	▲
Communications failure									▲	▲		▲	▲		
Transportation system accident					▲	▲				▲		▲	▲		
Energy/power failure				▲	▲		▲	▲	▲	▲	▲	▲	▲		
SOCIETAL															
Civil disturbance					▲					▲	▲	▲	▲		▲
Terrorism and sabotage				▲	▲	▲	▲		▲	▲	▲	▲	▲	▲	▲

Flooding

A flood is a natural event for rivers and streams and is caused in a variety of ways. Floods can be slow, or fast rising, but generally develop over a period of days. Winter or spring rains, coupled with melting snows, can fill river basins too quickly. The excess water from snowmelt, rainfall, or storm surge accumulates and overflows onto the banks and adjacent floodplains.

Floods are generally the result of excessive precipitation and can be classified under two categories: flash floods, the product of heavy localized precipitation in short time period over a given location; and general floods, caused by precipitation over a longer time period and over a given river basin. The severity of a flooding event is determined by a combination of stream and river basin topography and physiography, precipitation and weather patterns, recent soil moisture conditions and the degree of vegetative clearing.

Flood currents also possess tremendous destructive power as lateral forces can demolish buildings and erosion can undermine bridge foundations and footings, leading to the collapse of structures.



Flash flooding events usually occur within minutes or hours of heavy amounts of rainfall, from a dam or levee failure, or from a sudden release of water held by an ice jam.

General floods are usually longer-term events and may last for several days. The primary types of general flooding include riverine flooding, coastal flooding, and urban flooding.

Periodic flooding of lands adjacent to rivers, streams, and shorelines is a natural and inevitable occurrence that can be expected to take place based upon established recurrence intervals. The recurrence interval of a flood is defined as the average time interval, in years, expected between a flood event of a particular magnitude and an equal or larger flood. Flood magnitude increases with increasing recurrence interval. A "floodplain" is the lowland area adjacent to a river, lake, or ocean.

Floodplains are designated by the frequency of the flood that is large enough to cover them. One way of expressing the flood frequency is the chance of occurrence in a given year, which is the percentage of the probability of flooding each year. For example, the 100-year flood has a 1% chance of occurring in any given year.

Floods are the result of a multitude of naturally occurring and human-induced factors, but they all can be defined as the accumulation of too much water in too little time in a specific area. Types of floods include regional floods, river or riverine floods, flash floods, urban floods, ice-jam floods, storm-surge floods, and debris, landslide, and mudflow floods.

- Regional Flooding can occur seasonally when winter or spring rains coupled with melting snow fill river basins with too much water too quickly. The ground may be frozen, reducing infiltration into the soil and thereby increasing runoff. Extended wet periods during any part of the year can create saturated soil conditions, after which any additional rain runs off into streams and rivers, until river capacities are exceeded.
- River or Riverine Flooding is a high flow or overflow of water from a river or similar body of water, occurring over a period of time too long to be considered a flash flood. Riverine flooding is a function of excessive precipitation levels and water runoff volumes within the watershed of a stream or river.

Thunderstorms

A thunderstorm is formed from a combination of moisture, rapidly rising warm air and a force capable of lifting air such as a warm and cold front, a sea breeze or a mountain. All thunderstorms contain lightning and may occur singly, in clusters or in lines. Thus, it is possible for several thunderstorms to affect one location in the course of a few hours. Some of the most severe weather occurs when a single thunderstorm affects one location for an extended period time. The NWS considers a thunderstorm as severe if it develops $\frac{3}{4}$ inch hail or 50- knot (58 mph) winds. Lightning is an electrical discharge that results from the buildup of positive and negative charges within a



thunderstorm. When the buildup becomes strong enough, lightning appears as a "bolt". This flash of light usually occurs within the clouds or between the clouds and the ground. A bolt of lightning reaches a temperature approaching 50,000 degrees Fahrenheit in a split second. The rapid heating and cooling of air near the lightning causes thunder. Radar observers use the intensity of the radar echo to distinguish between rain showers and thunderstorms. Lightning detection networks routinely track cloud-to-ground flashes, and therefore thunderstorms. Thunderstorms occur when clouds develop sufficient upward motion and are cold enough to provide the ingredients (ice and super cooled water) to generate and separate electrical charges within the cloud. The cumulonimbus cloud is the perfect lightning and thunder factory, earning its nickname, "thunderhead". All thunderstorms are dangerous and capable of threatening life and property in localized areas. Every thunderstorm produces lightning, which results from the buildup and discharge of electrical energy between positively and negatively charged areas. While thunderstorms and lightning can be found throughout the U. S., they are most likely to occur in the central and southern States. Thunderstorms can also produce large, damaging hail, which causes nearly \$1 billion in damage to property and crops annually. Thunderstorms are also capable of producing tornadoes, wind, heavy rain that can lead to flash flooding, and hail.

Dam / Levee Failure

Description: Kentucky statute KRS 151.100(12) defines dam as any artificial barrier including appurtenant works that does or can impound or divert water, and which either:

- Is twenty-five (25) feet or more in height from the natural bed of the stream or watercourse at the downstream toe of the barrier, as determined by the cabinet; or
- Has or will have an impounding capacity at maximum water storage elevation of fifty (50) acre-feet or more.

There are about 80,000 dams in the U. S., the majority of which are privately owned.

Other owners are State and local authorities, public utilities, and Federal agencies. The benefits of dams are numerous; they provide water for drinking, navigation, and agricultural irrigation. Dams also create lakes for fishing and recreation. Most important; dams save lives by preventing/reducing floods.

If dams have many benefits, they can also pose a risk to communities if not designed, operated, and maintained properly. In the event of a dam failure, the energy of the water stored behind even a small dam is capable of causing loss of life and great property damage if there are people downstream of the dam. Historically, dams that failed had some deficiency, as characterized above, which caused the failure. These dams are typically termed "unsafe". The National Dam Safety Program is dedicated to protecting the lives of American citizens and their property from the risks associated with the development, operation, and maintenance of America's dams.



Dam-and Levee-Failure Flooding are potentially the worst flood events. A dam failure is usually the result of neglect, poor design, or structural damage caused by a major event such as an earthquake. When a dam fails, an excess amount of water is suddenly let loose downstream, destroying anything in its path. Many dams and levees are built for flood protection. They usually are engineered to withstand a flood with a computed risk of occurrence. For example, a dam or levee may be designed to contain a flood at a location on a stream that has a certain probability of occurring in any one year. If a larger flood occurs, then that structure may be overtopped. If during the overtopping the dam or levee fails or is washed out, the water behind it is released and becomes a flash flood. Failed dams or levees can create floods that are catastrophic to life and property because of the tremendous energy of the released water.

Dam Types

Manmade dams may be classified by:

- 1) The type of materials used;
- 2) The methods used in construction;
- 3) The slope or cross-section of the dam;
- 4) The way the dam resists water pressure forces;
- 5) The means for controlling seepage; and/or
- 6) The purpose of the dam.

Materials used for dams may include earth, rock, tailings from mining or milling, concrete, masonry, steel, timber, and/or miscellaneous materials (such as plastic or rubber).

- Embankment dams are the most common type of dam in use today. Materials include natural soil or rock, or waste materials obtained from mining or milling operations. An embankment dam is termed an "earth-fill" or "rock-fill" dam depending on whether it is comprised of compacted earth or of dumped rock. The ability of an embankment dam to resist the reservoir water pressure is primarily a result of the mass weight, type and strength of the materials from which the dam is made.
- Concrete dams may be categorized as gravity or arch dams according to the design used to resist the stress of reservoir water pressure. Concrete gravity dams use the mass weight of concrete and friction to resist reservoir water pressure. A buttress dam is a specific type of gravity dam in which the large mass of concrete is reduced, and the forces are diverted to the dam foundation through vertical or sloping buttresses.
- Concrete arch dams are typically thin in cross-section. The reservoir water forces acting on an arch dam are carried laterally into the abutments. The shape of the arch may resemble a segment of a circle or an ellipse, and the arch may be curved in the vertical plane as well. Such dams are usually constructed of a series of thin vertical layers that are keyed together; barriers to stop water from flowing are provided between layers.



- Coal impoundments are defined by the Mining Safety and Health Administration (MSHA) as any structure associated with coal mining operations built to impound water and, are either at least 20 feet high, or capable of impounding at least 20-acre feet of water. Coal impoundments store coal slurry (wastewater and impurities that result from coal washing and processing). A bulkhead or embankment is made of coarse coal refuse and acts as a dam. Behind it lies a pond of coal slurry. Sediment settles out of this turbid mixture, filling the pond, while wastewater is recycled back into the coal washing process. The sizes of the ponds and bulkheads vary, but pond basins are often hundreds of feet deep and hold millions of gallons of slurry. As of this year, coal impoundment failures have resulted in property damage, environmental contamination and, in one case, loss of life.

Hailstorm

Hail is precipitation in the form of spherical or irregular pellets of ice larger than 5 millimeters (0.2 inch) in diameter (American Heritage Dictionary) usually associated with thunderstorms. Hailstones grow as ice pellets are lifted by updrafts and collect super-cooled water droplets. As the pellets grow, hailstones become heavier and begin to fall. Sometimes, hailstones are caught by successively stronger updrafts and are re-circulated through the cloud growing larger each time the cycle is repeated. Eventually, the updrafts can no longer support the weight of the hailstones. As hailstones fall to the ground, they produce a hail-streak (i.e. area where hail falls) that may be more than a mile wide and a few miles long.

Hail is a unique and common hazard capable of producing extensive damage from the impact of these falling objects. Hailstorms occur more frequently during the late spring and early summer months. Most thunderstorms do not produce hail, and ones that do normally produce only small hailstones not more than one-half inch in diameter.

Tornadoes

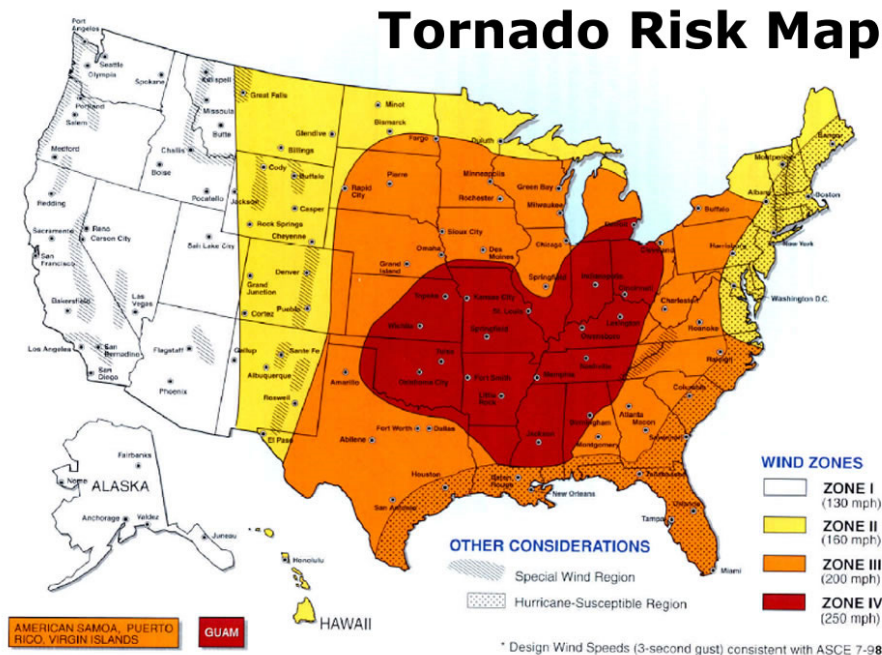
A tornado is a violent windstorm characterized by a twisting, funnel-shaped cloud extending to the ground. It is spawned by a thunderstorm and produced when cool air overrides a layer of warm air, forcing the warm air to rise rapidly. The damage from a tornado is a result of the high wind velocity and wind-blown debris with paths that can be in excess of one mile wide and fifty miles long.

Tornado season is generally March through August, although tornadoes can occur at any time of year. They tend to occur in the afternoons and evenings; over 80 percent of all tornadoes strike between noon and midnight. Most tornadoes are just a few dozen yards wide and touch down only briefly, but highly destructive tornadoes may carve out a path over a mile wide and several miles long. The destruction caused by tornadoes may range from light to catastrophic depending on the intensity, size, and duration of the storm. Effects of tornadoes may include crop and property damage, power outages, environmental degradation, injury, and death.



Tornadoes are known to blow off roofs, move cars and tractor-trailers, and demolish homes. Typically, tornadoes are localized in impact and cause the greatest damages to structures of light construction, such as residential homes. A tornado can move as fast as 125 mph with internal winds speeds exceeding 300 mph.

Figure 2: Tornado Risk in the United States



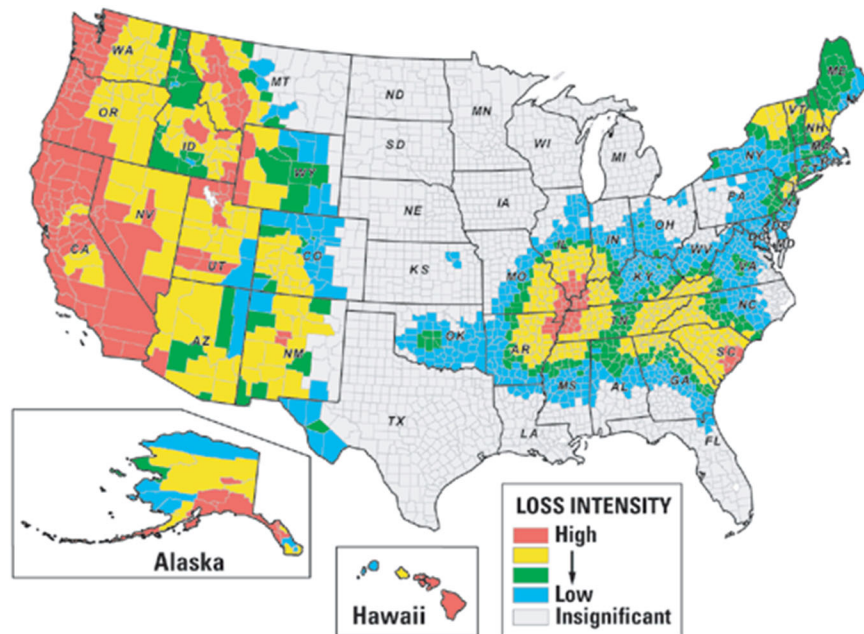
Earthquake

An earthquake is a sudden, rapid shaking of the Earth caused by the breaking and shifting of rock beneath the Earth's surface. For hundreds of millions of years, the forces of plate tectonics have shaped the Earth as the huge plates that form the Earth's surface move slowly over, under, and past each other. Sometimes the movement is gradual while at other times, the plates are locked together, unable to release the accumulating energy. When the accumulated energy grows strong enough, the plates break free releasing the stored energy and producing seismic waves generating an earthquake. The areas of greatest tectonic instability occur at the perimeters of the slowly moving plates, as these locations are subjected to the greatest strains from plates traveling in opposite directions and at different speeds. However, some earthquakes occur in the middle of plates.

Earthquakes result from crustal strain, volcanism, landslides, or the collapse of caverns. An earthquake is the motion or trembling of the ground produced by sudden displacement of rock in the Earth's crust. Ground motion, the movement of the earth's surface during earthquakes or explosions, is the catalyst for most of the damage during an earthquake. Produced by waves generated by a sudden slip of a fault or sudden pressure at the explosive source, ground motion travels through the earth and along its surface. Ground motions are amplified by soft soils overlying

hard bedrock, referred to as ground motion amplification. Ground motion amplification can cause an excess amount of damage during an earthquake, even to sites very far from the epicenter. Earthquakes can affect hundreds of thousands of square kilometers; cause damage to property measured in the tens of billions of dollars; result in loss of life and injury to hundreds of thousands of persons; and disrupt the social and economic functioning of the affected area. Ground shaking from earthquakes can collapse buildings and bridges, disrupt gas, electric, phone service, and sometimes trigger landslides, avalanches, flash floods, fires, and destructive ocean waves (tsunamis). During an earthquake, buildings with foundations resting on unconsolidated landfill and other unstable soil, and trailers and homes not tied to their foundations are at risk because they can be shaken off their mountings. When an earthquake occurs in a populated area, it may cause deaths, injuries, and extensive property damage. Most property damage and earthquake-related deaths are caused by the failure and collapse of structures due to ground shaking. The level of damage depends upon the amplitude and duration of the shaking, which are directly related to the earthquake size, distance from the fault site and regional geology.

Figure 3: Earthquake Intensity in the United States



Civil Disturbance

Civil disturbance is a broad term that is typically used to describe one or more forms of disturbance caused by a group of people. Civil disturbance is typically a symptom of, and a form of protest against, major socio-political problems. Examples of civil unrest include, but are not necessarily limited to: illegal marches; sit-ins and other forms of obstructions; riots; sabotage; and other forms of crime. Citizens not directly involved in a civil unrest may have their lives significantly disrupted. Disruption of infrastructure may occur during severe events. Public utilities such as water, fuel and electricity may be temporarily unavailable. Occasionally, the disruption of such services may be a significant trigger of the disorder such as power outages following a natural disaster.

Severe Winter Storm



A winter storm can range from moderate snow over a few hours to blizzard conditions with blinding wind-driven snow, sleet and/or ice and extreme cold that lasts several days. A severe winter storm is defined as an event that drops four or more inches of snow during a 12-hour period or six or more inches during a 24-hour span. Severe winter storms are fueled by strong temperature gradients and an active upper-level cold jet stream. Some winter storms may be large enough to affect several states while others may affect only a single community. Most winter storms are accompanied by low temperatures and blowing snow, which can severely reduce visibility. Snow and ice are threats to most of the U. S. during the northern hemisphere's winter, which begins December 21 and ends March 21. During the early and late months of the winter season, snow becomes warmer, giving it a greater tendency to melt on contact or stick to the surface. The beginning and end of the winter season also brings a greater chance of freezing rain and sleet.

Severe Winter Types:

- Blizzards are by far the most dangerous of all winter storms. They are characterized by temperatures below twenty degrees Fahrenheit and winds of at least 35 miles per hour. In addition to the temperatures and winds, a blizzard must have a sufficient amount of falling or blowing snow. The snow must reduce visibility to one-quarter mile or less for at least three hours. With high winds and heavy snow, these storms can punish residents throughout much of the U.S. during the winter months each year.
- Ice storms occur when freezing rain falls from clouds and freezes immediately on impact. Ice storms occur when cold air at the surface is overridden by warm, moist air at higher altitudes. As the warm air advances and is lifted over the cold air, precipitation begins falling as rain at high altitudes then becomes super cooled as it passes through the cold air mass below, and, in turn, freezes upon contact with chilled surfaces at temperatures of 32° F or below. In extreme cases, ice may accumulate several inches thick, though just a thin coating is often enough to do severe damage.

Possible Effects:

Freezing rain can result in extensive damage to utility lines and buildings while making any type of travel extremely dangerous. The results are sometimes devastating: entire states can be almost entirely without electricity and communication for several weeks.

Hazardous Materials

Hazardous materials are transported in Jefferson County via interstate highways, local roadways and the Ohio river waterway. Jefferson county also has more than 500 businesses that store, use or manufacture quantities of hazardous material such that they are required by the United States Environmental Protection Agency (USEPA) to complete a Tier II hazardous materials inventory report form. The form states the quantity and location of material held on site for the previous year. Contained within the group of 500+ facilities are approximate 20 that hold quantities of hazardous material that requires compliance under the Air Pollution Control District of Jefferson County (APCD) REGULATION 5.15 Chemical Accident Prevention Provisions. The list of facilities is maintained by



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Kentucky Emergency Management and provided, in each Kentucky county, to the Local Emergency Planning Committee (LEPC) and the local fire departments. For a list of the facilities that have been provided to the LEPC see Table 2

Loss of control and or containment of hazardous material in Jefferson county have the potential to impair or impede surface, air and/or water commerce and transportation. All or part of these concerns may lead to economic disruption and/or damage to sensitive environmental receptors. Concerns that cannot be overlooked are the potential adverse health and safety effects including the possibility for psychological hardship.

Table 2 – Tier II Facilities and Locations

	Tier II Facility	Location
1	668 - Sexton Insulation & Gutters	530 South Jackson Street,
2	800356 - CROWN CASTLE - SENECA PARK BELLSOUTH	4211 Bramers Lane,
3	809649 - CROWN CASTLE - ZIRNHELD	2718 Chamberlain Ln.,
4	811127 - CROWN CASTLE - Churchill LUV037	824 Phillips Lane,
5	811138 - CROWN CASTLE - Glenmary LUV054	1124 W. Fern Valley Road,
6	811152 - CROWN CASTLE - Fern Valley LUV073	2925 Goose Creek Road,
7	811161 - CROWN CASTLE - Westport Road LUV086	4316 Cane Run Road,
8	811163 - CROWN CASTLE - Parkland LUV089	5612 Old Hady Road,
9	811165 - CROWN CASTLE - Middletown LUV092	8120 Cedar Creek Road,
10	811171 - CROWN CASTLE - OUTER LOOP LUV103	3908 Produce Rd,
11	811172 - CROWN CASTLE - Old Hady LUV105	1736 & 1738 Berry Blvd.,
12	811176 - CROWN CASTLE - Shivley East LUV109	630 Industry Road,
13	811877 - CROWN CASTLE - CHAMBERLAIN LUV002	1846T Embassy Square Boulevard,
14	812335 - CROWN CASTLE - HURSTAYLOR	8408-U Hudson Lane,
15	815940 - CROWN CASTLE - SOUTH HURSTBOURNE	4000 Buechel Bank Rd,
16	AAA Cooper Transportation-LOU	4730 Allmond Avenue,
17	AAF Louisville Cartridge Plant	2600 Grassland Drive,
18	AAK Louisville	7100 Grade Lane,
19	ADI Louisville	4334 Poplar Level Road,
20	Advance Ready Mix Concrete, Inc. - Plant #1	201 North Clay Street,
21	Advance Ready Mix Concrete, Inc. - Plant #2	3098 Element Lane,
22	Advance Ready Mix Concrete, Inc. - Plant #3	6801 Enterprise Drive,



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23	Advance Ready Mix Concrete, Inc. - Plant #5	2505 Data Drive,
24	Advanced Turf Solutions, Louisville Facility	620 S. Third Street,
25	Airgas USA, LLC - Crittenden S223	368 Terry Boulevard,
26	Airgas USA, LLC - Louisville S110	4020 McCollum Court,
27	Allnex USA Inc.	9550 Bluegrass Parkway,
28	Alro Steel LV	4121 Algonquin Parkway,
29	AMAZING PRODUCTS, INC.	4800 Allmond Avenue,
30	Amazon.com Services LLC - DKY1	7240 Global Drive,
31	American Bluegrass Marble Company, Inc.	4500 Campground Road,
32	American Bottling Company	 5805 Johnstontown Rd, Suite B,
33	American Bottling Company - Louisville	11601 Electron Drive,
34	American Dispersions, Inc.	6821 Southside Dr,
35	American Synthetic Rubber Company , a division of Michelin North America Inc.	1400 CECIL AVE,
36	American Welding & Gas, Inc. Louisville	4446 Poplar Level Road,
37	Amgen USA Inc. - Louisville Distribution Center	11101 BLUEGRASS PARKWAY,
38	Anderson Finishing Solutions, LLC	550 O'Byrne Ave,
39	Angel's Envy 7th Street Warehouse	3430 7th St Rd,
40	Angel's Envy Distillery	4400 Bells Lane,
41	Arkema Inc.	6310 Kenjoy Dr.,
42	AT&T - 50701	4724 Campground Road,
43	AT&T - W CHESTNUT ST - 51208	1355 Hull St,
44	Atlas Copco Rental	3401 Joint Venture Lane,
45	Atlas Machine & Supply, Inc.	10327 GASLIGHT WAY,
46	Auburndale Operations Center	6900 Enterprise Drive,
47	Averitt Express LOU	10301 Westport Rd,
48	Avis Rent A Car System, LLC-Louisville International Airport	4411 Bells Lane,
49	AVOCA PLANT	9780 Ormsby Station Road,
50	B.E. Payne Water Treatment Plant	3001 Crittenden Drive,
51	BAE Systems, BAE Systems Land and Armaments, L.P.	6208 Strawberry Lane,
52	Bank of America - Louisville Card Center	4522 Algonquin Parkway,
53	Baptist Health Louisville	1910 Campus Place,
54	Bardstown Road Station	916 Blankenbaker Parkway,
55	BASF Corporation	7201 DISTRIBUTION DRIVE,
56	Belknap Campus	501 South Preston Street,



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57	Bells Lane WWTF	4420 Bishop Lane,
58	BellSouth - 2404 BARDSTOWN RD - 51106	111 BAUER AVE,
59	BellSouth - 3719 BARDSTOWN RD - 51141	12050 TAYLORSVILLE RD,
60	BellSouth - 4606 S 2ND ST - 51375	5700 Outer Loop,
61	BellSouth - 51150	7601 RIVER RD,
62	BellSouth - 51153	9100 WESTPORT RD,
63	BellSouth - 51304	2201 AUBURN DR,
64	BellSouth - 526 ARMORY PL - 51241	601 W CHESTNUT ST,
65	BellSouth - 9100 WESTPORT RD - 51178	623 S 26TH ST,
66	BellSouth - AUBURN DR - 51314	9501 DIXIE HWY,
67	BellSouth - BAUER AVE - 51112	411 EVERGREEN RD,
68	BellSouth - EVERGREEN RD - 51119	7500 TEMPSCLAIR RD,
69	BellSouth - MINOLA LN - 51364	4606 S 2ND ST,
70	BellSouth - S 26TH ST - 51214	526 ARMORY PL,
71	BellSouth - TAYLORSVILLE RD - 51147	6801 BARDSTOWN RD,
72	BellSouth - TEMPSCLAIR RD - 51139	3719 BARDSTOWN RD,
73	BellSouth - VALLEY STATION - 51326	1138 MINORS LN,
74	BellSouth - W CHESTNUT ST - LOUISVILLE - 51253	1616 S 3RD ST,
75	Beneke Wire	1600 West Hill Street,
76	Biorigin/PTX Food Corporation	575 North 34th Street,
77	Blankenbaker Bus Garage	13075 Middletown Industrial Park Blvd.,
78	Blue Grass Distribution Center	11920 Carrier Court,
79	Blue Lick Bus Compound	10705 Blue Lick Road,
80	Bluegrass Facility	2287 Ralph Avenue,
81	BLUEGRASS KESCO	4417 Dixie Highway,
82	Boasso Global	2606 Millers Lane,
83	Bogges Real Estate Holdings	202 Old Harrods Creek Road,
84	Bostik, Inc. (LOUISVILLE)	901 R West Magnolia Avenue,
85	Brady Corporation - Sorbent Products Company, Inc.	2500 Stanley Gault Parkway,
86	Broadway Office Complex	830 South 13th Street,
87	Brown-Forman Distillery	1430 South 13th Street,
88	Buckeye Terminals - Louisville Terminal	451 Kenwood Business Drive,
89	BULK FIRST LLC	8401 Air Commerce Dr.,
90	Burks Bus Compound	6401 Gelhaus Lane,
91	BYK USA Inc	2300 Stanley Gault Parkway,



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92	C.B. Young Service Center	13103 Old Henry Rd.,
93	Caldwell Tanks, Inc. - Louisville Facility	929 Mason Avenue,
94	CAMPGROUND STATION	4801 CAMPGROUND ROAD,
95	Camso USA Inc - Louisville, KY	1500 Southwestern Parkway,
96	Cane Run Station	4200 Bells Lane,
97	Captive Plastics, Inc. A subsidiary of Berry Global, Inc.	3106 Millers Lane,
98	Carbide Industries, LLC	12900 Plantside Drive,
99	Cardinal Aluminum Extrusions, LLC - Plant #3	3345 Roger E. Schupp Street,
100	Cardinal Aluminum Extrusions, LLC Plant #1	4005 Oaklawn Drive,
101	Cardinal Aluminum Finishing, LLC - Plant #3	1314 South 12th Street,
102	CarMax #7174 - Louisville, KY	1701 W. Breckinridge Street,
103	Central American Airways	12201 Westport Road,
104	Central State Hospital	6201 Global Distribution Way,Suite 101
105	CENTURYLINK LOUISVILLE ROW	11209 Electron Drive,
106	Challenger Lifts Inc	1340 West Ormsby Ave,
107	Chemical Resources Inc.	1440 SELINDA AVE,
108	Chemours, Louisville Works	13600 Terra View Trail,
109	ChemStation	11509 Commonwealth Drive Ste, 9,
110	CHURCHILL DOWNS DAS VENUE - USID122480	200 South 13th Street,
111	Cintas	1999 Outer Loop,
112	CITGO Louisville Terminal	7501 Distribution Drive,
113	Clarendon Flavors, LLC - Louisville	1179 Standiford Court,
114	Clariant Corporation Louisville	4101 Camp Ground Road,
115	Clariant Corporation, Louisville Site 12th Street Facility (West Plant)	501 S. Hurstbourne Pkwy.,
116	Clariant Corporation, Louisville Site, Crittenden Drive Facility (South Plant)	1227 South 12th Street,
117	Clariant LIC Warehouse	4900 Crittenden Drive,
118	Clark Material Handling Company	2210 Arthur St,
119	CompuCom Systems, Inc.	12000 Plantside Drive,
120	Conagra Plant 1	819 Lotus Avenue,
121	Conagra Plant 2	4221 Park Blvd,
122	Consolidated Terminals and Logistics Co. (Louisville)	6840 Dixie Hwy,
123	Corporate Hangar LLC	2351 NEW MILLENNIUM DRIVE,
124	Costco Wholesale (0634)	8708 Brownsboro Rd.,
125	Costco Wholesale (1238)	1101 Grade Lane,1101 Grade Lane
126	Creosalus Inc.	1044 E. Chestnut Street,



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127	CreoSalus Inc.	8651 Cane Run Road,
128	Crescent Hill Water Treatment Plant	3005 River Road,
129	CRHC Freedom Metals LLC	2700 Stanley Gault Parkway Suite 104,
130	CSXI Louisville, KY	2301 South Third Street,
131	CSXT System Radio Services Center	6900 DISTRIBUTION DRIVE,
132	CTL - Level 3 - Louisville - LSVLKY18	4701 Commerce Crossing Drive,
133	CTL - Level 3 - Louisville - LSVMKYCY	Louisville International Airport 600 Terminal Drive #4,
134	CTL - Level 3 - Louisville - LSVNKYGI	1920 Outer Loop,
135	CTL - Level 3 - Louisville - LSVNKYJH	700 CENTRAL AVE,
136	Custom Food Solutions, LLC	10640 Freeport Drive,
137	Custom Packaging Company Inc.	6400 Ladd Avenue,
138	Dana Incorporated	10600 Freeport Drive,
139	Dawn Food Products	820 Water Street,
140	Dawn Food Products Inc	607 Industry Rd,607 Industry Rd
141	Dawson Garage	3440 Preston Highway,
142	DD Williamson & Co Inc.	7301 Logistics Drive,
143	Dean Dairy Holdings, LLC d.b.a. Dean Milk Company, LLC	2005 Northwestern Parkway,
144	Delta Air Lines, Inc. SDF	4510 Bells Lane,
145	DHL Louisville	7101 International Drive,
146	DHL Louisville B2	6350 Ladd Ave,
147	DHL Supply Chain	6101 Cane Run Rd,
148	Diageo Americas Supply, Inc. Stitzel-Weller	10009 Brownsboro Rd,
149	DuPont Specialty Products USA, LLC	4250 Camp Ground Road,
150	Dynacraft a PACCAR Company	2827 Hale Ave.,
151	East Operations Center	10300 Ballardsville Road,
152	Eaton Red Site	10901 Greenbelt Highway,
153	Eckart America Corporation	1125 South 12th Street,
154	ELG Metals, Inc.	1840 Outer Loop,
155	Ellingsworth Station	303 English Station Road,
156	Empiregas-Jeffersontown	4504 Bells Lane,
157	English Station Station	14660 Dixie Highway,
158	Ernst Concrete Downtown Louisville Plant	5540 National Turnpike,5540 National Turnpike
159	Estes Express Lines	2000 Nelson Miller Pkwy,
160	Eurofins Genomics	12201 Dixie Hwy,



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161	Expeditors Int'l SDF	4801 Commerce Crossings Dr.,4801 Commerce Crossings Dr.
162	Faurecia Clean Mobility	4415 East Indian Trail,
163	Faurecia Interiors Systems	7701 Tradeport Drive,
164	FedEx Express-SDFR	6804 Enterprise Drive,
165	FedEx Freight, Inc. - LOU	5501 Burnt Pine Way,
166	FedEx Ground - East Louisville	2440 Holloway Rd.,
167	FedEx Supply Chain	4100 Bells Lane,
168	FedEx Supply Chain	1520 Story Ave,
169	Ferrara Candy Company - Louisville Plant	6200 Cane Run Road,
170	Fiba Technologies, Inc	1325 S. 13th St,
171	First Transit, Inc. #55434	2200 Outer Loop, Building 1,
172	Flagship Transportation LLC	4715 Pinewood Rd,
173	Flexential	2101 Nelson Miller Pkwy,
174	Flexential	752 Barret Avenue,
175	Flynn Brothers Contracting Inc. Plant #1	4510 Mason Dixon lane,suite A
176	Flynn Brothers Contracting, Inc.	820 West Broadway,
177	Ford Motor Company - Louisville Assembly Plant	10510 LaGrange Road,
178	FORD Motor Company Kentucky Truck Plant	1000 West Ormsby Avenue, Suite 19,
179	Forterra Pipe & Precast - Louisville	3615 Kramers Lane,
180	Forth Technologies, Inc.	2410 Plantside Drive,
181	Forth Technologies, Inc. - Cosmetics	1001 Cheri Way,
182	Fuel Farm	2001 OUTER LOOP,
183	GE Appliances, a Haier company - Appliance Park	One Audubon Plaza,
184	Genentech	1200 Don Hutson Boulevard,
185	General Shale Brick - Plant 38	715 South 7th Street,
186	Goodrich Corporation Aircraft Wheels and Brakes Louisville Service Center	7100 Intermodal Drive,Suite G
187	Greenlee Tools, Inc.	4709 Allmond Ave., Suite 1B,
188	GREENWOOD MOTORLINES DBA R&L CARRIERS	332 W. Broadway Street,
189	Greyhound Lines, Inc. #390533	3900 TUCKER AVE,
190	Ground Effects LLC Louisville Plant	521 Industry Road, Suite 100,
191	Grupo Antolin Primera	12530 Westport Rd,
192	HAC	1180 Standiford Court,
193	Hafendorfer Machine Inc.	1200 Story Ave,
194	Harland Clarke - Louisville	12906 Old Henry Road,



LOUISVILLE/JEFFERSON COUNTY METRO GOVERNMENT EOP

195	Harland Clarke Louisville Offsite Warehouse	3138 Del Park Terrace,
196	HD Pro Location #3231	2311 South Park Road,
197	HD Supply Construction Supply, Ltd (WC157)	720 West Muhammad Ali Boulevard,
198	Heaven Hill Distilleries, Inc. - Bernheim Location	12901 AVOCA ROAD,
199	Henkel Corporation	4601 E. Indian Trail,
200	Heritage Plastics Louisville	6700 Enterprise Dr.,
201	Hexion Inc. - Louisville Plant	4300 Camp Ground Road,
202	HMI d/b/a: Cardinal Commercial Products	3317-B Gilmore Industrial Blvd,
203	Hoke Bus Compound	4601 Valley Station Rd.,
204	Holston Gases Inc. - Louisville	8340 Cane Run Road,
205	HSC Campus	9001 Shelbyville Road,
206	IGP North America	4730 Crittenden Drive,
207	IMA Louisville	2201 Ampere Dr,
208	imi South LLC LOUISVILLE	1111 Old Cannons Lane,
209	imi South LLC MIDDLETOWN	4510 Algonquin Parkway,
210	imi South LLC OUTER LOOP	1405 HUGH AVENUE,
211	International Paint LLC - Louisville PC Center	1901 Payne Street,
212	International Paper Company	3409 Camp Ground Road,
213	Jacobson Companies DBA XPO Supply Chain Logistics	2000 Industrial Blvd,
214	Jacobson dba XPO -Supply Chain Logistics	4001 Ralph Ave.,
215	JBS Swift Pork Company	6207 Strawberry Ln,6207 Strawberry Ln
216	Jeffersontown Bus Compound	9600 Old Six Mile Ln.,
217	Jeffersontown MTSO - 51663	7213 Quail Ridge Road,
218	JJM-ALS	755 Grade Lane ,
219	Johnson Controls Fire Protection	10610 Bluegrass Parkway,10610 Bluegrass Parkway
220	Jones Plastic & Engineering Company, LLC	1331 South 15th Street,
221	Kelley Technical Coatings-Plant 1	1445 South 15th Street,
222	Kelley Technical Coatings-Plant 2	1401 South 15th Street,
223	Kenco Logistic Services (Honeywell/Resideo)	6214 STRAWBERRY LANE,
224	Kentuckiana Curb Company	2716 Grassland Drive,
225	Kentuckiana Curb Company	2621 Technology Drive,
226	Kentucky Air National Guard	6300 Geil Lane,
227	Kentucky Distribution Center - Zenith Logisitcs, Inc.	1101 West Oak Street,
228	Kentucky Trailer Paint and Refurb	1903 Northwestern,



LOUISVILLE/JEFFERSON COUNTY METRO GOVERNMENT EOP

229	Kentucky Trailer, KTM	7070 International Drive,
230	Kerry Corporation	4820 Allmond Road,
231	Keystops, LLC Louisville	2601 River Road,
232	Kindred hospital	3400 Bank Street,
233	Koch Air, LLC	7900 Crittenden Drive,
234	Koch Filter	12520 Westport Road,
235	Koroseal Interior Products, LLC	2805 Taylorsville Road,
236	Kosmos Cement Company	4400 Bells Lane,
237	KY, Louisville POP	4300 Petersburg Road,
238	KY, Louisville SWITCH	340 Baxter,
239	KY-5272_Charter Communications_CKY Garfield Hub	10015 Dixie Highway,
240	KY-5273_Charter Communications_Commerce Office/Warehouse	8301 Cane Run Rd.,
241	KY-5274_Charter Communications_CKY Valley Station Hub	9420 Blossom Lane,
242	KY-5275_Charter Communications_CKY Westport Hub	3005H River Road,
243	KY-5276_Charter Communications_Billtown Hub	7810 Preston Highway,
244	KY-5278_Charter Communications_CKY Okolona Headend	5609 Fern Valley Road,
245	KY-5281_Charter Communications_CKY Story Hub	11208 Decimal Drive,
246	Lantech	11003 Decimal Drive,
247	Lee Building Products	4008 Crittenden Drive,
248	Lees Lane Bus Compound	3320 Lees Lane,
249	LINAK U.S	11710 Lagrange RD,
250	LINAK U.S	2200 Stanley Gault PWKY,
251	Linde LLC (Location #073)	1561 East Washington St.,
252	Lineage Logistics	12730-H Westport Rd,
253	Lineage Logistics	6303 Kenjoy Drive,
254	LLFlex - Louisville Laminating Plant	12650 Westport Road,
255	Louisville	8260 Port Rd,
256	Louisville	7100 Global Drive,
257	Louisville	9828 E. BLUEGRASS PARKWAY,
258	Louisville & Jefferson County - Ohio River FM (ORFM) (E); Evoqua Water Technologies LLC	7201 Winstead Dr.,
259	Louisville Centennial Hub	3413 BASHFORD AVE CT,
260	Louisville DC	4569 Knopp Ave,
261	Louisville Inter AP Maint - RAC - 1544-11A	2250 Outer Loop, Building 6,
262	Louisville Lubricants Plant	4401 Bells Lane,



LOUISVILLE/JEFFERSON COUNTY METRO GOVERNMENT EOP

263	Louisville Packaging	2600 Millers Lane,
264	LOUISVILLE PAVING COMPANY	13400 Old Henry Rd,
265	Louisville Paving Company - Lab	13400 Old Henry Rd,
266	Louisville Plant	2699 Grassland Drive,
267	Louisville Production Operations (d/b/a Brown-Forman Bottling)	3225 Ruckriegel Pkwy,
268	Louisville Regional Airport Authority - Louisville Int'l Airport	6910 Preston Highway,
269	Louisville Regional Airport Authority-Bowman Field	3505 BASHFORD AVE,
270	Louisville Service Center	9905 Dixie Highway,
271	Louisville TRANSFLO Terminal	7550 Grade Lane,
272	LOUISVILLE UPS RECEIVING	1503 FERN VALLEY ROAD,
273	Louisville Veterans Affairs Medical Center	12901 Plantside Drive,
274	Louisville Waste	7745 National Turnpike,
275	Louisville Distribution Terminal	3601 Ralph Avenue,
276	Lowe's of Central Louisville, KY (Store #1923)	4930 Norton Healthcare Blvd,
277	Lowe's of E. Louisville, KY (Store #0474)	6651 Dixie Hwy.,
278	Lowe's of N.E. Louisville, KY (Store #2245)	2404 BARDSTOWN RD,
279	Lowe's of S. Louisville, KY (Store #1518)	2100 Bashford Manor Lane,
280	Lowe's of S.W. Louisville, KY (Store #0705)	9800 Preston Crossing Blvd,
281	LS1079 NAVAL ORDANCE - USID59993	211 East College Street,
282	Lubrizol Advanced Materials, Inc.	3018 Frankfort Avenue,
283	Marathon - Louisville KY (Cane Run) Asphalt Terminal	2045 River Road,
284	Marcus Paint Company	235 East Market Street,
285	Masterbrand Cabinets, Inc	5402 Shepherdsville Rd.,
286	MCI- LOUVKY (VZB- KYLOUVKY)	462 S 4TH ST STE 2115,
287	McKesson Corporation DC #17 Med Surg	3649 Cane Run Rd,
288	McKesson Corporation DC #R005 RX Crossroads	5101 Jeff Commerce,
289	McKesson Corporation DC #R006 RX Crossroads	1001 Cheri Way ,
290	MEIJER STORE #160	2673 Outer Loop,
291	MEIJER STORE #162	4100 Towne Center Drive,
292	MEIJER STORE #164	4500 S Hurstbourne Pkwy,
293	MetroLift	4829 Jennings Lane,
294	MICHTER'S DISTILLERY, LLC / MICHTER'S DISTILLERY	755 Grade Lane,
295	Middletown Maintenance Facility	4534 Bishop Lane,
296	Middletown Substation	150 N 3rd Street,
297	Mill Creek	811 North 27th Street; Shippingport Island,



LOUISVILLE/JEFFERSON COUNTY METRO GOVERNMENT EOP

298	Miller Pipeline, LLC	3916 Oaklawn Drive,3916 Oaklawn Drive
299	MISA Metal Fabricating, Inc.	2600 Watterson Trail,
300	MK Battery - Louisville	720 Locust Lane,
301	Moore Bus Compound	6415 Outer Loop,
302	MPLXT - Louisville KY (Algonquin) Terminal	8600 Cane Run Road,
303	MPLXT - Louisville KY (Kramers) Terminal	3001 Chamberlain Lane,
304	MPS of Kentucky, LLC dba Westrock	2000 Fern Valley Road,
305	MSD Derek R. Guthrie WQTC	4005 Oaklawn Drive,
306	MSD Morris Forman WQTC	212 South Park Road,
307	NAPA Distribution Center	134 Outer Loop Suite 118,
308	National Car Rental--Louisville	7101 Logistics Drive,
309	New Cingular Wireless PCS, LLC - USID60000	1220 EAST OAK STREET,
310	NEYRA INDUSTRIES, INC. (LOUISVILLE)	3860 Fitzgerald Rd,
311	NHK Spring Precision of America	2270 Ampere Drive,
312	Nichols Bus Garage	3686 Parthenia,
313	Norfolk Southern Railway Company - Appliance Park	3899 Produce Road, Suite 113,
314	Norfolk Southern Railway Company - Louisville Intermodal	13135 Middletown Industrial Blvd,
315	Norfolk Southern Railway Company - Youngtown Yard	4705 Jennings Lane,
316	Norgren, Inc.	7100 Riverport Drive,
317	North American Galvanizing Co. -Louisville	4901 Crittenden Drive,
318	Norton Audubon Hospital	4001 Dutchman's Ln,
319	Norton Brownsboro Hospital and Medical Plaza	3408 Bardstown Rd,
320	Norton Children's Hospital	3726 Taylorsville Road,
321	Norton Children's Medical Center	1930 Herr Lane,
322	Norton Healthcare NOC	12701 Otto Knop Drive,
323	Norton Healthcare Pavilion	224 E. Broadway,
324	Norton Healthcare Properties 224 Building	1101 Industrial Blvd.,
325	Norton Hospital	315 E. Broadway,
326	Norton Women's and Childrens Hospital	200 E. Chestnut Street,
327	NuCO2 Supply LLC Louisville Depot	1401 Alliant Ave.,
328	Office Depot Xdock #6949	1420 GARDINER LANE,
329	Ohio Falls Station	4512 Bells Lane,
330	Old Forester Distillery	119 W. Main Street,
331	O'Neal Manufacturing Services	5150 Interchange Way,Suite B
332	Osborne Yard	8021 National Turnpike,



LOUISVILLE/JEFFERSON COUNTY METRO GOVERNMENT EOP

333	Owens & Minor - DC 03	500 E Main Street,
334	Paddys Run Station	1310 Penile Road,
335	Parallel Products of Kentucky	163 Rochester Drive,
336	Parker Hannifin	7520 Distribution Drive,
337	Peanut Butter Plant	7611 Port Road,
338	Penile Station	7000 Preston Highway,
339	Penske Truck Leasing Co. LP	2100 Stanley Gault Parkway,
340	Penske Truck Leasing Co., LP	1510 Algonquin Parkway,
341	Pepsi Beverages Company	7929 NATIONAL TPKE,
342	PJ Food Service	6001 National Turnpike,
343	Poplar Level Maintenance Facility	313 English Station Road,
344	Poplar Level Transfer Station	7301 Distribution Drive,
345	PPG Architectural Finishes Inc.	1231 Durrett Lane,
346	Preferred Plastics	1119 N. Pope Lick Road,
347	Preston Highway Station	4664 Jennings Lane,
348	Procarent	2701 Stanley Gault Parkway,
349	Progress Rail Services - Louisville Signal Shop	2915 Garfield Avenue,
350	Quala Services, LLC	5530 Shepherdsville Road,
351	Quikrete - Kentucky	1423 S Jackson Street,
352	Radial Trade Port 1	2001 Production Drive,
353	Radial Trade Port 2	6010 Action Ave.,
354	Raytheon Company	6201 Strawberry Lane,
355	Recast Energy Louisville, LLC	2520 South 7th Street,
356	Reinhart Foodservice LLC	1601 S. Preston Street,
357	Republic Conduit Manufacturing	6403 New Cut Road,
358	Republic National Distributing Company Louisville	1300 Hodel Rd.,
359	Republic Services of Kentucky LLC - S. Jackson Street	6001 Cane Run Road,
360	Reynolds Consumer Products LLC - Louisville Foil Plant	2671 Technology Drive,Suite 101
361	Reynolds Consumer Products LLC - Reynolds Wrap Center (RWC) Warehouse	3041 Wilson Ave.,
362	Riverport Distribution Warehouse	4915 B Heller Street,
363	Riverport Facility	10100 Linn Station Road,
364	RLI-ALS	755 Grade lane ,
365	RMR - Camp Ground Rd	7501 Grade Lane,
366	RMR - Grade Lane	4401 Park Boulevard,
367	RMR - River Road	2121 Plantside Drive,



LOUISVILLE/JEFFERSON COUNTY METRO GOVERNMENT EOP

368	Rohm and Haas - Louisville Site	3920 Kramers Lane,
369	Ryder Transportation Services #0559	164 & BECKLY STATION RD,
370	Ryder Transportation Services #0636A	10800 Plantside Drive,
371	Ryder Transportation Services #1533A	3801 Collins Lane,
372	Safety-Kleen Systems, Inc. - Louisville	261 Eiler Avenue,
373	SAINT-GOBAIN QUARTZ USA	12740B Westport Rd,
374	Sam's Club #8111	3503 COLLEGE DR,
375	Sam's Club #8276	4150 Schmitt,
376	Schott Robax	7835 National Turnpike,
377	SDF ATCT	6406 Grade Lane,
378	SEE Louisville Plant	525 W. Broadway,
379	Select Sires Mid America	12701 Plantside Drive,
380	Shelby Campus	2400 Terra Crossing Blvd,
381	Sherwin-Williams # 1239	5010 Crittenden Dr,
382	Siemens Industry, Inc. Louisville, KY	4851 Jennings Lane,
383	Siskin Steel & Supply, Inc.	1703 S Brook Street, 1703 S Brook Street
384	Smyrna Ready Mix Plant 232 & 233 (Louisville)	2600 Blankenbaker Parkway,
385	South Service Center	5252 Cane Run Road,
386	Southern Glazer's Wine & Spirits of Kentucky	10830 Penion Dr,
387	Spectra Contract Flooring TW	5670 Shepherdsville Rd,
388	Speedway 5043	4565 Poplar Level Road,
389	Speedway 5457	2300 Brownsboro Road,
390	Speedway 8132	5400 Antle Drive,
391	Speedway 9315	1370 S 9TH ST,
392	Speedway 9358	1415 Lyndon Lane,
393	Speedway 9391	8015 Shelbyville Rd,
394	Speedway 9392	2965 Breckenridge Lane,
395	Speedway 9451	7430 Terry Road,
396	Speedway 9511	7400 Old Third St,
397	Speedway 9514	11301 Westport Rd,
398	Speedway 9515	2720 Taylorsville Road,
399	Speedway 9529	9416 Shelbyville Road,
400	Speedway 9554	2112 Duncan Street,
401	Speedway 9606	2000 Nelson Miller Pkwy,
402	Speedway 9624	7002 Shepherdsville Road,



LOUISVILLE/JEFFERSON COUNTY METRO GOVERNMENT EOP

403	Speedway 9636	1422 Poplar Level Rd,
404	Speedway 9645	5510 Bardstown Rd,
405	Speedway 9648	5339 Dixie Highway,
406	Speedway 9653	2210 Outer Loop, Building 2,
407	Speedway 9655	8325 Preston Highway,
408	Speedway 9685	1620 Bernheim Lane,
409	Speedway 9686	335 Boxley Ave,
410	Speedway 9705	4239 Poplar Level Road,
411	Speedway 9709	4340 Cane Run Road,
412	Speedway 9710	7933 Fegenbush Lane,
413	Speedway 9714	4900 Outer Loop,
414	Speedway 9783	2815 Magazine Street,
415	Strawberry Yard	1225 West Burnett Ave.,
416	Sunbelt Rentals PC #132	4960 Norton Healthcare Blvd,
417	Superior Pool Products, LLC.	7401 Intermodal Drive,
418	Superior Solvents and Chemicals	1006 BROOKLINE AVE,
419	Sysco Louisville, Inc	1380 South 13th Street,
420	Target T1071	4174 Westport Rd,
421	Target T2473	5414 Shepherdsville Road, Suite 102,
422	Technology Conservation Group	200 Abraham Flexner Way,
423	Temperature, Inc.	1389 Old Preston Highway N,
424	TEXAS GAS TRANSMISSION, LLC-JEFFERSONTOWN	500 Bergman Avenue,
425	The Courier-Journal	800 Zorn Avenue,
426	The Home Depot Store #2302	7401 Trade Port Drive,7401 Trade Port Drive
427	The Home Depot Store #2305	964 Breckenridge Lane,
428	The Home Depot Store #2313	2360 Ampere Drive,
429	The Horton Fruit Co., Inc.	1120 Industrial Blvd,
430	The Kroger Co. (Mid-South) Kentucky Distribution Center	7300 Intermodal Drive,
431	Thorntons LLC #102	3300 Bardstown Road,
432	Thorntons LLC #154	962 South 3rd Street,
433	Thorntons LLC #24	2007 Brownsboro Road,
434	Thorntons LLC #27	12412 La Grange Road,
435	Thorntons LLC #31	8400 Dixie Highway,
436	Thorntons LLC #56	10320 Westport Road,
437	Thorntons LLC #57	3320 Preston Hwy.,



LOUISVILLE/JEFFERSON COUNTY METRO GOVERNMENT EOP

438	Thorntons LLC #60	2000 Seventh Street Road,
439	Thorntons LLC #61	1501 Dixie Highway,
440	Thorntons LLC #93	1804 New Blankenbaker Pkwy.,
441	Thorntons LLC #94	13314 Shelbyville Road,
442	Thorntons LLC #95	4516 Poplar Level Road,
443	Thorntons LLC #96	4500 Shelbyville Road,
444	Thorntons LLC #98	3909 Taylorsville Road,
445	Thorntons LLC. #97	4136 Cane Run Road,
446	thyssenkrupp Supply Chain Services-Louisville	12720 Westport Road, Suite F,
447	T-Mobile USA, Inc. KY Louisville Switch	7705 National Turnpike,7705 National Turnpike
448	TransMontaigne - Louisville Terminal	4830 Jennings Lane,
449	Tri-State Plating	7201 Logistics Drive,
450	Trojan Battery Sales, LLC	2801 Constant Comment,2801 Constant Comment
451	Trugreen Lawncare	911 Grade Lane,
452	Trugreen Louisville South	11201 Plantside Dr,
453	UMC dba University of Louisville Hospital	7625 National Turnpike Unit 130,
454	United Ground Express - SDF Louisville KY	600 Terminal Drive,
455	United Parcel Service - Air Group Building	825 Lotus Avenue,
456	United Parcel Service - AMDC Facility	804 Grade Lane,
457	United Parcel Service - GOC Facility	750 Grade Lane,
458	United Parcel Service - Hangar Facility	740 Grade Lane,
459	United Parcel Service - Simulator Facility	4200 Bells Lane,
460	United Parcel Service- Global Aviation Training Center	12201 Plantside Drive,
461	United Parcel Service- Worldport Freight Facility	2400 Nelson Miller Parkway,
462	United Parcel Service-Worldport/Grade Lane Facility	7201 National Turnpike Suite 100,
463	United Rentals Branch 156	4000 Kresge Way,
464	United States Postal Service	11109 Decimal Drive,
465	UNIVAR SOLUTIONS USA	6800 Enterprise Drive,
466	Universal Woods Louisville	1420 Gardiner Lane,
467	UofL Health- Mary and Elizabeth Hospital	2020 Newburg Road,
468	UofL Health- Medical Center East	1131 Standiford Ave,1131 Standiford Ave
469	UofL Health- Peace Hospital	3920 Dutchman's Lane,
470	UofL Health, Jewish Hospital	1850 Bluegrass Avenue,
471	UPS - LOUISVILLE BLUEGRASS CENTER	8100 AIR COMMERCE DRIVE,



LOUISVILLE/JEFFERSON COUNTY METRO GOVERNMENT EOP

472	UPS FREIGHT - LOUISVILLE	7665 National Turnpike,
473	UPS Supply Chain Solutions - KYLL	2220 Outer Loop, Building 3,
474	UPS Supply Chain Solutions - KYLOE	2230 Outer Loop, Building 4,
475	UPS Supply Chain Solutions - KYLOL	310 Boxley Avenue,
476	UPS Supply Chain Solutions - KYLSE	2260 Outer Loop, Building 7 ,
477	UPS Supply Chain Solutions - KYLSV	7111 Trade Port Drive,
478	UPS Supply Chain Solutions - KYLUV	4620 Robards lane,suite A
479	UPS SUPPLY CHAIN SOLUTIONS - KYNCR	6204 New Cut Road,Suite 202
480	UPS Supply Chain Solutions - KYNTP	7830 Nathional Turnpike,
481	UPS Supply Chain Solutions - KYOUT	4200 Camp Ground Road,
482	UPS Supply Chain Solutions - KYVIL	2240 Outer Loop, Building 5,
483	UPS Supply Chain Solutions - KYVLE	610 NORTH ENGLISH STATION RD.,
484	UPS Supply Chain Solutions - KYVLL	4250 Bells Lane,
485	US POSTAL SERVICE LOUISVILLE VMF	4251 Produce Road,
486	Valero Louisville Terminal	4910 Chamberlain Lane,
487	Valor,LLC Loiusville Bulk Plant	7201 National Turnpike, Suite 190,
488	Verizon Wireless 7th and Magnolia (29277673)	848 South 8th Street,
489	Verizon Wireless 9th St Portland (9651622)	4901 Commerce Crossings Drive,
490	Verizon Wireless Anchorage (40261)	521 W CHESTNUT ST,
491	Verizon Wireless Fairgrounds (41793)	2441 Holloway Dr,
492	Verizon Wireless Louisville MSC (42683)	5020 Norton Healthcare Blvd.,
493	Verizon Wireless LV BREWERY HD (40733)	2226 Buechel Ave,
494	Verizon Wireless LV BUECHEL HD (40810)	2725 HELM ST,
495	Verizon Wireless Rockford Lane (ID:44752)	2317 Rockford Lane,
496	Verizon Wireless Wildwood Golf Club (23083799)	6622 Preston Hwy.,
497	Verizon Wireless Worthington (46043)	4350 Camp Ground Rd,
498	Vistar Kentucky	4101 Towne Center Dr,
499	Vogt Ice, LLC (dba Vogt Tube Ice)	600 Bergman Avenue,
500	Vogt Vault Company, Inc.	3310 Ruckriegel Pkwy,
501	War Fighter Support Center (Raytheon)	8200 Port Road,
502	Waste Management of Kentucky, LLC - Louisville Hauling Company	2921 Dixie Highway,
503	Waste Management of Kentucky, LLC, Outer Loop Recycling and Disposal Facility	4400 Progress Blvd,
504	Watco Companies	4811 Pinewood Rd.,
505	Waterside West Substation	4702A Poplar Level Road,
506	Welders Supply Co of Louisville	2800 Diode Lane,



LOUISVILLE/JEFFERSON COUNTY METRO GOVERNMENT EOP

507	Westport Axle	2601 Stanley Gault Pkwy,
508	Westport Axle	7700 Trade Port Drive,
509	Westport Axle Logistics	7601 Trade Port Drive,
510	WestRock Louisville South Recycle	15301 Dixie Highway,
511	WHAS 11 Television	2009 Howard Street,
512	WHAYNE SUPPLY COMPANY - Louisville	1860 Outer Loop,
513	WHAYNE SUPPLY COMPANY - Middletown	2611 River Road,2611 River Road
514	White Castle Distributing, LLC	1313 st Anthony Place,
515	White Castle System, Inc.	11621 Lower River Road,
516	Wilhoit Bus Compound	4305 Murphy Lane,
517	Windstream Louisville LSVLKYOG (Formerly NuVox)	4320 Park Blvd.,
518	Windstream Louisville LSVOKYQY	7000 Global Drive,
519	Windstream Louisville Paetec Switch	1400 N. Hurstbourne Parkway,
520	Winlo, LLC	508 MOCKINGBIRD VALLEY RD,
521	WireCrafters LLC	4913 Heller Street,
522	Wolverine Worldwide - Louisville Distribution Center	440 Huron Ave,
523	XPO Logistics Freight, Inc. - XLU	4000 Tower Road,
524	Yamamoto FB Engineering	7331 Global drive,
525	YFAI - Louisville	7100 Winstead Dr,
526	Zeochem - 12th St	6200 Campground Road,
527	Zeochem - 13th St	231 E. Chestnut,
528	Zeochem - Storage Solutions LLC	2000 Stanley Gault Parkway,
529	Zeon Chemicals L.P.	520 West Chestnut Street,
530	Zoeller Pump Co. LLC.	4701 Jennings Lane,
531	Zorn Pump Station	7400 Upper River Road,
532	Zorn Station	5506 Billtown Road,
533	Zschimmer & Schwarz Interpolymer	3906 Bishop Lane,



GEOGRAPHIC INFORMATION

Louisville is located on the south bank of the Ohio River, about 377 miles above its confluence with the Mississippi River. Beargrass Creek and its south fork divide the city into two sectors with different types of topography. Louisville's eastern portion, with an elevation of 565 feet, is hilly, while the western part, lying in the flood plain of the Ohio River, is flat, with an average elevation of 465 feet. The climate is variable because of the city's position in mid-altitudes and in the interior of the continent; in both winter and summer there are hot and cold spells of brief duration. On the average, winters are moderately cold, and summers are very warm.

Area: 398 square miles (2010)

Elevation: 488 feet above sea level

Average Temperatures: January, 31.7° F; August, 75.8° F; annual average, 56.1° F

Average Annual Precipitation: 44.4 inches

FIGURE 4: LOUISVILLE/JEFFERSON COUNTY LOJIC MAP

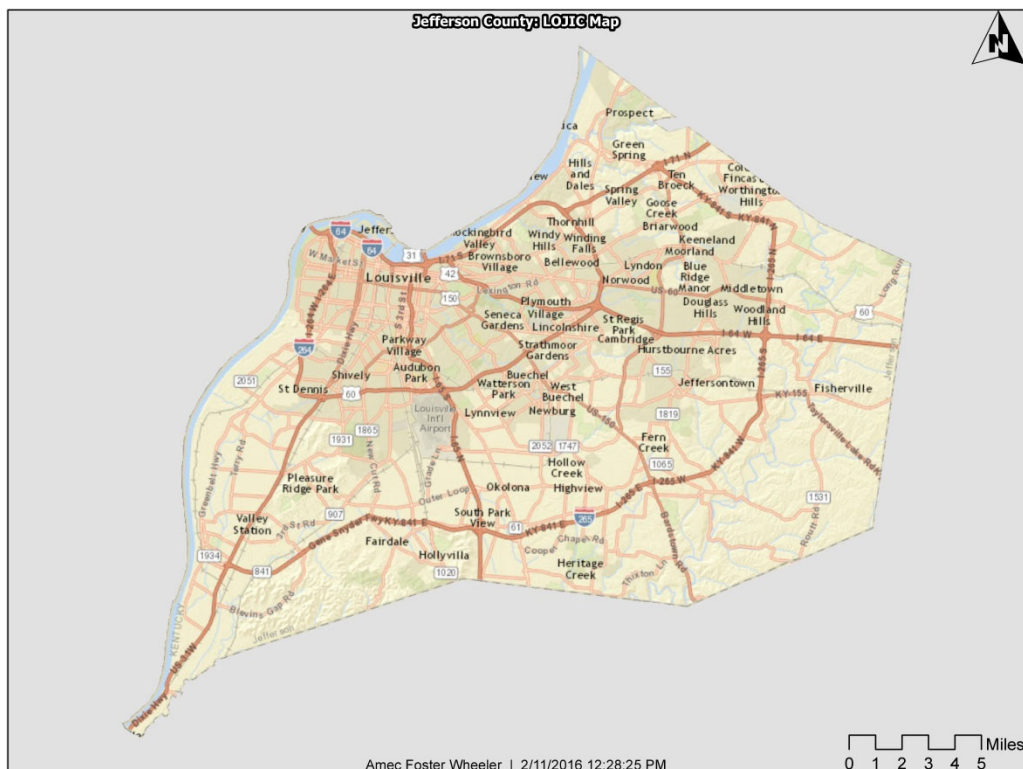
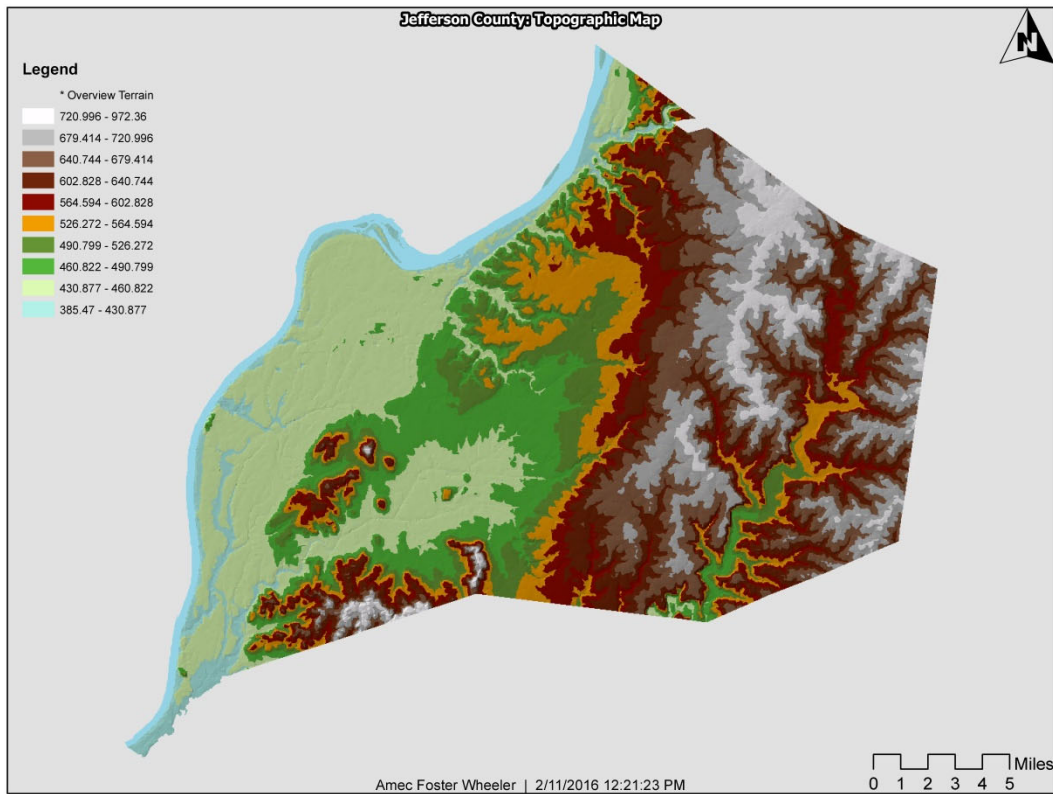




FIGURE 5: LOUISVILLE/JEFFERSON COUNTY

TOPOGRAPHY INFORMATION





DEMOGRAPHICS

POPULATION

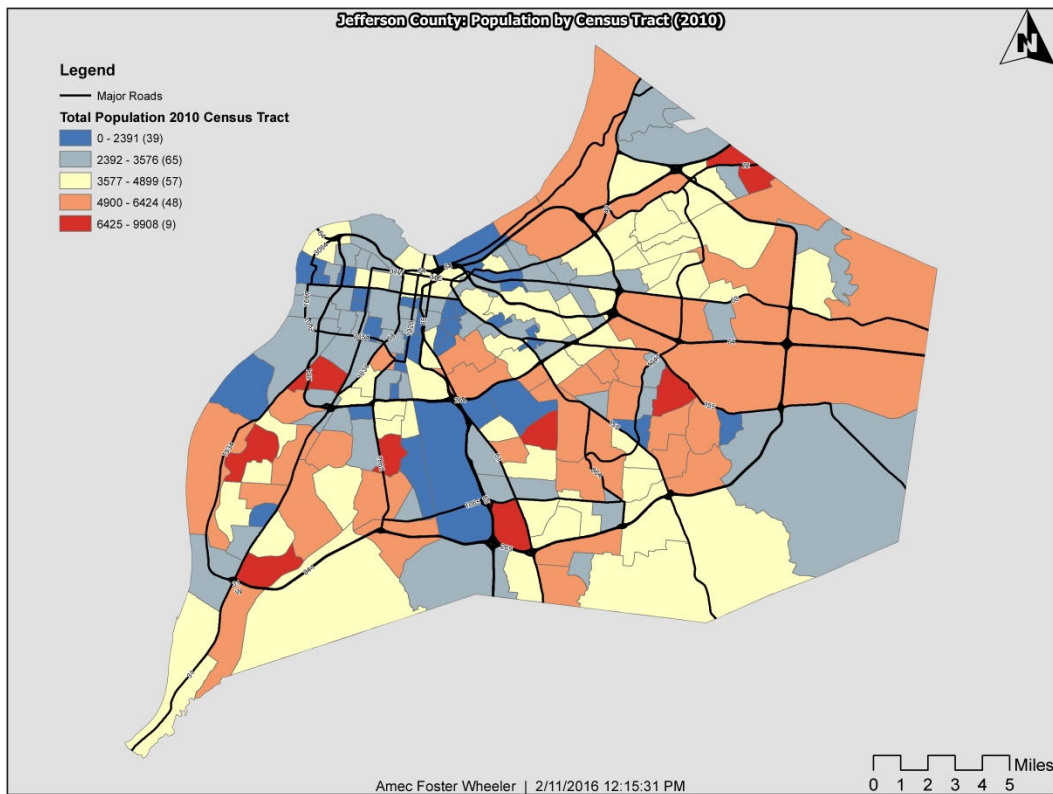
Based on the latest census Data, the current population of Jefferson County is:

Jefferson County: 766,757

Kentucky: 4,467,673

POPULATION DISTRIBUTION

FIGURE 6: JEFFERSON COUNTY POPULATION BY CENSUS TRACT 2010





DISTRIBUTION BY AGE

Persons under five (5): 6.3%

Persons under eighteen (18): 22.2%

Persons over sixty-five (65): 16.2%

NON-ENGLISH SPEAKING

Language other than English Spoken in the Home: 8.4%

TRANSIENT POPULATION

Persons below Poverty Level: 18.4%

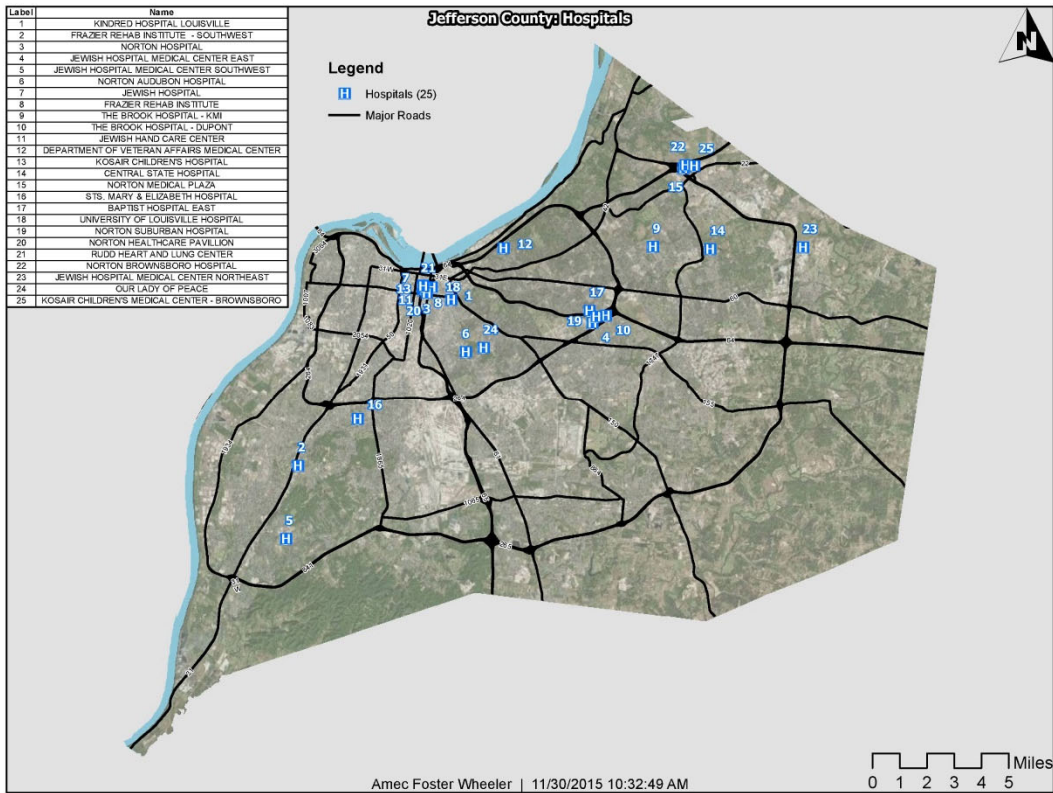
INMATE POPULATION

- Rated Detention Bed Capacity: 1,793
- Average Daily Population:
 - In-Bed Detention: 1,299
 - Home Incarceration: 577
 - Day Reporting: 48
- Total Average Daily Population for 2018: 2,727



HOSPITAL LOCATIONS

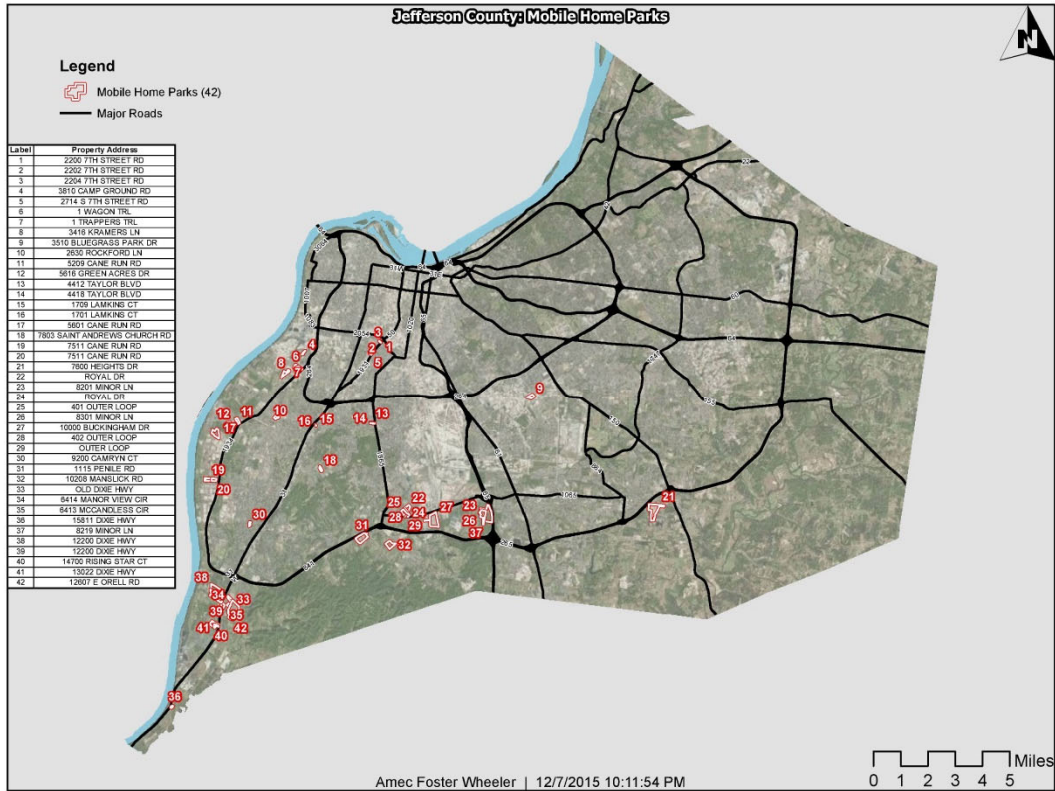
Figure 7: Louisville/Jefferson County Hospital Locations





MOBILE HOME DISTRIBUTION

Figure 8: Louisville/Jefferson County Mobile Home Distribution





CONTINUITY OF GOVERNMENT (COG) & CONTINUITY OF OPERATIONS PLAN (COOP)

Continuity of operations (COOP) is defined 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 Louisville/Jefferson County Metro Government 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;
- 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; and
- Training that includes an exercise of the plan to evaluate readiness.

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 Louisville/Jefferson County Metro Government:



LOUISVILLE/JEFFERSON COUNTY METRO GOVERNMENT EOP

- KRS 39D.020 Designation of alternate or substitute places for local government -- Acts valid and binding.
- (1) When, during a state of emergency, it becomes imprudent, inexpedient, or impossible to conduct the affairs of local government at the regular or usual places, 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, and 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.
- (2) 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. 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.
- (3) This section shall control notwithstanding any statutory charter or ordinance provision to the contrary.

Effective: July 15, 1998 History: Created 1998 Ky. Acts Ch. 226, sec. 53, effective July 15, 1998.

- KRS 39D.030 Ordinances and resolutions for continuity of government. 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. 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. This section shall control notwithstanding any statutory provision to the contrary.

Effective: July 15, 1998 History: Created 1998 Ky. Acts Ch. 226, sec. 54, effective July 15, 1998.

- KRS 39D.040 Emergency interim successors -- Order of successions -- Vacancies -- Applicability of statute to all special districts and political subdivisions.
- (1) As used in this section, unless the context clearly requires otherwise:
 - (a) "Emergency interim successor" means a person designated under this section, if an officer is unavailable, 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.

- (b) "Office" includes all state and local offices, the powers and duties of which are defined by law, except the office of Governor, and except those in the General Assembly and the judiciary. An "officer" is a person who holds an office.
- (c) "Political subdivision" includes counties, urban-counties, charter counties, cities, special districts, authorities, and other public corporations and entities whether organized and existing under charter or general law.
- (d) "Unavailable" means that during a state of emergency either:
 - 1. 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
 - 2. That 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.
- (2) Subject to administrative regulations of the Governor, all state officers, shall, in addition to any deputy authorized to exercise all of the powers and discharge the duties of the office, designate by title emergency interim successors and specify their order of succession. The officer shall review and revise, as necessary, designations made pursuant to this section to ensure their current status. The officer shall designate a sufficient number of emergency interim successors so that there will be no fewer than three (3) nor more than seven (7) deputies or emergency interim successors or any combination thereof, at any time. If any state officer is unavailable following an emergency, and if a deputy, if any, is also unavailable, the powers of office shall be exercised, and the duties of office shall be discharged by any designated emergency interim successors in the order specified. The emergency interim successors shall exercise the powers and discharge the duties only until such time as the Governor under the Constitution or authority other than this section, or other official authorized under the Constitution or this section to exercise the powers and discharge the duties of the office of Governor has, where a vacancy exists, appointed a successor to fill the vacancy, or until a successor is otherwise appointed, or elected and qualified as provided by law, or until an officer or any deputy or a preceding named emergency interim successor becomes available to exercise, or resume the exercise and discharge of, the powers and duties of the office.
- (3) Each cabinet and each department of state government, and each agency of state government shall appoint not fewer than three (3) nor more than seven (7) emergency interim successors for each position specified in the Kentucky Emergency Operations Plan and the internal emergency operations procedures for that department or agency. Emergency interim successors in the order of the succession shall have the full power to exercise all powers of their department or agency and to commit its resources during a time of emergency or disaster if the person normally exercising the position becomes unavailable. If the preceding emergency successor becomes unavailable he or she shall resume all duties from the emergency interim successor, unless he or she chooses to permit the emergency interim successor to remain in the position until relieved.



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- (4) 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.
- (5) This section applies to officers of all special districts and political subdivisions not included in subsection (4) of this section. The officers, subject to such administrative regulations as the executive head of the political subdivision promulgates, shall designate by title, if feasible, or by named person, emergency interim successors and specify their order of succession. The officer shall review and revise, as necessary, designations made pursuant to this section to ensure their current status. The officer shall designate a sufficient number of persons so that there will be no fewer than three (3) nor more than seven (7) deputies or emergency interim successors or any combination thereof at any time. If any officer of any political subdivision or any deputy provided for pursuant to law is unavailable, the powers of the office shall be exercised, and duties shall be discharged by the designated emergency interim successors in the order specified. The emergency interim successor shall exercise the powers and discharge the duties of the office to which designated until the time a vacancy which exists is filled in accordance with the Constitution or the KRS, or until the officer, a deputy, or a preceding emergency interim successor again becomes available to exercise the powers and discharge the duties of the office.
- (6) No person shall be designated or serve as an emergency interim successor unless he or she is eligible under the Constitution and statutes to hold the office to which he or she is designated to succeed, but no statutory provision prohibiting local or state officials from holding another office shall be applicable to an emergency interim successor.
- (7) Emergency interim successors shall take the oath required to exercise the powers and discharge the duties of the office to which they may succeed. No person, as a prerequisite to the exercise of the powers or discharge of the duties of an office to which he or she succeeds, shall be required to comply with any other provision of law relative to taking office.
- (8) Officials authorized to act as Governor pursuant to this section, and emergency interim successors are empowered to exercise the powers and discharge the duties of an office only during the continuance of an emergency. The General Assembly, by joint resolution, may at any time terminate the authority of the emergency interim successors to exercise the powers and discharge the duties of office.



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- (9) Until the persons designated as emergency interim successors shall exercise the powers and discharge the duties of an office in accordance with this section, the persons shall serve in their designated capacities at the pleasure of the designating authority.
- (10) Any dispute concerning a question of fact arising under this section with respect to an office in the executive division of the state government, except a dispute of fact relative to the office of Governor, shall be adjudicated by the Governor or other official authorized under the Constitution to exercise the powers and discharge the duties of the office of Governor, and the decision reached shall be final.
 - Effective: July 15, 1998 History: Created 1998 Ky. Acts Ch. 226, sec. 55, effective July 15, 1998.



INCIDENT COMMAND SYSTEM (ICS) EMERGENCY SUPPORT FUNCTIONS (ESF) HYBRID POSITIONS IN THE EMERGENCY OPERATIONS CENTER (EOC)

CONCEPT OF OPERATIONS

NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)

Since the September 11, 2001, terrorist attacks on the World Trade Center and the Pentagon, much has been done to improve prevention, preparedness, response, recovery, and mitigation capabilities and coordination processes across the country. A comprehensive national approach to incident management, applicable at all jurisdictional levels and across functional disciplines, has worked to improve the effectiveness of emergency response providers and incident management organizations across a full spectrum of potential incidents and hazard scenarios. Such an approach has also improved coordination and cooperation between public and private entities in a variety of domestic incident management activities. On February 28, 2003, the President issued Homeland Security Presidential Directive (HSPD)-5, which directed the Secretary of Homeland Security to develop and administer a National Incident Management System (NIMS).

According to HSPD-5:

"This system (NIMS) will provide a consistent nationwide approach for Federal, State, and local governments to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, and local capabilities, the NIMS will include a core set of concepts, principles, terminology, and technologies covering the incident command system; multi-agency coordination systems; unified command; training; identification and management of resources (including systems for classifying types of resources); qualifications and certification; and the collection, tracking, and reporting of incident information and incident resources."

While most incidents are generally handled on a daily basis by a single jurisdiction at the local level, there are important instances in which successful incident management operations depend on the involvement of multiple jurisdictions, functional agencies, and emergency responder disciplines. These instances require effective and efficient coordination across this broad spectrum of organizations and activities.

NIMS uses a systems approach to integrate the best of existing processes and methods into a unified national framework for incident management. This framework forms the basis for interoperability and compatibility that, in turn, enables a diverse set of public and private organizations to conduct well-integrated and effective incident management operations. It does this through a core set of concepts, principles, procedures, organizational processes, terminology, and standards requirements applicable to a broad community of NIMS users.



To provide this framework for interoperability and compatibility, NIMS is based on an appropriate balance of flexibility and standardization. NIMS provides a consistent, flexible, and adjustable national framework within which government and private entities at all levels can work together to manage domestic incidents, regardless of their cause, size, location or complexity. This flexibility applies across all phases of incident management: prevention, preparedness, response, recovery and mitigation.

NIMS also provides a set of standardized organizational structures – such as the Incident Command Systems, multi-agency coordination systems and public information systems – as well as requirements for processes, procedures and systems designed to improve interoperability among jurisdictions and disciplines in various areas, including: training; resource management; personnel qualification and certification; equipment certification; communications and information management; technology support; and continuous system improvement.

NIMS Components

The NIMS integrates existing best practices into a consistent, nationwide approach to incident management that is applicable at all jurisdictional levels and across functional disciplines in an all-hazards context. Six major components make up this systems approach. The following discussion provides a brief synopsis of each major component of the NIMS, as well as how these components work together as a system to provide the national framework for preparing for, preventing, responding to, and recovering from domestic incidents, regardless of cause, size, or complexity. A more detailed discussion of each component can be found in a variety of sources, particularly FEMA ([HTTP://WWW.FEMA.GOV/NATIONAL-INCIDENT-MANAGEMENT-SYSTEM](http://www.fema.gov/national-incident-management-system)).

Command and Management

NIMS standard incident command structures are based on three key organizational systems:

The Incident Command System (ICS)

The ICS defines the operating characteristics, interactive management components, and structure of incident management and emergency response organizations engaged throughout the life cycle of an incident;

Multi-agency Coordination Systems

These define the operating characteristics, interactive management components, and organizational structure of supporting incident management entities engaged at the Federal, State, local, and regional levels through mutual-aid agreements and other assistance arrangements; and

Public Information Systems

These refer to processes, procedures, and systems for communicating timely and accurate information to the public during crisis or emergency situations.



Preparedness

Effective incident management begins with a host of preparedness activities conducted on a "steady-state" basis, well in advance of any potential incident. Preparedness involves an integrated combination of planning, training, exercises, personnel qualification and certification standards, equipment acquisition and certification standards, and publication management processes and activities.

- **Planning** – Plans describe how personnel, equipment, and other resources are used to support incident management and emergency response activities. Plans provide mechanisms and systems for setting priorities, integrating multiple entities and functions, and ensuring that communications and other systems are available and integrated in support of a full spectrum of incident management requirements.
- **Training** – Training includes courses on multi-agency incident command and management, organizational structure, and operational procedures; discipline-specific and agency-specific incident management courses; and courses on the integration and use of supporting technologies.
- **Exercises** – Incident management organizations and personnel must participate in realistic exercises – including multidisciplinary, multi-jurisdictional, and multi-sector interaction – to improve integration and interoperability and optimize resource utilization during incident operations.
- **Qualification and Certification** – Qualification and certification courses are undertaken to identify and publish national-level standards and measure performance against these standards to ensure that incident management and emergency responder personnel are appropriately qualified to perform NIMS-related functions.
- **Equipment Acquisition and Certification** – Incident management organizations and emergency responders at all levels rely on various types of equipment to perform mission essential tasks. A critical component of operational preparedness is the acquisition of equipment that will perform to current standards, including the capability to be interoperable with similar equipment used by other jurisdictions.
- **Publications Management** – Publications management refers to forms and forms standardization, developing publication materials, administering publications – including establishing naming and numbering conventions, managing the publication and promulgation of documents, and exercising control over sensitive documents – and revising publications when necessary.

Resource Management

The NIMS defines standardized mechanisms and establishes requirements for processes to describe, inventory, mobilize, dispatch, track, and recover resources over the life cycle of an incident.

Communications and Information Management

The NIMS identifies the requirement for a standardized framework for communications, information management (collection, analysis, and dissemination), and information-sharing at all levels of incident management. These elements are briefly described as follows:



- **Incident Management Communications** – Incident management organizations must ensure that effective, interoperable communications processes, procedures, and systems exist to support a wide variety of incident management activities across agencies and jurisdictions.
- **Information Management** – Information management processes, procedures, and systems help ensure that information, including communications and data, flows efficiently through a commonly accepted architecture supporting numerous agencies and jurisdictions responsible for managing or directing domestic incidents, those impacted by the incident, and those contributing resources to the incident management effort. Effective information management enhances incident management and response and helps insure that crisis decision-making is better informed.

Supporting Technologies

Technology and technological systems provide supporting capabilities essential to implementing and continuously refining the NIMS. These include voice and data communications systems, information management systems (i.e., record keeping and resource tracking), and data display systems. Also included are specialized technologies that facilitate ongoing operations and incident management activities in situations that call for unique technology-based capabilities.

Ongoing Management and Maintenance

This component establishes an activity to provide strategic direction for and oversight of the NIMS, supporting both routine review and the continuous refinement of the system and its components over the long term.

INCIDENT COMMAND SYSTEM

The incident command system (ICS) is a management system designed to enable effective and efficient domestic incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to enable effective and efficient incident management. A basic premise of ICS is that it is widely applicable. It is used to organize both near-term and long-term field-level operations for a broad spectrum of emergencies, from small to complex incidents, both natural and man-made.

ICS is used by all levels of government – Federal, State, and local – as well as by many private-sector and nongovernmental organizations. ICS is also applicable across disciplines. It is normally structured to facilitate activities in five major functional areas: command, operations, planning, logistics, and finance and administration. Acts of biological, chemical, radiological, and nuclear terrorism represent particular challenges for the traditional ICS structure. Events that are not site specific, are geographically dispersed, or evolve over longer periods of time will require extraordinary coordination between Federal, State, local, private-sector, and nongovernmental organizations. An area command may be established to oversee the management of such incidents.

Concepts & Principles

Most Incidents Are Managed Locally

The initial response to most incidents is typically handled by local 9-1-1 dispatch centers, emergency responders within a single jurisdiction, and direct supporters of emergency responders. Most responses don't require any further resources or involvement. In other instances, incidents that begin



with a single response discipline within a single jurisdiction may rapidly expand to multidiscipline, multi-jurisdictional incidents requiring significant additional resources and operational support.

Whether for incidents in which additional resources are required or are provided from different organizations within a single jurisdiction or outside the jurisdiction, or for complex incidents with national-level implications (such as an emerging infectious disease or a bio-terrorism attack), the ICS provides a flexible core mechanism for coordinated and collaborative incident management. When a single incident covers a large geographical area, multiple local ICS organizations may be required. Effective cross-jurisdictional coordination using processes and systems described in the NIMS is absolutely critical in this instance.

The NIMS requires that field command and management functions be performed in accordance with a standard set of ICS organizations, doctrine, and procedures. However, Incident Commanders generally retain the flexibility to modify procedures or organizational structure to align as necessary with the operating characteristics of their specific jurisdictions or to accomplish the mission in the context of a particular hazard scenario.

ICS is Modular and Scalable

ICS is designed to have the following operating characteristics:

- Suitable for operations within a single jurisdiction or single agency, a single jurisdiction with multi-agency involvement, or multiple jurisdictions with multi-agency involvement;
- Applicable and acceptable to users throughout the country;
- Readily adaptable to new technology;
- Adaptable to any emergency or incident to which domestic incident;
- Management agencies would be expected to respond; and
- Have a scalable organizational structure that is based on the size and complexity of the incident.

ICS Has Interactive Management Components

These set the stage for effective and efficient incident management and emergency response.

ICS Establishes Common Terminology

These include a standard set of pre-designated organizational elements and functions, common names for resources used to support incident operations, common "typing" for resources to reflect specific capabilities, and common identifiers for facilities and operational locations used to support incident operations. These standards and procedures enable diverse organizations to work together effectively.

ICS Incorporates Measurable Objectives

Measurable objectives ensure fulfillment of incident management goals. Objective-setting begins at the top and is communicated throughout the entire organization.

ICS Should Be User Friendly

Its implementation of ICS should have the least possible disruption on existing systems and processes. This will facilitate its acceptance across a nationwide user community and to ensure continuity in the



transition process from normal operations. Additionally, ICS should be applicable across a wide spectrum of emergency response and incident management disciplines. This will enable the communication, coordination, and integration critical to effective and efficient NIMS.

MANAGEMENT CHARACTERISTICS

ICS is based on proven management characteristics. Each contributes to the strength and efficiency of the overall system.

COMMON TERMINOLOGY

ICS establishes common terminology that allows diverse incident management and support entities to work together across a wide variety of incident management functions and hazard scenarios. This common terminology covers the following:

- **Organizational Functions** – Major functions and functional units with domestic incident management responsibilities are named and defined. Terminology for the organizational elements involved is standard and consistent.
- **Resource Descriptions** – Major resources – including personnel, facilities, and major equipment and supply items – used to support incident management activities are given common names and are “typed” with respect to their capabilities, to help avoid confusion and to enhance interoperability.
- **Incident Facilities** – Common terminology is used to designate the facilities in the vicinity of the incident area that will be used in the course of incident management activities.

MODULAR ORGANIZATION

The incident command organizational structure develops in a top-down, modular fashion that is based on the size and complexity of the incident, as well as the specifics of the hazard environment created by the incident. When needed, separate functional elements can be established, each of which may be further subdivided to enhance internal organizational management and external coordination. Responsibility for the establishment and expansion of the ICS modular organization ultimately rests with the Incident Commander (IC), who bases these on the requirements of the situation. As incident complexity increases, the organization expands from the top down as functional responsibilities are delegated. Concurrently with structural expansion, the number of management positions expands to adequately address the requirements of the incident.

MANAGEMENT BY OBJECTIVES

Management by objectives represents an approach that is communicated throughout the entire ICS organization. This 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, and directing efforts to attain them, in support of defined strategic objectives; and



- Documenting results to measure performance and facilitate corrective action.

RELIANCE ON AN INCIDENT ACTION PLAN

Incident Action Plans (IAPs) provide a coherent means of communicating the overall incident objectives in the contexts of both operational and support activities.

MANAGEABLE SPAN OF CONTROL

Span of control is key to effective and efficient incident management. Within ICS, the span of control of any individual with incident management supervisory responsibility should range from three to seven subordinates. The type of incident, nature of the task, hazards and safety factors, and distances between personnel and resources all influence span-of-control considerations.

PRE-DESIGNATED INCIDENT LOCATIONS AND FACILITIES

Various types of operational locations and support facilities are established in the vicinity of an incident to accomplish a variety of purposes, such as decontamination, donated goods processing, mass care, and evacuation. The IC will direct the identification and location of facilities based on the requirements of the situation at hand. Typical pre-designated facilities include incident command posts, staging areas, mass casualty triage areas, and others, as required.

COMPREHENSIVE RESOURCE MANAGEMENT

Maintaining an accurate and up-to-date picture of resource utilization is a critical component of domestic incident management. Resource management includes processes for categorizing, ordering, dispatching, tracking, and recovering resources. It also includes processes for reimbursement for resources, as appropriate. Resources are defined as personnel, teams, equipment, supplies, and facilities available or potentially available for assignment or allocation in support of incident management and emergency response activities.

INTEGRATED COMMUNICATIONS

Incident communications are facilitated through the development and use of a common communications plan and interoperable communications processes and architectures. This integrated approach links the operational and support units of the various agencies involved and is necessary to maintain communications connectivity and discipline to enable common situational awareness and interaction. Preparedness planning must address the equipment, systems, and protocols necessary to achieve integrated voice and data incident management communications.

ESTABLISHMENT AND TRANSFER OF COMMAND

The command function must be clearly established from the beginning of incident operations. The agency with primary jurisdictional authority over the incident designates the individual at the scene responsible for establishing command. When command is transferred, the process must include a briefing that captures all essential information for continuing safe and effective operations.



CHAIN OF COMMAND AND UNITY OF COMMAND

Chain of command refers to the orderly line of authority within the ranks of the incident management organization. Unity of command means that every individual has a designated supervisor to whom they report at the scene of the incident. These principles clarify reporting relationships and eliminate the confusion caused by multiple, conflicting directives. Incident managers at all levels must be able to control the actions of all personnel under their supervision.

UNIFIED COMMAND

In incidents involving multiple jurisdictions, a single jurisdiction with multi-agency involvement, or multiple jurisdictions with multi-agency involvement, unified command allows agencies with different legal, geographic, and functional authorities and responsibilities to work together effectively without affecting individual agency authority, responsibility, or accountability.

ACCOUNTABILITY

Effective accountability at all jurisdictional levels and within individual functional areas during incident operations is essential. To that end, the following principles must be adhered to:

- **Check-In** – All responders, regardless of agency affiliation, must report in to receive an assignment in accordance with the procedures established by the Incident Commander/Unified Command.
- **Incident Action Plan** – Response operations must be directed and coordinated as outlined in the IAP.
- **Unity of Command** – Each individual involved in incident operations will be assigned to only one supervisor.
- **Span of Control** – Supervisors must be able to adequately supervise and control their subordinates, as well as communicate with and manage all resources under their supervision.
- **Resource Tracking** – Supervisors must record and report resource status changes as they occur.

DEPLOYMENT

Personnel and equipment should respond only when requested or when dispatched by an appropriate authority.

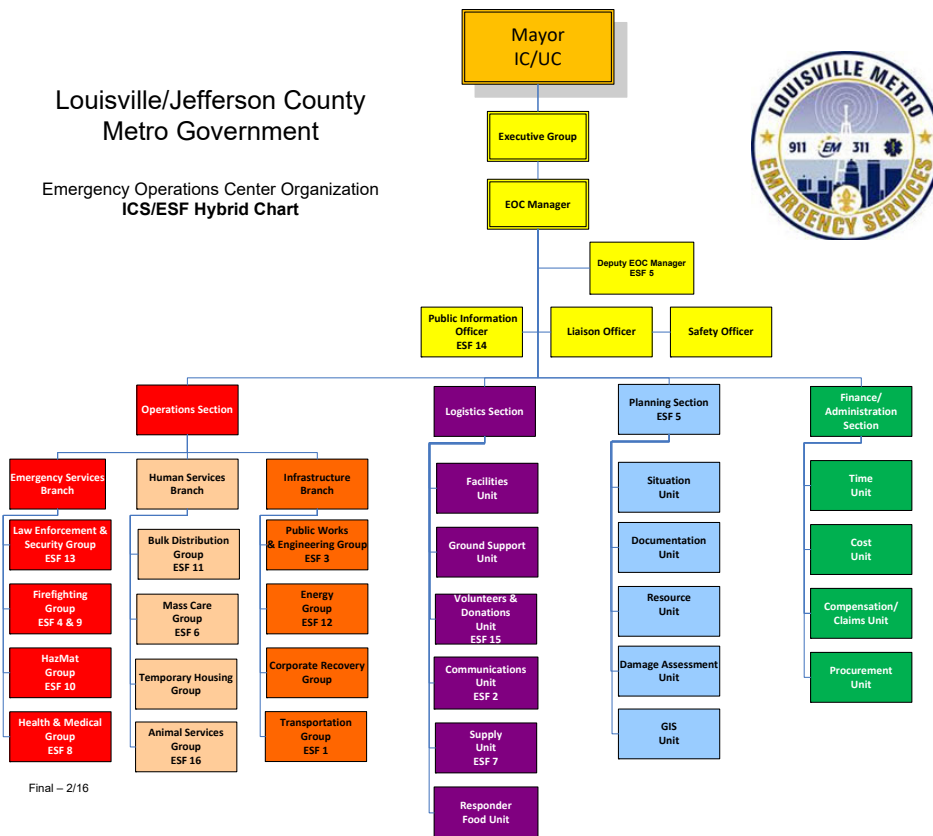
INFORMATION AND INTELLIGENCE MANAGEMENT

The incident management organization must establish a process for gathering, sharing, and managing incident-related information and intelligence. Additional, more detailed information on the incident command system can be found in a variety of sources, particularly FEMA ([HTTP://WWW.FEMA.GOV/NATIONAL-INCIDENT-MANAGEMENT-SYSTEM](http://www.fema.gov/national-incident-management-system)).



ICS/ESF HYBRID POSITIONS IN THE EOC

Figure 9 – Louisville/Jefferson County Metro ICS/ESF Hybrid Organizational Chart



Command Staff

EOC MANAGER

Purpose

The EOC Manager is responsible for monitoring and managing the EOC and, in consultation with the policy group, determining overall incident objectives and priorities. The EOC Manager reviews updates and status reports for major issues or incidents and adjusts the EOC activation level to be commensurate with the response level required in the field.



Other responsibilities include ensuring that EOC Staff:

- Assess the situation and/or obtain a briefing from the prior Incident Commander.
- Determine Incident Objectives and strategy.
- Establish the immediate priorities.
- Establish an appropriate organization of response as outlined by ICS utilizing span of control.
- Ensure planning meetings are scheduled as required.
- Approve and authorize the implementation of an IAP.
- Ensure that adequate safety measures are in place.
- Coordinate activity for all Command & General Staff.
- Coordinate with key people and officials.
- Approve requests for additional resources or for the release of resources.
- Keep agency administrator informed of incident status.
- Approve the use of trainees, volunteers, and auxiliary personnel.
- Authorize release of information to the news media.
- Order the demobilization of the incident when appropriate.

PUBLIC INFORMATION OFFICER (PIO) ESF 14

Purpose

The PIO plans for, coordinates, provides and disseminates information to the general public during all phases of disaster operations. The PIO is responsible for interfacing with the public and media and/or with other agencies with incident-related information requirements. The PIO develops accurate and complete information on the incident's cause, size, and current situation; resources committed; and other matters of general interest for both internal and external consumption. The PIO may also perform a key public information monitoring role.

Only one PIO will be assigned for each incident, including incidents operating under Unified Command and multi-jurisdiction incidents. The PIO may have assistants as necessary, and the assistants may also represent assisting agencies or jurisdictions. Louisville/Jefferson County Metro EMA will be the initial lead for this function but may delegate this responsibility based on the type of incident at hand.

Other responsibilities include:

- Determine from the Incident Commander if there are any limits on information release.
- Develop material for use in media briefings.
- Obtain Incident Commander's approval of media releases.
- Inform media and conduct media briefings.
- Arrange for tours and other interviews or briefings that may be required.
- Obtain media information that may be useful to incident planning.
- Maintain current information summaries and/or displays on the incident and provide information on status of incident to assigned personnel.



LIAISON OFFICER

Purpose

The Liaison Officer is the point of contact for representatives of other municipal, county, State, Federal, and municipal governmental agencies, nongovernmental organizations, and/or private entities. In either a single or Unified Command structure, representatives from assisting or cooperating agencies and organizations coordinate through the Liaison Officer. Agency and/or organizational representatives assigned to an incident must have the authority to speak for their parent agencies and/or organizations on all matters, following appropriate consultations with their agency leadership.

Only one Liaison Officer will be assigned for each incident, including incidents operating under Unified Command and multi-jurisdiction incidents. The Liaison Officer may have assistants as necessary, and the assistants may also represent assisting agencies or jurisdictions. The Liaison Officer is the contact for representatives of the personnel assigned to the incident by assisting or cooperating agencies. These are personnel other than those on direct tactical assignments or those involved in a Unified Command.

Other responsibilities include:

- Be a contact point for Agency Representatives.
- Maintain a list of assisting and cooperating agencies and Agency Representatives.
- Assist in establishing and coordinating interagency contacts.
- Keep agencies supporting the incident aware of incident status.
- Monitor incident operations to identify current or potential inter-organization problems.

Participate in planning meetings, providing current resource status, including limitations and capability of assisting agency resources.

SAFETY OFFICER

Purpose

The Safety Officer's function is to develop and recommend measures for assuring personnel safety, and to assess and/or anticipate hazardous and unsafe situations. The Safety Officer monitors incident operations and advises the Incident Commander/Unified Command on all matters relating to operational safety, including the health and safety of emergency responder personnel. The Safety Officer has emergency authority to stop and/or prevent unsafe acts during incident operations. The Safety Officer, Operations Section Chief, and Planning Section Chief must coordinate closely regarding operational safety and emergency responder health and safety issues.

Only one Safety Officer will be assigned for each incident. The Safety Officer may have assistants as necessary, and the assistants may also represent assisting agencies or jurisdictions. Safety assistants may have specific responsibilities such as air operations, hazardous materials, etc.

Other responsibilities include:

- Participate in planning meetings.
- Identify hazardous situations associated with the incident.



- Review the Incident Plan for safety implications.
- Exercise emergency authority to stop and prevent unsafe acts.
- Investigate accidents that have occurred within the incident area.
- Assign assistants as needed.
- Review and approve the medical plan (ICS 206) in the Incident Action Plan (IAP).

Develop Hazardous Materials Site Safety Plan (as required).

OPERATIONS SECTION CHIEF (OSC)

Purpose

Operations Section Chief is responsible for the management of all operations directly applicable to the primary mission. The Operations Section Chief activates and supervises organization elements in accordance with the incident action plan and directs its execution. The Operations Chief also directs the preparation of unit operational plans, requests, releases resources, makes expedient changes to the incident action plan as necessary; and reports such to the incident commander.

Other responsibilities include:

- Develop operations portion of IAP.
- Brief and assign Operations Section personnel in accordance with the Incident Action Plan.
- Supervise Operations Section.
- Determine need and request additional resources.
- Provide recommendation for release of resources.
- Report information about special activities, events, and occurrences to Incident Commander/Unified Command.

LOGISTICS SECTION CHIEF (LSC)

Purpose

The Logistics Section Chief is responsible for providing facilities, services, and material in support of the incident. The Logistics Section Chief participates in development and implementation of the IAP and activates and supervises the Branches and Units within the Logistics Section.

Other responsibilities include:

- Plan organization of Logistics Section.
- Assign work locations and preliminary work tasks to Section personnel.
- Notify Resources Unit of Logistics Section units activated including names and locations of assigned personnel.
- Participate in preparation of IAP through completion of ICS 205 (Communications Plan) and ICS 206 (Medical Plan).
- Identify service and support requirements for planned and expected operations.
- Provide input to review Communications Plan, Medical Plan and Traffic Plan.
- Coordinate and process requests for additional resources.
- Review IAP and estimate Logistics Section needs for next operational period.



- Advise on current service and support capabilities.
- Prepare service and support elements of the IAP.
- Estimate future service and support requirements.
- Receive Demobilization Plan from Planning Section.
- Recommend release of unit resources in conformity with Demobilization Plan.
- Ensure general welfare and safety of Logistics Section.

PLANNING SECTION CHIEF (PSC)

Purpose

The Planning Section Chief is responsible for the collection, evaluation, dissemination and use of information about the development of the incident and status of resources. Information is needed to understand the current situation, predict probable course of incident events, and prepare alternative strategies and control operations for the incident.

Other responsibilities include:

- Collect and process situation information about the incident.
- Supervise preparation of the IAP.
- Provide input to the Incident Commander, EOC Manager, and Operations Section Chief in preparing the IAP.
- Reassign out-of-service personnel already on-site to ICS organizational positions as appropriate.
- Establish information requirements and reporting schedules for Planning Section units (e.g., Resources, Situation Units).
- Determine need for any specialized resources in support of the incident.
- If requested, assemble and disassemble strike teams and task forces as requested by Operations.
- Establish special information collection activities as necessary, e.g., weather, environmental, toxics, etc.
- Assemble information on alternative strategies.
- Provide periodic predictions on incident potential.
- Report any significant changes in incident status.
- Compile and display incident status information.
- Oversee preparation and implementation of Incident Demobilization Planning.

FINANCE/ADMINISTRATION SECTION CHIEF (FASC)

Purpose

The Finance/Administration Section Chief is responsible for all financial, administrative, and cost analysis aspects of the incident and for supervising members of the Finance/Administration Section.

Other responsibilities include:

- Manage all financial aspects of an incident.



- Provide financial and cost analysis information as requested.
- Gather pertinent information from briefings with responsible agencies.
- Develop an operating plan for the Finance/Administration Section; fill supply and support needs.
- Determine need to set up and operate an incident commissary.
- Meet with Assisting and Cooperating Agency Representatives as needed.
- Maintain daily contact with agency(s) administrative headquarters on Finance/Administration matters.
- Ensure that all personnel time records are accurately completed and transmitted to home agencies, according to policy.
- Provide financial input to demobilization planning.
- Ensure that all obligation documents initiated at the incident are properly prepared and completed.
- Ensure that all agencies submit ICS 214 on a daily basis.
- Brief agency administrative personnel on all incident-related financial issues needing attention or follow-up prior to leaving incident.

Functional Branches/Groups/Units

The EOC works as a multiagency coordination center and is a process that allows all levels of government and all disciplines to work together more efficiently and effectively. In the EOC, multiagency coordination occurs across the different disciplines involved, across jurisdictional lines, or across levels of government.

The EOC oversees the management of multiple incidents handled individually by separate incident command organizations or to oversee the management of a very large or evolving incident engaging multiple incident management teams.

The EOC is a compilation of various relevant Louisville/Jefferson County Metro agencies/departments and other entities collaborating to prepare for, respond to, and recover from, a disaster situation. EOC personnel are comprised of agency representatives that are considered "decision makers" who have operational authority for the agencies they represent. These agency representatives are assigned to staff a specific ICS position. As missions or assignments are generated from the EOC, they are passed and implemented. The following section briefly outlines the major roles and responsibilities of the functional branches/groups/units of the EOC.

Responsibilities:

- Coordinate support for field operations.
- Establish response priorities in conjunction with Incident Commander/Unified Command and Agency Administrator.
- Ensure cross-functional communications and coordination.
- Ensure effective resource sharing between responding departments.
- Establish and coordinate EOC situation management activities,
- Supervise implementation of the EOC IAP.
- Coordinate response activities with State and Federal agencies (as applicable).



Operations Section Overview

In order to maintain effective span of control, the Operations Section is organized into the following three branches:

1. Emergency Services Branch
2. Human Services Branch
3. Infrastructure Branch

Each branch ensures that essential functions are performed in incident/event response and are detailed below to show responsibilities of the respective underlying groups/divisions.

EMERGENCY SERVICES BRANCH

The **Emergency Services Branch Director** is responsible for managing tactical operations coordinated at the EOC and ensuring assigned agencies are performing their mission specific tasks. The Emergency Services Branch performs the same functions regardless of the type of event for which the EOC is activated. Specific guidance on actions that are necessary can be found in the agency-specific SOPs and EOC PSGs.

Law Enforcement Group - ESF-13

The Law Enforcement Group commands, controls and coordinates law enforcement resources and activities. The Law Enforcement Group is responsible for linking the EOC to law enforcement agencies (county, State and Federal) and appropriate dispatch centers. The Law Enforcement Group will complete and maintain status reports for major incidents implement the objectives of the EOC IAP as assigned and assist/serve as an advisor to the Operations Section Chief as required. The Law Enforcement Group will also coordinate and oversee all evacuation and re-entry operations within Louisville/Jefferson County.

Lead Agency: Louisville Metro Police Department

Participating Agencies: Jefferson County Sheriff's Office, Jeffersontown Police Department, Amateur Radio Disaster Services (ARES), Anchorage Police Department, Jefferson County Suburban Fire Service, Louisville/Jefferson County Metro EMA, Louisville Fire Department, Louisville Metro Corrections, Louisville Metro Facilities Management, Louisville Metro Public Works, MetroSafe Communications, Prospect Police Department, St. Matthews Police Department, Shively Police Department

FIREFIGHTING GROUP - ESF-4

The Firefighting Group shall coordinate all fire, operations within the boundaries of Louisville/Jefferson County Metro and assist neighboring communities if called upon. The Firefighting Group will complete and maintain status reports for major incidents, implement the objectives of the EOC IAP assigned to the Firefighting Group, and assist and serve as an advisor to the Emergency Services Branch Director.

The purpose of the Firefighting Group is to provide support to the residents of Louisville/Jefferson County and to provide support to all local fire departments to alert and dispatch those resources, and also to define certain situations requiring fire protection resources for other than major fires. The



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Firefighting Group will also provide support to local governments and to describe the use of resources to provide emergency medical treatment to the seriously injured and immediately medically compromised or entrapped.

Lead Agency: Louisville Fire Department, Jefferson County Suburban Fire Service

Participating Agencies: American Red Cross, Louisville/Jefferson County Metro EMA, Louisville/Jefferson County Metropolitan Sewer District, Family Health Centers, Jefferson County Search Dog Association, Louisville Metro Emergency Medical Services (EMS), Louisville Metro Police Department, MetroSafe Communications, Transit Authority of River City, Civil Air Patrol

Search and Rescue Group - ESF-9

The Search and Rescue Group shall coordinate all urban search and rescue operations within the boundaries of Louisville/Jefferson County Metro and assist neighboring communities if called upon. The Search and Rescue Group will complete and maintain status reports for incidents, implement the objectives of the EOC IAP assigned to the Search and Rescue Group, and assist and serve as an advisor to the Emergency Services Branch Director.

The purpose of the Search and Rescue Group is to provide support to the residents of Louisville/Jefferson County and to provide support to all local agencies as well as to alert and request necessary resources. The Search and Rescue Group also oversees all search & rescue operations throughout the county.

Lead Agency: Louisville Fire Department, Jefferson County Suburban Fire Service

Participating Agencies: American Red Cross, Louisville/Jefferson County Metro EMA, Kentucky National Guard, Jefferson County Search Dog Association, Louisville Metro Emergency Medical Services (EMS), Louisville Metro Police Department, MetroSafe Communications, Transit Authority of River City, Louisville Metro Public Works.

HAZMAT Group - ESF-10

To provide a support plan in response to an actual or potential discharge and/or release of hazardous materials (HAZMAT) resulting from a natural, man-made or technological disaster.

Other responsibilities include:

- Ensure the development of Control Zones and Access Control Points and the placement of appropriate control lines.
- Evaluate and recommend public protection action options to the Operations Chief or Branch Director (if activated).
- Ensure that current weather data and future weather predictions are obtained.
- Establish environmental monitoring of the hazard site for contaminants.
- Conduct safety meetings within the HAZMAT Group.
- Participate in the development of the IAP.
- Ensure that recommended safe operational procedures are followed.
- Ensure that the proper Personal Protective Equipment is selected and used.



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- Ensure that the appropriate agencies are notified through the Incident Commander/Unified Command.

Lead Agency: Louisville Fire Department, Jefferson County Suburban Fire Service

Participating Agencies: American Red Cross, Jefferson County Coroner's Office, Jefferson County Public Schools, Louisville/Jefferson County Metro EMA, Louisville/Jefferson County Metropolitan Sewer District, Louisville Metro Air Pollution Control District, Louisville Metro Department of Health and Wellness, Louisville Metro EMS, Louisville Metro Police Department, MetroSafe Communications, Salvation Army, Rubbertown Mutual Aid Association

Health & Medical Group - ESF-8

The Health & Medical Group is responsible for coordinating the provision of medical, mental, and public health care for the residents and visitors of Louisville/Jefferson County. This includes providing accurate information on where individuals may receive appropriate care.

Other responsibilities include:

- Minimize loss of life, subsequent disability and human suffering by ensuring timely and coordinated medical and public health assistance.
- Coordinate activities of medical care facilities and the procurement, allocation, and distribution of medical personnel, supplies, communications, and other resources.
- Provide a system for receipt and dissemination of health-related information required for effective response and recovery from a major disaster.
- Assist in the implementation of public health actions ordered.
- Coordinate with the PIO to inform the public of health precautions or health related safety instructions for the general public.
- Coordinate and prioritize requests for health services support from local responders and obtains medical/health personnel, supplies and equipment through mutual aid or requests for State or Federal.
- Complete and maintain status reports for major incidents, implement the objectives of the EOC IAP assigned to the Health & Medical Group.
- Coordinate with special needs registrants to determine sheltering and evacuation needs.
- Coordinate staffing of Louisville/Jefferson County's special needs shelter, if opened.

Lead Agency: Louisville Metro Department of Public Health and Wellness

Participating Agencies: Family Health Centers, Greater Louisville Funeral Directors, Home Health Care Agencies, Hospitals/Psychiatric Hospitals, Jefferson County Coroner's Office, Kentucky Community Crisis Response Board, Louisville/Jefferson County Metro EMA, Louisville Metro Corrections, Louisville Metro EMS, Louisville Metro Human Services, Louisville Metro Purchasing, MetroSafe Communications, Yellow Ambulance.

HUMAN SERVICES BRANCH

The **Human Services Branch Director** is responsible for is responsible for managing tactical operations coordinating at the EOC and ensuring assigned agencies are performing their human serviced



based missions or specific tasks. The Human Services Branch Director performs the same functions regardless of the type of event for which the EOC is activated. These functions include: Feeding, clothing and physical and mental health of disaster victims; Distribution of water and basic essentials at Points-of-Distribution (PODs); Sheltering (temporary) of the general and special needs populations; Post disaster housing; Assessment of housing needs and development of an alternate housing plan; and Managing Pet-friendly shelters or animal services in disaster recovery.

Bulk Distribution Group - ESF-11

The Bulk Distribution Group is responsible for coordinating the bulk distribution via Points of Distribution (PODs) of basic supplies to the residents of Louisville/Jefferson County. The Bulk Distribution Group will complete and maintain status reports for major issues or incidents and implement the objectives of the EOC Incident Action Plan assigned to the Bulk Distribution Group.

Lead Agency: Salvation Army

Participating Agencies: American Red Cross, Louisville/Jefferson County Metro EMA, MetroSafe Communications

Mass Care Group - ESF-6

The Mass Care Group is responsible for providing basic human services, including: food, potable water, clothing, emotional support and other basic necessities to persons impacted by a disaster. The Mass Care Group also provides a central disaster registration and inquiry service to reunite families and respond to outside welfare inquiries. The Mass Care Group collaborates closely with other agencies within the Human Services Branch to ensure close coordination and support for their mass care activities. Responsibilities include:

- Ensuring effective integration of voluntary agency mass care activities.
- Estimating the number of people who will require mass care services (i.e., feeding, clothing, distribution of relief supplies, etc.).
- Ensuring that mass care service delivery programs are designed to address the needs of all segments of the affected population, including people with special needs.
- Coordinating the provision of shelters, feeding, and disaster welfare inquiries.
- Assisting the American Red Cross/Salvation Army with inquiries and registration services to reunite families or respond to inquiries from other relatives.
- Ensuring that physical and mental health services are available at shelters and other mass care service delivery sites.
- Coordinating the collection and distribution of mass care service delivery statistics.

Lead Agency: American Red Cross

Participating Agencies: Louisville/Jefferson County Metro EMA, Salvation Army, Louisville/Jefferson County Metro Extension Agency, Louisville/Jefferson County Metro Department of Health, Louisville/Jefferson County Metro School Board, Louisville/Jefferson County Metro Growth Management



Temporary Housing Group

The Temporary Housing Group is responsible for coordinating the effective planning for temporary housing for the residents of Louisville/Jefferson County Metro displaced by a disaster. The Temporary Housing Group will work closely with State, Federal, and local agencies to expedite any necessary processes to establish alternate long-term housing options for displaced residents.

Additionally, the Temporary Housing Group will complete and maintain status reports for major issues or incidents and implement the objectives of the EOC Incident Action Plan assigned to the Temporary Housing Group. The Mass Care Group will coordinate with Temporary Housing Group on closing of shelters and providing vulnerable population with viable options for temporary housing post incident.

Lead Agency: Louisville Metro EMA in cooperation with American Red Cross

Participating Agencies: Louisville/Jefferson County Metro EMA, Salvation Army, Jefferson County Extension Agency, Louisville Metro Department of Health and Wellness, Jefferson County Public Schools

Animal Services Group - ESF-16

The Animal Services Group will assume responsibility to coordinate animal-related activities within Louisville/Jefferson County Metro during an emergency or disaster to provide support to the residents of Louisville/Jefferson County Metro and their animals. The Animal Services Group will provide safekeeping and nourishment of all stray and injured animals during a disaster, attends to injured or sick animals as circumstances require and resources permit, humanely destroys and provides for appropriate disposition of animals that are moribund, have intractable painful injuries or that demonstrate endangerment to people or other animals and ideally returns animals to their rightful owners.

Lead Agency: Louisville Metro Animal Services, Louisville Metro Police Department

Participating Agencies: Jefferson County Extension Services, Jefferson County Suburban Fire Service, Kentucky Veterinarian Services, Louisville/Jefferson County Metro EMA, Louisville Fire Department, Louisville Metro Department Health and Wellness, Louisville Metro Neighborhoods, Louisville Metro Public Works, Louisville Metro Solid Waste Management, Louisville Metro Zoo, MetroSafe Communications, Prospect Police Department, St. Matthews Police Department, Shively Police Department, Jeffersontown Police Department.

INFRASTRUCTURE BRANCH

The **Infrastructure Branch Director** is responsible for managing tactical operations coordinated at the EOC and ensuring assigned agencies are performing their critical infrastructure serviced based missions or specific tasks. The Infrastructure Branch Director performs the same functions regardless of the type of event for which the EOC is activated. These functions include: restoration of essential services and infrastructure including: water, wastewater, power, roadways, and transportation.



Public Works Group - ESF-3

The Public Works Group assists agencies in response/recovery operations, including providing support to various operational units such as fire and law enforcement, city-wide damage assessment (structures and infrastructure), route recovery, debris removal, debris volume assessment, building safety inspections and demolitions. Additionally, the Public Works Group will complete and maintain status reports for major issues or incidents and implement the objectives of the EOC IAP assigned to the Public Works Group.

Lead Agency: Louisville Metro Public Works

Participating Agencies: Louisville/Jefferson County Metro EMA, Bell South, Civil Air Patrol, Charter Communications, Jefferson County Suburban Fire Service, Louisville/Jefferson County Metropolitan Sewer District, Louisville Fire Department, Louisville Gas & Electric, Louisville Metro Air Pollution Control District, Louisville Metro Department of Health and Wellness, Louisville Metro EMS, Office of Budget and Management, Louisville Metro Parks, Louisville Metro Police Department, Louisville Metro Purchasing, Louisville Metro Solid Waste Management, MetroSafe Communications, Louisville Water Company

Energy Group - ESF-12

The Energy Group plans for and coordinates necessary actions to facilitate the restoration of energy, potable water, and sewer systems following a disaster. The Energy Group is also responsible for coordinating all utility restoration-related activities, tracking the restoration of said utilities, ensuring support for field operations, including effective coordination with other response elements, pro-active exchange of information and coordination of external resource support. Additionally, the Energy Group will complete and maintain status reports for major issues or incidents and implement the objectives of the EOC IAP assigned to the Energy Group.

Lead Agency: LG&E- KU Energy LLC

Participating Agencies: Louisville/Jefferson County Metro EMA, MetroSafe Communications

Corporate Recovery Group ESF-18

The Corporate Recovery Group plans for the flow of information between government emergency management agencies, private corporations and business groups in order to facilitate corporate evacuations, re-entries, and recovery; provides education and training to corporate employees; coordinates the flow of private relief and recovery resources into impacted areas; and identifies potential sources of relief and recovery materials and supplies available through the private sector. Additionally, the Corporate Recovery Group will complete and maintain status reports for major issues or incidents and implement the objectives of the EOC Incident Action Plan assigned to the Corporate Recovery Group.

Lead Agency: Greater Louisville Inc.

Participating Agencies: Louisville Forward



Transportation Group - ESF-1

The Transportation Group provides overall coordination of transportation assistance to city and county departments, other governmental and private agencies, and others requiring transportation assistance in disaster situations. The Transportation Branch coordinates the designation and restoration of services on critical transportation routes within Louisville/Jefferson County, including the coordination of general traffic and access control programs.

Other responsibilities include:

- Coordinating the response operations targeted at restoring and maintaining normal operations of public transportation systems.
- Designating critical transportation routes.
- Route recovery.
- Supporting evacuation transportation planning.
- Providing backup transportation for survivors.
- Providing transportation for emergency workers during recall operations.
- Completing and maintaining status reports for major issues or incidents and implement the objectives of the EOC IAP assigned to the Transportation Group.

Lead Agency: Transit Authority of River City

Participating Agencies: Louisville/Jefferson County Metro EMA, American Red Cross, Jefferson County Suburban Fire Service, Jefferson County Public Schools, Louisville Fire Department, Jefferson County Sheriff's Office, Kentucky Department of Transportation, Kentucky National Guard, Louisville Metro Animal Services, Louisville Metro Air Pollution Control District, Louisville Metro Corrections, Louisville Metro Human Services, Office of Budget and Management, Louisville Metro Inspections, Permits and Licenses, Louisville Metro Parks, Louisville Metro Neighborhoods, Louisville Metro Police Department, Louisville Metro Public Works, Louisville Metro Purchasing, Louisville Metro Solid Waste Management, MetroSafe Communications, Regional Airport Authority, TRIMARC

Logistics Section Overview

The Logistics Section is responsible for planning and executing the acquisition and movement of supplies, equipment, personnel and providing facilities in support of the response to an incident. The Logistics Section is also responsible for tracking the status of resource requests from placement to fulfillment.

The Logistics Section is responsible for the following:

- Identify potential sources of resources, including vendors, partner agencies and other jurisdictions through mutual aid,
- Procure, track and arrange for the delivery of materials and/or equipment required to support the response.
- Track the status of resource requests, including requests forwarded to Louisville/Jefferson County Metro EOC.



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- Identify, acquire, renovate and provide logistical services for facilities required to support the incident response.
- Support the establishment of material/equipment warehousing, distribution centers and staging areas, when directed.
- Coordinate the acquisition of supplementary staff through use of temporary staff agencies, community volunteers, mutual aid agreements or other available sources.
- Coordinate the screening, acceptance and handling of donated materials and services.
- Coordinate logistical support services for the EOC.

In order to maintain effective span of control, the Logistics Section is organized into the following units:

1. Facilities Unit
2. Ground Support Unit
3. Communications Unit (ESF-2)
4. Supply Unit (ESF-7)
5. Volunteer/Donations Unit (ESF-15)
6. Responder Food Unit

Each unit ensures that essential functions are performed in incident/event response and are detailed below to show responsibilities.

Facilities Unit ESF-7

The Facilities Unit is primarily responsible for the layout and activation of incident facilities, e.g., Incident Command Post. The unit provides sleeping and sanitation facilities for incident personnel and manages all facilities operations. Each facility is assigned a manager who reports to the Facilities Unit Leader and is responsible for managing the operation of the facility. The basic functions or activities are to provide security service, and general maintenance.

Other responsibilities include:

- Participate in Logistics Section planning activities.
- Determine requirements for each facility.
- Prepare layouts of incident facilities.
- Notify unit leaders of facility layout.
- Activate incident facilities.
- Provide Base and Camp Managers (if applicable).
- Provide sleeping facilities.
- Provide security services.
- Provide facility maintenance

Lead Agency: Louisville Metro Facilities Management

Participating Agencies: Louisville/Jefferson County Metro EMA, MetroSafe Communications, Louisville Metro Public Works



Ground Support Unit

The Ground Support Unit is primarily responsible for supporting out of service resources; transportation of personnel, supplies, food, and equipment; fueling, service, maintenance, and repair of vehicles; and other ground support equipment; and implementing Traffic Plan for the incident.

Other responsibilities include:

- Notify Resources Unit (Planning Section) of all status changes on support and transportation vehicles.
- Arrange for and activate fueling, maintenance, and repair of ground resources.
- Maintain inventory of support and transportation vehicles (ICS Form 218).
- Provide transportation services for responders assigned to the incident.
- Collect use information on rented equipment.
- Requisition maintenance and repair supplies (e.g., fuel, spare parts).
- Maintain incident roads.

Lead Agency: Louisville Metro Fleet Services

Participating Agencies: Louisville/Jefferson County Metro EMA, MetroSafe Communications, Louisville Metro Public Works

Volunteers/Donation Unit ESF-15

The purpose of the Volunteers/Donation Unit is to expedite the delivery of voluntary goods and services to support relief efforts in a disaster-affected area. The Volunteers/Donation Unit is also the lead to coordinate response/recovery efforts as related to volunteers (pre-assigned and convergent) and to assure the expeditious response/recovery delivery of donated goods to the disaster victims. The Volunteers/Donation Unit is also responsible for maintaining a call-in number for the public to donate goods and/or services and maintain adequate communications with all volunteer organizations. Refer to *Louisville/Jefferson County Metro Donations Management Plan*.

Lead Agency: Salvation Army

Participating Agencies: American Red Cross, Faith Based Organizations, Louisville/Jefferson County Metro EMA, MetroSafe Communications, Salvation Army, Volunteer Organizations Active in Disasters (VOAD)

Communications Unit - ESF-2

The Communications Unit is responsible for developing plans for the effective use of incident communications equipment and facilities; installing and testing of communications equipment; supervision of the Incident Communications Center; distribution of communications equipment to incident personnel; and the maintenance and repair of communications equipment.

Other responsibilities include:

- Prepare and implement the Incident Radio Communications Plan (ICS Form 205).



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- Ensure personal portable radio equipment from cache is distributed per Incident Radio Communications Plan.
- Establish appropriate communications distribution/maintenance locations.
- Ensure communications systems are installed and tested.
- Ensure an equipment accountability system is established.
- Provide technical information as required on:
 1. Adequacy of communications systems currently in operation.
 2. Geographic limitation on communications systems.
 3. Equipment capabilities/limitations.
 4. Amount and types of equipment available.
 5. Anticipated problems in the use of communications equipment.
- Supervise Communications Unit activities.
- Maintain records on all communications equipment as appropriate.
- Ensure equipment is tested and repaired.
- Recover equipment from relieved or released units.

Lead Agency: MetroSafe Communications

Participating Agencies: Bell South, Insight Communications, Louisville/Jefferson County Metro EMA, Louisville Fire Department, Louisville Metro311, Louisville Metro Information Technology, Louisville Metro Police Department, National Weather Service, Radio Amateur Civil Emergency Services (RACES)

Supply Unit - ESF-7

The Supply Unit Leader is primarily responsible for ordering personnel, equipment and supplies; receiving, and storing all supplies for the incident; maintaining an inventory of supplies; and servicing non-expendable supplies and equipment.

Other responsibilities include:

- Participate in Logistics Section/Support Branch planning activities.
- Determine the type and amount of supplies in route.
- Review Incident Action Plan for information on operations of the Supply Unit.
- Develop and implement safety and security requirements.
- Order, receive, distribute, and store supplies and equipment.
- Receive and respond to requests for personnel, supplies and equipment.
- Maintain inventory of supplies and equipment.
- Service reusable equipment.

Lead Agency: Office of Management and Budget

Participating Agencies: City of Anchorage, City of Prospect, City of Jeffersontown, City of St. Matthews, City of Shively, Civil Air Patrol, Louisville/Jefferson County Metro EMA, Louisville Metro Fleet Services, Louisville Metro Information Technology, Louisville Metro Mayor's Special Counsel, MetroSafe Communications



Responder Food Unit

The Responder Food Unit provides feeding services for disaster response workers. The Food Unit determines food and water requirements; plans menus, orders food, provides cooking facilities, cooks, serves, maintains food service areas, and manages food security and safety concerns. Additionally, the Responder Food Unit will complete and maintain status reports for any major issues or incidents and implement the objectives of the EOC/Area Command IAP assigned to the Responder Food Unit.

Lead Agency: Louisville/Jefferson County Metro EMA

Participating Agencies: Salvation Army, American Red Cross

Planning Section Overview

The Planning Section (ESF 5) is responsible for collecting, evaluating, and disseminating information about the development of the incident and status of resources. One of the most important functions of the Planning Section is to look beyond the current and next operational period and anticipate potential problems.

Other responsibilities include:

- Collection and evaluation of incident situation.
- Preparing situation status reports.
- Displaying situation information.
- Maintaining status of resources.
- Developing an Incident Action Plan (IAP).
- Coordinating incident demobilization.
- Providing a primary location for technical specialist assigned to an incident.
- Providing duplication services.
- Preparation of required incident related documentation.
- Collecting official documentation of the incident.

In order to maintain effective span of control, the Planning Section is organized into the following units:

1. Situation Unit
2. Documentation Unit
3. Resource Unit
4. Damage Assessment Unit
5. GIS Unit

Each unit ensures that essential functions are performed in incident/event response and are detailed below to show responsibilities.

Lead Agency: Louisville/Jefferson County Metro EMA



Participating Agencies: American Red Cross, Jefferson County Suburban Fire Service, Jefferson County Public Schools, Jefferson County Sheriff's Office, Kentucky Air National Guard, KYEM, Louisville/Jefferson County Metropolitan Sewer District, Louisville Fire Department, LG&E-KU, Louisville Metro Air Pollution Control District, Louisville Metro Animal Services, Louisville Metro Corrections, Louisville Metro Department of Health and Wellness, Office of Management and Budget, Louisville Metro Human Services, Louisville Metro Mayor's Communications, Louisville Metro Mayor's Special Counsel, Louisville Metro Parks, Louisville Metro Police Department, Louisville Metro Public Works, Louisville Metro Purchasing, Louisville Metro Solid Waste Management, Louisville Metro Zoo, Louisville Water Company, MetroSafe Communications, Transit Authority of River City

Situation Unit

The Situation Unit collects, processes, and organizes ongoing situation information, prepares situation summaries, and develops projections and forecasts of future events related to the incident. The Situation Unit also prepares maps and gathers and disseminates information and intelligence for use in the IAP. This unit may also require the expertise of technical specialists and operations and information security specialists.

Other responsibilities include:

- Begin collection and analysis of incident data as soon as possible.
- Prepare, post, or disseminate resource and situation status information as required, including special requests.
- Prepare periodic predictions or as requested.
- Prepare Situation Reports (SITREPs) as prescribed by the Planning Section Chief to include details about current incident and any specific forecasts concerning the incident.
- Provide photographic services and maps if required.

Documentation Unit

The Documentation Unit Leader is a combination position responsible for the maintenance of accurate, up-to-date incident files. Duplication services will also be provided by the Documentation Unit. Incident files will be stored for legal, analytical, and historical purposes. The Documentation Unit is also responsible for developing the Incident Demobilization Plan. On large incidents, demobilization can be quite complex, requiring a separate planning activity.

Other responsibilities include:

- Set up work area; begin organization of incident files.
- Establish duplication service; respond to requests.
- File all official forms and reports.
- Review records for accuracy and completeness; inform appropriate units of errors or omissions.
- Provide incident documentation as requested.
- Store files for post-incident use.
- Review incident resource records to determine the likely size and extent of demobilization effort.



- Based on above analysis, add additional personnel, work space and supplies as needed.
- Coordinate demobilization with Agency Representatives.
- Monitor ongoing Operations Section resource needs.
- Identify surplus resources and probable release time.
- Develop incident check-out function for all units.
- Evaluate logistics and transportation capabilities to support demobilization.
- Establish communications with off-incident facilities, as necessary.
- Develop an Incident Demobilization Plan detailing specific responsibilities and release priorities and procedures.
- Prepare appropriate directories (e.g., maps, instructions, etc.) for inclusion in the demobilization plan.
- Distribute demobilization plan (on and off-site).
- Ensure that all Sections/Units understand their specific demobilization responsibilities.
- Supervise execution of the Incident Demobilization Plan.
- Brief Planning Section Chief on demobilization progress.

Resource Unit

The Resource Unit is responsible for maintaining the status of all assigned resources (primary and support) assigned by the EOC for the disaster or incident. This is achieved by overseeing the check-in of all resources, establishing a proactive collaboration with the Supply Unit and other components of the Logistics section, maintaining a status-keeping system, and maintenance of a master list of all resources once an incident begins.

Other responsibilities include:

- Establish check-in function at incident locations.
- Prepare Organization Assignment List (ICS Form 203) and Organization Chart (ICS Form 207).
- Prepare appropriate parts of Division Assignment Lists (ICS Form 204).
- Maintain the current status and location of all resources.
- Maintain master roster of all resources checked in at the incident.

A Check-in/Status Recorder reports to the Resources Unit Leader and assists with the accounting of all incident assigned resources.

Damage Assessment Unit

The Damage Assessment Unit (DAU) is responsible for coordinating damage assessment related activities, including effective coordination with other Damage Assessment Teams (DATs), pro-active exchange of information and efficient collection and dissemination of county-wide damage information.



- Identification of populations who may be more vulnerable to the impact of disasters, such as the underinsured and uninsured;
- Collecting and compiling data received from various entities during and immediately after the event;
- Collecting and compiling data to generate an Initial Damage Assessment Report;
- Recruiting and assigning personnel/agencies to perform Preliminary Damage Assessments;
- Collecting and compiling data to generate a Preliminary Damage Assessment Report;
- Coordinating with Building Inspection personnel for Safety Assessments to be performed;
- Coordinating with Federal agencies for damage assessment activities;
- Utilizing GIS support to generate maps to depict areas of damage;
- Providing reports to Planning Section Chief on damage assessment progress.

GIS Unit

The GIS Unit supports the operations of the EOC by creating and maintaining maps and photographs using the GIS system and other mapping/photographic systems. The GIS Unit catalogs all products so that they are easily retrievable. Finally, the GIS Unit, with direction from the Planning Section Chief, establishes procedures for prioritizing mapping requests.

Finance/Administration Section Overview

The Finance/Administration Section has five major responsibilities:

1. Provides policy guidance and establishes procedures to authorize the commitment and payment of funds. Provides recommendations and guidance to and receives direction from the Agency Administrator on financial matters,
2. Coordinates the accounting for personnel time during the emergency response and recovery efforts, and ensuring that employees continue to receive pay, health insurance and retirement benefits,
3. Tracks and processes payments of vendor purchase orders, contracts, claims and other payments during the emergency,
4. Ensures that an accurate accounting of the cost of responding to the emergency (including both response and recovery) is maintained. This includes accounting for personnel time, the cost of services provided and for acquiring and maintaining response facilities, materials and equipment, and
5. Ensures the management and direction of all administrative matters pertaining to compensation for injury and claims-related activities for an incident are adhered to and documented.

In order to maintain effective span of control, the Finance/Administration Section is organized into the following units:

1. Time Unit
2. Cost Unit
3. Compensation/Claims Unit
4. Procurement Unit



Each unit ensures that essential functions are performed in incident/event response and are detailed below to show responsibilities.

Time Unit

The Time Unit is responsible for ensuring proper daily recording of personnel time, in accordance with the policies of the relevant agencies. The Time Unit also provides cost analysis data for the incident.

Other responsibilities include:

- Ensure that daily personnel time recording documents are prepared and in compliance with agency(s) policy.
- Maintain separate logs for overtime hours.
- Establish commissary operation on larger or long-term incidents as needed.
- Ensure that all records are current and complete prior to demobilization.

Release time reports from assisting agency personnel to the respective Agency Representatives prior to demobilization.

Cost Unit

The Cost Unit must ensure that equipment and personnel for which payment is required are properly identified, obtain and record all cost data, and analyze and prepare estimates of incident costs. The Cost Unit also provides input on cost estimates for resource use to the Planning Section and must maintain accurate information on the actual costs of all assigned resources.

Other responsibilities include:

- Brief Finance/Administration Section Chief on current problems and recommendations, outstanding issues, follow-up requirements make cost-saving recommendations.
- Coordinate with agency headquarters on cost reporting procedures.
- Collect and record all cost data.
- Develop incident cost summaries.
- Prepare resources-use costs estimates for the Planning Section.
- Complete all records prior to demobilization.

Lead Agency: Office of Management and Budget

Participating Agencies: Louisville/Jefferson County Metro EMA

Compensation/Claims Unit

The Compensation/Claims Unit ensures that all forms required by workers' compensation programs and local agencies are completed. The Compensation/Claims Unit also maintains files on injuries and illnesses that are associated with the incident and ensures that all witness Statements are obtained in writing. The Compensation/Claims Unit maintains logs on the claims, obtains witness Statements, and documents investigations and agency follow-up requirements.

Other responsibilities include:



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- Establish contact with Safety Officer and Liaison Officer (or Agency Representatives if no Liaison Officer is assigned).
- Establish a work area to deal with injury compensation is located within or as close as possible to the Medical Unit of the Logistics Section.
- Review Incident Medical Plan (ICS Form 206).
- Review procedures for handling claims with Procurement Unit.
- Periodically review logs and forms to ensure compliance with agency requirements and policies.
- Ensure that all compensation for injury and claims logs and forms are complete and routed to the appropriate agency for post-incident processing prior to demobilization.

Lead Agency: Office of Management and Budget

Participating Agencies: Louisville/Jefferson County Metro EMA, Louisville Metro Public Works

Procurement Unit

The Procurement Unit administers all financial matters pertaining to vendor contracts and coordinates with surrounding local jurisdictions to identify sources for equipment, prepares and signs equipment rental agreements, and processes all administrative requirements associated with equipment rental and supply contracts.

Other responsibilities include:

- Review incident needs and any special procedures with Unit Leaders, as needed.
- Coordinate with local jurisdiction on plans and supply sources.
- Obtain Incident Procurement Plan.
- Prepare and authorize contracts and land use agreements.
- Draft memoranda of understanding.
- Establish contracts and agreements with supply vendors.
- Provide for coordination between the Supply Unit and all other procurement organization supporting the incident.
- Ensure that a system is in place which meets agency property management requirements. Ensure proper accounting for all new property.
- Interpret contracts and agreements; resolve disputes within delegated authority.
- Coordinate with Compensation/Claims Unit for processing claims.

Lead Agency: Louisville Metro Office of Management and Budget

Participating Agencies: Louisville/Jefferson County Metro EMA



EMERGENCY OPERATIONS CENTER

LOCATION

Primary; 410 South Fifth Street, MetroSafe Building, 3rd Floor

Secondary; 3515 Newburg Road

ACTIVATION LEVELS

NORMAL OPERATIONS

During the time when Louisville/Jefferson County Metro is in routine or non-emergency operational status, the Emergency Management Director and staff is responsible for maintaining the records, files and other papers pertaining to the various services of the emergency preparedness organization and for keeping, and as necessary, revising an accurate, adequate record of personnel assignments and subordinate plans.

Other responsibilities include:

- Keep persons throughout Louisville/Jefferson County Metro well informed by establishing and maintaining a comprehensive educational program that focuses on emergency management. Such programs shall be responsive to identified needs and shall involve, to the extent practicable, all aspects of the community including but not limited to the media, retailers, banks, utilities, independent agencies of the city and other public- and private-sector entities.
- Be the central repository for all mutual aid agreements, concerning emergency management, which have been approved and authorized.
- Maintain a state of readiness by conducting training and exercise programs as appropriate.

ACTIVATION

The Louisville/Jefferson County Metro EOC will operate under three different levels of activation ranging from Level 1 (Monitoring) to Level 3 (Full) with Level 1 encompassing a full around the clock activation.

LEVEL 1 (MONITORING)

Louisville/Jefferson County Metro currently operates at a Level 1 (Monitoring) for day-to-day operations. During this time, Louisville/Jefferson County Metro EMA staff will disseminate information to stakeholders (i.e. Primary and Secondary Agencies) via telephone, fax, email, WebEOC, and/or radios whenever Emergency Management receives notice of an incident that may escalate and threaten public safety.

LEVEL 2 (PARTIAL)

A Level 2 Activation may be implemented by the Louisville Jefferson County EMA Director, or his/her Designee, in coordination with the Mayor. EOC Command & General Staff positions will be represented at the EOC, as well as personnel on the branch/group/unit level based on incident and needs. Staff will be scheduled for 12- or 24-hour operations on Alpha/Bravo (Day/Night) Shift as required under the discretion of the Incident Commander/Unified Command.

LEVEL 3 (FULL)



A Level 3 Activation may be implemented for a major/catastrophic event. All Command & General Staff, sections/branches/groups/units will be activated. Staff will be scheduled for 12- or 24-hour operations on Alpha/Bravo (Day/Night) Shift as required under the discretion of the Incident Commander/Unified Command.

OPERATIONS RESPONSIBILITIES

GENERAL

Officials at all levels of government share responsibility for the necessary planning needed to minimize losses and provide relief from possible natural disasters. This shared responsibility includes the disaster preparedness and response capabilities of the municipal governments, county government, independent authorities, volunteer agencies, State and Federal government.

Initial response will provide for an immediate reaction to alleviate human suffering, prevent loss of life, protect property, and to return the area to normalcy in the least possible time. Operational plans shall be developed for accomplishment of various program goals and objectives designed to effectively reduce hazards and to bring long-term recovery to distressed areas.

ROLE OF LOUISVILLE/JEFFERSON COUNTY METRO

RESPONSIBILITIES OF THE LOUISVILLE/JEFFERSON EXECUTIVE GROUP

The Louisville/Jefferson County Metro Mayor may request that a state of emergency and/or a disaster be declared from the Executive Group as deemed appropriate. Such a declaration shall invoke all agreements and plans necessary and appropriate for resolving the incident. When the Mayor is not available, the line of succession for said office shall be followed, with all such individuals having the authority to request a disaster or emergency in the absence of the Mayor. The Mayor, having been given this authority, has in turn authorized personnel in certain departments to take those actions necessary for mitigating, preventing, preparing, responding to and recovering from emergencies and disasters.

The Louisville/Jefferson County Metro Executive Group is comprised of the following:

- Mayor
- Chief of Staff
- Emergency Services Chief
- Director Emergency Services
- Police Chief
- Fire Chief
- Director of Public Works
- Executive Director Health and Wellness

Response

The Louisville Fire Department or Jefferson County Suburban Fire Service Representative, or their respective delegates, is responsible for acting as the Incident Commander on the scene of disasters and emergencies during the initial response phase. As the incident priorities transition more to recovery the Incident Commander will be selected from personnel with more appropriate training and experience. It is preferred that a Unified Command approach be utilized when possible.



Incident Commanders are authorized to conduct evacuations, shelter in place, close buildings, block roads, and take other such actions as are necessary for the immediate preservation of life and property. They may also request mutual aid pursuant to written agreements with other agencies without the need for a Mayoral, Gubernatorial or Presidential Declaration.

NOTE: The determination of the Incident Command Structure will always be based on incident priorities the first five of which will always remain the same.

1. Life Safety
2. Incident Stabilization
3. Property Conservation
4. Environmental Conservation
5. Restoration to "Normalcy"

NOTIFICATION & WARNING

A critical component of any emergency management plan is the dissemination of information to the community. The timely distribution of accurate information and instructions serves multiple purposes, including helping citizens protect themselves from hazards, keeping people away from emergency scenes, and controlling rumors. Louisville/Jefferson County Metro utilizes a multi-tiered approach to reach the largest possible audience in the shortest period of time.

The following are the methods currently in place:

Emergency response personnel - There will be direct communication from the personnel on scene to those in the immediate area. This may be face-to-face, or via a public-address system which is in most public safety vehicles. While limited in range and reach, this provides the most immediate communication between responders and those in the area.

Louisville Emergency Notification System - Also known as L.E.N.S., this system allows authorized administrative personnel at the Emergency Operations Center to send an emergency message. This system can send voice phone messages, text messages, or emails to subscribers and to residents with listed phone numbers. Due to the ability to reach numerous households, the use of this method must be coordinated through Louisville/Jefferson County Metro EMA.

Social Networks - Louisville/Jefferson County Metro currently utilizes several social networking sites such as Twitter and Facebook.

Louisville/Jefferson County Metro Website - In the event of an emergency, an alert message may be deployed onto the Louisville/Jefferson County Metro web page. At some time, the type of incident may warrant a complete replacement of the Home Page to display Emergency Notifications, Emergency Alerts, and current information.

Broadcast Services - The news media are used to push out information via radio and television. This component can also utilize the Emergency Alert System to generate emergency tones and messages on local radio and television stations.



Integrated Public Alert Warning System (I.P.A.W.S.)

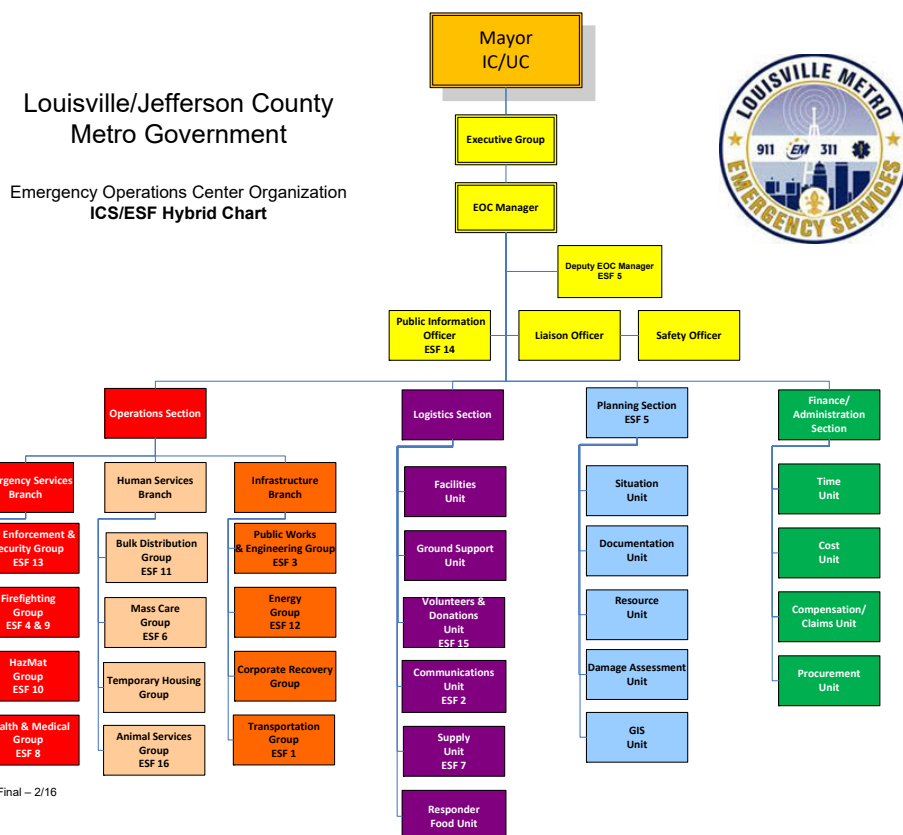
A national alert and warning system that Louisville Metro Government has permission to utilize to disseminate non weather-related emergency information. The I.P.A.W.S combines the emergency alert system (EAS), wireless emergency alert (WEA) and NOAA weather radio systems to reach the maximum possible recipients.

NOTE: It is important to understand that no single system can reach the entire community. Each method above has individual limitations. This is why it is critical that as many systems as possible are used at one time and that all messages contain instructions that recipients pass along the message to those they come into contact with.

ISSUANCE OF EXECUTIVE ORDERS AND PROCLAMATIONS

The Mayor shall request that a state of emergency be declared from the Executive Group. Upon declaration, the EOP is activated and the Emergency Operations Center is placed into operation. This issuance will facilitate the reorganization of the normal day-to-day organizational chart to the aforementioned emergency organization listed in **Figure 9 – Louisville/Jefferson County Metro ICS/ESF Hybrid Organizational Chart**.

Figure 9: Louisville/Jefferson County Metro ICS/ESF Hybrid Organizational Chart





PLANNING PROCESS

It was recognized early in the development of ICS that the critical task of adequate planning was often overlooked. The results were poor resource use, inappropriate tactics and strategies, safety problems, higher costs, and lower effectiveness. As such, Louisville/Jefferson County Metro will utilize the incident planning process of the ICS to provide a systematic means for all agencies involved in the response to have their objectives recognized and incorporated into the overall incident plan.

In addition, this process allows everyone to know the plan and their role in it. The result of this planning process is typically the written Incident Action Plan (IAP). The benefits of this written plan are undeniable when the size and complexity of the response require the participation of many responders and multiple agencies. Incident action planning is essential for a successful response to expanding incidents.

Operational Periods

An important concept in regard to this planning process is the operational period. All ICS planning is designed around identifying accomplishments expected over a set period of time called the operational period. The specific length of time of the operational period varies based on a variety of factors. The Incident Commander/Unified Command will determine the length of the operational period with input from operations staff. Typically, operational periods are 0800-2000 and 2000 to 0800 daily. In some cases, the operational period length may change from day to day based on operational and incident needs.

Roles and Responsibilities in the Planning Process

Many individuals play a key role in the planning process and the success of a response. The roles of key individuals are briefly outlined in **Table 3 - Planning Roles & Responsibilities**.

Table 3 - Planning Roles & Responsibilities

Incident Commander/ Unified Command (Louisville/Jefferson County Metro EMA Director)	<ul style="list-style-type: none">• Provides overall incident objectives and strategy.• Establishes procedures for incident resource ordering.• Establishes procedures for resource activation, mobilization, and employment.• Approves completed IAP by signature.• <u>With Safety Officer:</u>• Reviews hazards associated with the incident and proposed tactical assignments. Assists in developing safe tactics.• Develops safety message(s).
Operations Section Chief	<ul style="list-style-type: none">• Assists in identifying strategies.• Determines tactics to achieve command objectives.• Determines work assignments and resource requirements.
Planning Section Chief	<ul style="list-style-type: none">• Conducts the Planning Meeting and Planning "P" process.• Coordinates preparation and documentation of the IAP.
Logistics Section Chief	<ul style="list-style-type: none">• Ensures that resource ordering procedures are communicated to appropriate agency ordering points.• Develops a transportation system to support operational needs.



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	<ul style="list-style-type: none">• Ensures that the Logistics Section can support the IAP.• Completes assigned portions of the written IAP.• Places order(s) for resources.
Finance/Admin. Section Chief	<ul style="list-style-type: none">• Provides cost implications of incident objectives, as required.• Ensures that the IAP is within the financial limits established by the Incident Commander.• Evaluates facilities, transportation assets, and other contracted services to determine if any special contract arrangements are needed.• Ensure that everyone assigned to incident is tracking and submitting time. (ICS 214)

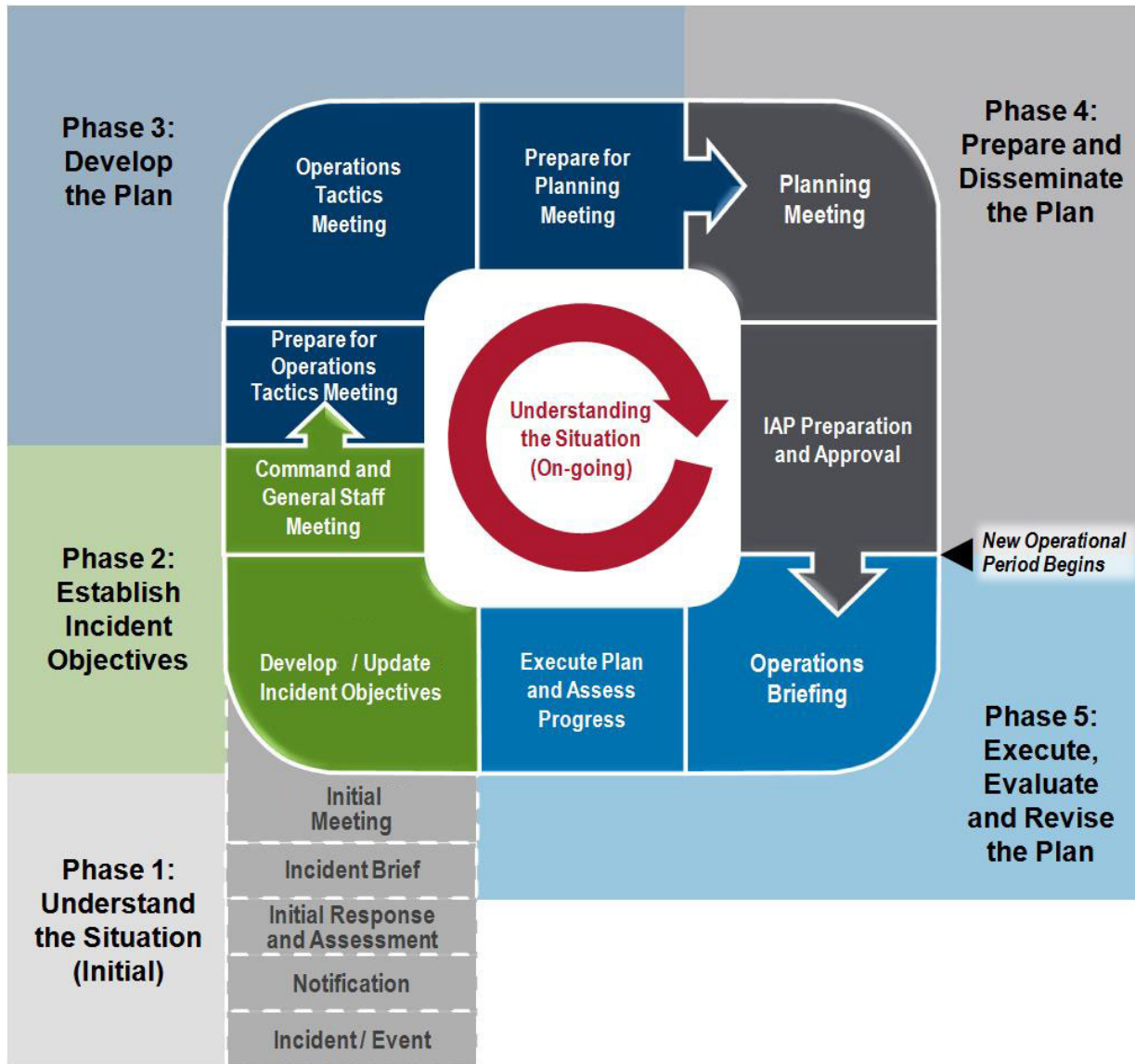
Planning Cycle

The cyclical planning process is designed to take the overall incident objectives and break them down into tactical assignments for each operational period. Planning for each operational period begins with the Incident Commander or Unified Command setting objectives. The objectives are set based on the continued assessment of the situation and the progress made. The Planning "P" best illustrates the incident planning process through five different phases.

Phase 1: Understand the Situation (Initial) - Once the incident/threat begins, the steps are Notification, Initial Response and Assessment, Incident Brief, and Initial Meeting. At the top of the leg of the "P" is the beginning of the first operational planning period cycle.



Figure 10 - The Planning "P"



Phase 2: Establish Incident Objectives - In this circular sequence, the steps are Develop/Update Incident Objectives, Command and General Staff Meeting.

Command & General Staff Meeting (Phase 2)

The Command & General Staff Meeting is the opportunity for the Incident Commander/Unified Command to meet with the staff to gather input or to provide immediate direction. It is also the opportunity to articulate and approve incident objectives for the next operational period and to share important information regarding incident management.

The Planning Section Chief facilitates this meeting. The Incident Commander/Unified Command presents the priorities and incident objectives and articulates guidance on how incident operations should proceed. The participants review the incident objectives and discuss strategies for accomplishing the objectives.

**Table 4 – Command & General Staff Meeting Sample Agenda**

Agenda Topic	Briefed By
Roll Call and introduction of new participants and guests	Planning Section Chief
Opening Remarks	Incident Commander/Unified Command or EOC Manager
Present incident objectives for the upcoming operational period	Planning Section Chief
Describe/update current situation	Situation Unit Leader
Open discussion, including the following: <ul style="list-style-type: none">• Current status and issues• Constrains, limitations, and shortfalls• Input needed to finalize the incident objectives and strategies.	Operations Section Chief (Others as needed)
Establish precedence of incident objectives based on incident priorities	Planning Section Chief
Outline of guidance to achieve objectives	Incident Commander/Unified Command or EOC Manager
Open discussion (optional)	Planning Section Chief
Closing Remarks	Incident Commander/Unified Command or EOC Manager

Phase 3: Develop the Plan – Actions in this phase include: Prepare for Operations Tactics Meeting, Operations Tactics Meeting, Prepare for the Planning Meeting. During this phase resource needs are identified and specific actions (or tactics) are devised on how to meet the objectives developed in Phase 2.

Tactics Meeting (Phase 3)

Prior to the Planning Meeting, the Operations Section Chief will hold a tactics meeting to review the tactics developed by the Operations Section. The Operations Section Chief leads the tactics meeting. The Operations Section Chief, Safety Officer, Planning Section Chief, Logistics Section Chief, and Resources Unit Leader attend the tactics meeting. The objectives for the tactics meeting include:

- Generate appropriate strategies to meet the incident objectives – strategies should make good sense, be cost-effective, and meet political considerations.
- Determining how the selected strategies will be accomplished in order to achieve the incident objectives.
- Assigning resources to implement the tactics.
- Identifying methods for monitoring tactics and resources to determine if adjustments are required (e.g., different tactics, different resources, or new strategy).
- Complete the ICS 215 (Operational Planning Worksheet) and ICS 215A (Incident Action Plan Safety Analysis).

**Table 5 - Tactics Meeting Sample Agenda**

Agenda Topic	Briefed By
Roll Call and introduction of any new participants	Operations Section Chief
Review incident objectives for the upcoming operational period	Operations Section Chief
Review, discuss, and concur on draft work assignments (Operational Planning Worksheets – ICS215)	Operations Section Chief
Ensure Resources identifiers are correctly assigned	Operations Section Chief
Identify resource shortfalls and excesses	Resources Unit Leader
Identify the logistical needs of the work assignments	Logistics Section Chief
Discuss the safety issues of the work assignments and present the ICS 215A (Safety Analysis Form)	Safety Officer
Consider and discuss the limitations and needs of ESFs and participating agencies	Liaison Officer
Approve the Operational Planning Worksheets (ICS 215)	Operations Section Chief
Update Incident Maps	Operations Section Chief Logistics Section Chief
Discuss other topics as needed	Operations Section Chief

Phase 4: Prepare and Disseminate the Plan – During this phase, the plan derived from Phase 3 is presented to stakeholders for final approval. Once the Planning Meeting is completed, the Incident Action Plan is finalized and prepared for dissemination.

The Planning Meeting (Phase 4)

The planning meeting provides the opportunity for the command staff, as well as other incident management personnel, agency officials, and cooperating/assisting agencies and organizations, to review and validate the operational plan as proposed by the Operations Section Chief. The Planning Chief leads the meeting following a fixed agenda to ensure that the meeting is efficient while allowing each organizational element represented to assess and acknowledge the plan.

The Operations Section Chief delineates the amount and type of resources he or she will need to accomplish the plan. The Planning Section's Resources Unit will have to work with the Logistics Section to fulfill the resource needs. At the conclusion of the meeting, the Planning Section Staff indicates when all elements of the plan and support documents must be submitted so the plan can be collated, duplicated, and made ready for the operational period briefing.



Roles During Planning Meeting:

- The Planning Section Chief gives the situation and resources briefing and conducts the planning meeting.
- The Incident Commander/Unified Command states the incident objectives and policy issues.
- The Operations Section Chief states the primary and alternative strategies to meet the objectives, with contributions made by the Planning and Logistics Section Chiefs.
- The Operations Section Chief specifies reporting locations and additional facilities needed, with contributions from the Logistics Section Chief.
- The Planning and Logistics Section Chiefs develop the resources, support, and overhead orders. The Logistics Section Chief places the orders.
- The Logistics Section Chief considers additional support requirements needed for communications, traffic, safety, medical, etc., with contributions from the Planning Section Chief.
- The Planning Section Chief finalizes the IAP, the Incident Commander/Unified Command approves the IAP, and the General Staff implements the IAP.
- Organizational elements prepare IAP assignments and submit them to the Planning Section.
- The Planning Section collates, prepares, and duplicates the IAP document for the operational period briefing. The Planning Section will:
 - Set the deadline for completing IAP attachments,
 - Obtain plan attachments and review them for completeness and approvals,
 - Determine the number of IAPs required,
 - Arrange with reproduction the IAP,
 - Review the IAP to ensure it is up-to-date and complete prior to the Operations Briefing and plan distribution,
 - Provide the IAP briefing plan, as required, and distribute the plan prior to the beginning of the new Operational Period, and
 - Through the Resources Unit, coordinate with the Logistics Section to acquire and assign the amount and type of resources needed.

**Table 6 – Planning Staff Meeting Sample Agenda**

Agenda Topic	Briefed By
Roll Call and review agenda	Planning Section Chief
Provide opening remarks	Incident Commander/Unified Command or EOC Manager
Provide briefing on current situation	Situation Unit Leader
Review incident objectives	Planning Section Chief
Present and review draft assignments	Operations Section Chief
Ensure the draft operational plan meets the incident objectives	Planning Section Chief
Review any open actions or tasks	Planning Section Chief
Obtain commitment from Command & General Staff to support the plan	Liaison Officer
Obtain the Unified Command or EOC Manager's Approval of the IAP	Planning Section Chief
Final comments and direction	Incident Commander/Unified Command or EOC Manager

Phase 5: Execute, Evaluate and Revise the Plan – Phase 5 represents the beginning of a new Operational Period. After the plan is presented to the oncoming resources at the Operational Period, the tactics devised in Phase 3 will be put into action. During this time, Command & General Staff will review the plan to assess progress being made and the Incident Commander/Unified command begin developing preliminary objectives based on the progress. At this point, Phase 5 will roll over to Phase 2 until the incident comes to an end.

Operational Period Briefing (Phase 5)

This may also be referred to as the shift briefing, where the Incident Commander/Unified Command reviews the IAP with response staff. The operational period briefing is conducted at the beginning of each operational period. Immediately prior to the start of the new operational period, incident management personnel, agency officials, and cooperating/assisting agencies and organizations should attend the operational period briefing.

In some cases, all of the tactical personnel should attend if they can be accommodated. Staff members are briefed on the operational elements of the plan to ensure they are aware of what it is that must be accomplished. In addition, staff members will have a chance to ask relevant questions regarding the plan, be briefed on any critical safety issues, and be informed regarding specific logistical information. The operational period briefing should be brief and concise; the Planning Section Chief facilitates the briefing following a concise agenda.



Following the operational period briefing, section supervisors will meet with their assigned resources for a detailed briefing on their respective assignments.

Table 7 – Operational Period Briefing Sample Agenda

Agenda Topic	Briefed By
Review Incident Objectives	Operations Section Chief
Review weather conditions and forecast	Situation Unit Leader
Provide briefing on current situation	Operations Section Chief Situation Unit Leader
Brief operations field personnel (if applicable)	Operations Section Chief
Communications brief	Communications Unit Leader
Logistics brief	Logistics Section Chief
Safety Brief	Safety Officer
Finance brief	Finance Section Chief
Public information brief	Public Information Officer
Final comments and direction	Incident Commander/Unified Command or EOC Manager

LOGISTICS

Resources must be organized, assigned, and directed to accomplish the incident objectives. Managing resources safely and effectively is the most important consideration of an incident. As noted above, the Planning Section's Resources Unit (ESF-5) tracks assigned resources and identifies resource shortages. The Logistics Section's Supply Unit (ESF-7) orders or acquires the needed resources. The Logistics Section serves as the single ordering point for all requested resources, including mutual aid resources.

EVACUATION & SHELTERING

Evacuation

The need for evacuation may arise for any number of reasons. Most evacuations will be local in scope and an on-scene incident commander will initiate actions following a decision. In such cases, the actions will be coordinated and administered by emergency response officials using local resources in accordance with operational procedures. During any county administered evacuation that does not require activation of the EOC, Emergency Management will provide assistance under the various Louisville/Jefferson County Metro agencies' normal statutory authority through coordination. However, in the event of a multi-jurisdictional operation, the Mayor shall request that a



state of emergency be declared from the Executive Group. The decision to evacuate will be made by the Emergency Management Director following consultation with the Mayor and representatives of the jurisdictions involved.

All assistance and support of such actions will be coordinated from the EOC under the direction of the Emergency Management Director. Decisions on issues, such as deploying and pre-deploying personnel; determining evacuation routes; directing people caught on evacuation routes to safe shelter; ensuring the sufficiency of fuel; and addressing any matters relative to the ordered protective actions will be made by the appropriate ICS positions and their respective branches or groups in the EOC.

Communicating with the individuals in the affected areas is key to a successful evacuation. The Incident Commander/Unified Command must utilize the best methods at his/her disposal to inform people of the dangers and other information. These methods include but are not limited to:

- Door-to-Door
- Integrated Public Alert & Warning System
- Vehicle Public Address
- L.E.N.S. /IPAWS
- Information Line
- Electronic Road Signs
- Email and Text
- Website Posts and Social Networking Sites
- Broadcast Media Services

Sheltering

The need for sheltering operations will be determined by the Operations Section Chief or Incident Commander/Unified Command. The commencement of opening shelters does not have to coincide with an evacuation of Louisville/Jefferson County Metro (small or full-scale).

The opening of general population shelters is a responsibility of Mass Care Group (ESF-6) and coordinated in the EOC with other ICS positions that will be needed to support shelter operations. The opening of special needs shelters is the responsibility of Health & Medical Group (ESF-8) in coordination with Mass Care Group (ESF-6).



Table 8 - Pre-Identified Shelters

Shelter Name
To be determined based on impacted area(s).

(Note: * Pet-Friendly Shelter, **Both Pet-Friendly & Special Needs)

The Superintendent of Schools may close some or all schools should the need arise. The Superintendent or designee will meet with the Emergency Services Director to discuss the need for school shelters, the impact of closure on the school year and possible reopening dates.

Refuges of last resort will be used for temporary and minimal sheltering to evacuees who cannot be accommodated in public shelters. These shelters would not be expected to offer bedding, food/water, medical or other services. The evacuees should be self-supporting. Every attempt will be made to move these evacuees to public shelters as soon as possible. Sources of refuge would include church buildings, service club buildings, fire halls, community centers and possibly individual homes if not needed. Unoccupied office, warehouse or other types of building may be utilized.

The decision to use any Louisville/Jefferson County Metro Public School Shelters will be based on the projected threat of the incident. In some cases, the threat may be sufficient to prohibit the opening of any public shelters within the county. In that case, regional sheltering will be coordinated with adjacent counties and the State of Kentucky EOC.

EMERGENCY EVACUATION ASSISTANCE

Emergency evacuation will usually be an on-scene activity, limited to a specific area, and coordinated by the Louisville/Jefferson County Metro Sheriff's Office and supported by fire department personnel on scene. In major evacuations, overall activities will be directed from the Louisville/Jefferson County Metro EOC and will also include coordination with the Office of the Governor, Kentucky Division of Emergency Management (KYEM), the Louisville/Jefferson County Metro Council on Aging, and both public and private transportation service providers.

TRANSPORTATION

County transportation assets that may be used in the instance of a county-wide evacuation are listed below.

- American Red Cross Wheels will provide transportation for wheelchair and other special needs and relocation of affected populations as required.
- Transit Authority of River City (TARC) will provide transportation to the extent capable as required.



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- Jefferson County Sheriff's Office, Louisville Metro Department of Corrections and Louisville Metro Police will provide crowd control, security measures, roadway assessments and ingress/egress in areas involved in ESF 1 operations.
- Louisville Fire Department and/or Jefferson County Suburban Fire Protection will provide specialty transportation such as water rescues as required.
- Kentucky Department of Transportation will control, direct, and coordinate all transportation through the ESF 1 Coordinator if a Statewide emergency and will provide specialty transportation as required.
- Kentucky National Guard under the authority and direction of the Governor will assist ESF 1 operation and coordinate all transportation through the Louisville/Jefferson County Metro Transportation Coordinator if a Statewide emergency.
- Louisville/Jefferson County Metro Emergency Management Agency will provide EOC support, conduct briefings, direct needs assessments, distribute key information and serve as liaison to the Commonwealth EOC for resource requests.
- Louisville Fire Department/Jefferson County Suburban Fire Service will provide specialty transportation such as water rescues as required.
- Louisville Metro Air Pollution Control District will advise and respond to any air-quality issues.
- Office of Management and Budget will manage financial matters relating to resources procured.
- Louisville Metro Human Services will coordinate ESF1 transportation evacuation assistance to affected populations.
- Louisville Metro Inspections, Permits & License will provide damage assessments.
- Louisville Metro Neighborhoods will provide status and damage assessments of neighborhoods.
- Louisville Metro Public Works (ESF 3), Louisville Metro Parks and Louisville Metro Solid Waste Management Services will provide equipment and other major resources needed to clear roadways or other areas in support of emergency response transportation actions and provide transportation as required.
- Office of Management and Budget will procure resources as required.
- Regional Airport Authority will advise/manage air transportation involved in ESF 1 operations.
- TRIMARC will provide and communicate relevant traffic information.

MUTUAL AID

Mutual Aid requests for Louisville/Jefferson County Metro are coordinated through Louisville/Jefferson County Metro EMA as referenced in the State Wide Mutual Aid Agreement. Conversely, any request from outside Louisville/Jefferson County Metro will be coordinated through Louisville/Jefferson County Metro EMA as referenced in the State Wide Mutual Aid Agreement. The Clerk of the Court will maintain original agreements with working copies at the department level. The Emergency Management Director has responsibility for overseeing the mutual aid process in a disaster.



PREPAREDNESS ACTIVITIES

PLAN DEVELOPMENT AND MAINTENANCE

The Director of Emergency Services is responsible for the development and maintenance of the Louisville/Jefferson County Metro EOP. This encompasses ensuring that necessary revisions are prepared, coordinated, published and distributed as identified in the distribution list within this document.

The development and maintenance of Standard Operating Guides (SOGs) and Emergency Support Function (ESF) Manuals remains the sole responsibility of the department/agency assigned with assistance from Louisville/Jefferson County Metro EMA staff as requested.

PRESERVATION OF VITAL RECORDS AND DATABASES

During emergency operations, the Planning Section Chief, or designee, and all participating agencies/departments are responsible for the preservation of vital records and databases deemed essential for continuing government functions and conducting post-disaster operations. All agencies and constitutional authorities must ensure protection of their records so that normal procedures may continue after the disaster. These records are also necessary for the rapid recovery from the effects of a disaster.

PUBLIC AWARENESS

Louisville/Jefferson County Metro EMA is responsible for public education and information throughout the year. Following are some local means of public information dissemination:

- Public access TV talk shows & programs,
- Various news media "call-in" shows,
- Neighborhood and church group meetings,
- Disaster preparedness manuals /webpages disseminated by local news affiliates,
- Louisville/Jefferson County Metro EMA website updates,
- Public meetings via email or public posting,
- Business disaster preparedness fairs,
- Participation in the Local Emergency Planning Committee,
- Multiple public safety and disaster preparedness fairs, and
- Annual exercises.

Information is communicated to the public throughout the year about hazards, vulnerabilities and disaster preparedness. Venues include: the Louisville/Jefferson County Metro website, television interviews, on-site presentations to community groups, and numerous printed materials to a Preparedness Guide.

Public education promotions and on-site presentations are encouraged to be conducted during the following annual events, identified in **Table 8 - Public Education and Awareness Events**.



Table 9 - Public Education and Awareness Events

DATE	GROUP NAME/LOCATION
JANUARY	
1/15/2019	US COAST GUARD
1/17/2019	Louisville Metro Public Health & Wellness
FEBRUARY	
2/7/2019	Public Health & Wellness - Capstone Students
2/11/2019	Reunification Training for Bellarmine University @ EOC
2/12/2019	Hands Only CPR Frazier Hall @ Bellarmine
2/27/2019	DoIT Tour and instruction about our positions here at MetroSafe MS/MetroCall 311/EOC
2/28/2019	St Ignatius Senior Group - Hands Only, Ambulance
MARCH	
3/18/2019	Shively Baptist Church Daycare - 911 for kids, ambulance demo
3/22/2019	Highland Middle School - career presentation
APRIL	
4/2/2019	LMPD CITIZENS ACADEMY
4/10/2019	Community Health Fair - Sts Mary & Elizabeth Hospital
4/18/2019	Job Fair - Ireland Medical Clinic
4/19/2019	Bullitt Co. HS Allied Health Class
MAY	
5/8/2019	FAIRDALE HIGHSCHOOL EMERGENCY DISPATCH PROGRAM STUDENTS
5/9/2019	FAIRDALE HIGHSCHOOL EMERGENCY DISPATCH PROGRAM STUDENTS
5/10/2019	HOME OF THE INNOCENTS STAFF
5/15/2019	Big Hero Night - Qdoba 6814 Dixie Highway
5/16/2019	KENTUCKY SENIOR LIVING ASSOCIATION 2019 CONFERENCE / BROEN HOTEL, 335 W. BROADWAY
JUNE	
6/1/2019	FEAT 5K - Parklands
6/2/2019	Ali Week - Ali Center
6/10/2019	Summer Works Interns
6/10/2019	Medical Camp - Sullivan University - EMS visit
6/10/2019	Hwang's Summer Camp - EMS visit
6/18/2019	911 for Kids - Kindercare
6/21/2019	Stroke Survivor Group - Crescent Hill Library



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6/24/2019	Hwang's Summer Camp - EMS visit
6/24/2019	Summer Camp - Salvation Army - EMS visit
6/26/2019	TARC
6/29/2019	Mingle with McCraney - 619 Maryhill Ln - LMES presentation
JULY	
7/8/2019	EMS demo - VIPS preschool - 1906 Goldsmith Ln
7/9/2019	Council District 21 Councilwoman Nicole George and LA's; 311 Tour and Information
7/11/2019	RUBBERTOWN COMMUNITY ACTION COMMITTEE MEETING
7/15/2019	RED CROSS DISASTER TEAM
7/15/2019	APCD meeting - LENSAlert/Smart911 info - LFPL Main Branch
7/22/2019	Human Resources; 311, 911, EOC Tour
7/24/2019	Human Resources; 311, 911, EOC Tour
7/26/2019	HANDS ONLY CPR
7/26/2019	Hands Only CPR - All OMB meeting - Mayor's Gallery
7/27/2019	Bates Memorial; Shelby Park Extravaganza
7/30/2019	Office of Resilience and Community Service 311, 911, EOC Tour
AUGUST	
8/6/2019	National Night Out - multiple sites with LMPD
8/15/2019	KY State Fair - 4 days of booth
SEPTEMBER	
9/11/2019	Executive Fellows Tour
9/14/2019	LEPC SAFETY FAIR
9/16/2019	LG&E IMPOUNDMENT GROUP FROM MILLCREEK STATION Tour
9/17/2019	District 3 Town Hall; Living Faith Christian Ministries Algonquin Parkway; METRO311 Presentation
9/25/2019	Codes & Regulations; Metro311 Presentation
9/25/2019	Community Services: LIHEAP; Metro311 Presentation
9/2/2019	Hike, Bike & Paddle - Waterfront Park
9/15/2019	Health Fair - Holy Family 3928 Poplar Level Rd
9/19/2019	Health Fair - Bellarmine University
OCTOBER	
10/2/2019	METRO CIT Tour
10/9/2019	Metro Wellness Expo - Ali Center
10/12/2019	Southwest Community Festival
10/15/2019	CIT Andrew McKinney Ride a Long with Metro 311



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10/22/2019	JA Inspire - 3 days @ KFEC South Wing
10/25/2019	Fall Festival - Blue Lick Elementary
10/29/2019	Executive Fellows Tour
NOVEMBER	
12/8/2019	Career fair - Sullivan University - 4000 Dupont Circle
DECEMBER	
12/5/2019	Codes & Regulations Tour
12/19/2019	Fairdale IT Pathway Students Tour
12/19/2019	First Aid Demo - Cub Scouts - St Paul UMC 2000 Douglass Blvd

PUBLIC SERVICE ANNOUNCEMENTS

Public Service Announcements are pre-drafted and available for editing under the direction of the Louisville/Jefferson County Metro Emergency Manager in accordance with the Mayor's Communications. These drafts cover a wide variety of probable disaster scenarios.

RECOVERY INFORMATION

Communication to the public is vital following a disaster. Louisville/Jefferson County Metro EMA will provide recovery information for dissemination to the public, including the location of Disaster Recovery Centers, Recovery Information Centers and Disaster Legal Assistance. Mass media is the primary communication method, followed by printed materials distributed by field personnel.

EXERCISES

The purpose of the exercise process is to produce an opportunity for Louisville/Jefferson County, with private organizations and other governmental agencies, to learn roles and responsibilities in a disaster. These interagency exercises may be tabletop, functional, drill or full-scale exercises.

Every EOC Section, Branch, Division/Group/Unit, lead and participating agencies, shall participate in as many exercises conducted as possible. Some of the private agencies included in that total include the American Red Cross, Salvation Army, and other NGOs. Federal, State and regional governmental agencies may also participate in Louisville/Jefferson County Metro exercises.

Regional coordination efforts are enhanced by the presence of collaborative regional organizations that includes representation from many different jurisdictions and different disciplines. All exercises will be evaluated according to the requirements of the Homeland Security Exercise Evaluation Program (HSEEP). The HSEEP is a capabilities and performance-based exercise program that provides a standardized policy, methodology, and language for designing, developing, conducting, and evaluating all exercises.

At the conclusion of each exercise, Louisville/Jefferson County Metro EMA seeks feedback and analysis from all exercise participants. These responses are collected and analyzed, and a list of improvements needed is generated. These areas for improvement are translated by staff into an After-Action Report (AAR) and Improvement Plan (IP) containing measurable goals for improvement.



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Exercises may also be conducted for EOC Sections/Branches/Groups/Divisions as needed.



RECOMMENDED TRAINING MATRIX

Table 10 - Recommended Training

M= Mandatory

R = Recommended

O = Optional

	EOC Manager	Liaison Officer	Safety officer	PIO	Planning Section Chief	Logistics Section Chief	Finance Section Chief	Operations Section Chief	Branch Directors	Group Supervisors	Unit Leaders	EOC Support Staff	Public Safety Dispatchers	Volunteers	Elected Officials
Shelter Management	R	O	O	O	O	O	O	R	O	O	O	O	O	R	
First Aid/CPR	R	O	R	O	O	O	O	R	O	O	O	O	O	O	O
Human Needs Assessment Training	O	O	R	O	O	O	O	R	O	O	O	O	O	O	
Liaison Officer Training	O	R		O	O			O		O	O				R
Local Financial Management					O	O	R	O							
G290 – Basic PIO	O	O	O	R	O	R		R							R
All Hazards Incident Management Team	R	R	R	R	R	R	R	R	R	R	R				
E202 Debris Management	R	R	R	R	R	R	R	R							O
ICS Position Specific Courses (i.e., Ops Chief, Planning Chief, Logistics Chief, IC, etc.)	R	R	R	R	R	R	R	R	O	O	O				
E273 Managing Floodplain Development	O		R		R										O
E278 NFIP/CRS			R		R										



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	EOC Manager	Liaison Officer	Safety officer	PIO	Planning Section Chief	Logistics Section Chief	Finance Section Chief	Operations Section Chief	Branch Directors	Group Supervisors	Unit Leaders	EOC Support Staff	Public Safety Dispatchers	Volunteers	Elected Officials
IS800B – National Response Framework	M	M	M	M	M	M	M	M	M	M	M	M	M	O	M
E362 Multi-Hazard Safety for Schools	O		O		O	R		R	O		O				
E388 Advanced PIO	R	R	R	R	O	O	O	O							
E905 IEMC Hurricane Prep. & Response	R	R	R	R	R	R	R	R	R	O	O	O	O	O	O
E906 IEMC Hurricane Recovery & Mitigation	O	R	R	R	R	R	R	R	R						O
G120 Exercise Design Course	O				R			O							
G130 Exercise Evaluation Course	O				R			O							
IS700 NIMS	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M
ICS100 Orientation or Basic ICS	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M
G191 ICS/EOC Interface	R	R	R	R	R	R	R	R	R	R	R	R	R	R	O
G195 Intermediate ICS or ICS200 Intro to ICS	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M
G196 or ICS300 Intermediate ICS	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M
ICS 400 – Advanced ICS	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M
IS230 Principles of Emergency Management	R	R	R	R	R	R	R	R	R	R	R	R	R	R	O
IS235 Emergency Planning Course	O	O	O	O	R	O	O	R	O	O	O	O	O	O	R
IS240 Leadership and Influence	O	O	O	O	R	O	O	R	O	O	O	R	O	O	R
IS241 Decision Making/ Problem Solving	O	O	O	O	R	O	O	R	O	O	O	R	O	O	



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	EOC Manager	Liaison Officer	Safety officer	PIO	Planning Section Chief	Logistics Section Chief	Finance Section Chief	Operations Section Chief	Branch Directors	Group Supervisors	Unit Leaders	EOC Support Staff	Public Safety Dispatchers	Volunteers	Elected Officials
IS242 Effective Communication	O	R	O	O	R	O	O	R	O	R	O	R	O	R	
IS244 Developing Volunteer Resources	O	R	O	O	R	R	O	R	O	O	R	R	O	R	O
IS247 Decision Making in a Crisis	R	R	O	O	R	O	O	R	O	R	O	R	O	R	O
G250.7 Rapid Assessment Planning	O	R	O	O	R	O	O	R	O	R	O	R	O	R	O
G275 EOC Management Operations	O	R	O	O	R	O	O	R	O	R	O	R	O	R	O
G276 Resource Management	O	R	O	O	R	O	O	R	O	R	O	R	O	R	O
G360 Hurricane Planning	O	R	O	O	R	O	O	R	O	R	O	R	O	R	O
G381 Public Assistance Operations 1	O	R	O	O	R	O	O	R	O	O	O	R	O	R	O
G385 Disaster Response and Recovery	O	R	O	O	R	O	O	R	O	O	O	R	O	R	O
G386 Mass Fatalities	O	R	O	O	R	O	O	R	O	O	O	R	O	R	O
G393 Mitigation for Emergency Managers	O	R	O	O	R	O	O	R	O	O	O	R	O	R	O
G601 Damage Assessment	O	R	O	O	R	O	O	R	O	O	O	R	O	R	O
G250.11 COOP/COG	O	R	O	O	R	O	O	R	O	O	O	R	O	R	O
IS 702 NIMS PIO Joint Information System	R	R	O	O	R	O	O	R	O	O	O	R	O	R	O



FINANCIAL MANAGEMENT

The Finance and Administration Section shall provide fiscal and managerial support as required. The Louisville/Jefferson County Metro Office of Management & Budget has the task and responsibility of financial recovery of any disaster event (large or small) that may occur in Louisville/Jefferson County. Responsibilities include identifying, documenting, and recovering costs from the State of Kentucky, Federal Emergency Management Agency (FEMA) and other Federal government agencies like the U.S. Army Corp of Engineers and USDA-Natural Resource Conservation Service to maximize the cost recovery opportunity.

To provide maximum financial recovery, the most important task following a disaster is to identify and document all the damage. The Office of Management and Budget has developed a handbook to assist personnel as a guide to properly collect and document information needed for financial recovery. In addition, the Office of Management and Budget will provide specific job training as needed. Damage assessment activities are done in collaboration with the Planning Section. Procedures to do so include:

- A. Initiate the Documentation Process – Start keeping records using a Damage Assessment Report (DAR).
- B. Map damage sites – Each damaged site will need to be located and marked on a city/county map and local map. Damaged sites should include a street address or the closest available landmark. A local map may represent a subdivision, office complex, or structural diagram indicating the damage location within the building.
- C. What to Document – Prepare a list of work performed and facilities damaged as a direct result of the disaster. The list should separate work and damages into those categories identified by FEMA. Include both work that has been completed and work in process (not completed). The following documentation must be obtained and forwarded to the Office of Management & Budget when requested:
 - 1) Maintain a separate file for each site. Do not combine sites.
 - 2) Prepare daily activity reports from supervisors' daily logs.
 - 3) Keep these documents for each site done by force account:
 - a) Daily activity reports for labor, materials and equipment
 - b) Delivery tickets
 - c) Invoices
 - d) Payroll journals
 - e) Canceled checks for paid goods
 - f) Daily logs from supervisors
 - g) Keep these documents for each site by contract:
 - i. Bid advertisement and list of bidders
 - ii. Contract awarded
 - iii. Invoices canceled checks
 - iv. Record of work inspections
 - 4) Supporting Documentation – Pictures of damage should be taken and put in the site file.



- 5) Record keeping forms – there are two ways to complete items of work: one is by contract, and the other is by utilization of Louisville/Jefferson County Metro personnel, equipment and materials. Utilization of Louisville/Jefferson County's own resources is called Force Account Work. The proper documentation in each case is described below:
- a) Contract Work – if the work is completed on a lump sum contract, an invoice and copy of the contract is needed. A detailed breakdown of all cost including equipment use, dates used, and the hourly rates and hours used must be documented.
 - b) Force Account Work – A written record of labor, equipment, material used, contract record and rental equipment be prepared, as necessary and signed to be eligible for reimbursement. These forms must be certified by the department heads or division chiefs and must include all supporting documentation.

When Louisville/Jefferson County Metro uses other jurisdictions' resources under Mutual Aid, the same documentation is required. Document where you assigned this assistance, what they did, and how it was controlled. In addition, an invoice showing the date, amount paid, and check number is required indicating that has been paid to other jurisdictions. Direct mutual aid requires the same documentation for both the sending and receiving parties.

The Assisting Party shall bill the Requesting Party with an itemized notice as soon as practicable. Billings should not be later than sixty (60) days following period of assistance. Requesting Party shall pay bills or advise of disputed items no later than sixty (60) days after the billing date. Modifications can be made through mutual agreement by both parties to extend the ending payment time, donations, etc.

The Public Assistance (PA) Program provides reimbursement to State and local governments for: the repair or reconstruction of public facilities, which are owned and operated by a government; debris removal; and protective measures.

An applicant's briefing on all aspects of the PA Program is held as soon as possible after receipt of the declaration. Louisville/Jefferson County Metro will send a designated authorized agent who is qualified to speak officially for the local government.

ASSUMPTIONS

Due to the nature of most emergency situations, finance operations will often be carried out with compressed time frames and other pressures, necessitating the use of non-routine procedures. This, in no way, lessens the requirements of sound financial management and accountability. A Presidential disaster or emergency declaration will permit funding from the Federal Disaster Relief Fund under the provisions of the Stafford Act in addition to the financial resources initiated at the local and State levels. The FEMA Resource Typing Definitions will be used as the standard for identifying, deploying, managing and documenting resource use and expenditures.

EXPENDITURE OF FUNDS

Timely financial support of any extensive response activity could be crucial to saving lives and property. While innovative means of procurement may be called for during times of emergencies, it



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is still mandatory that good accounting principles and practices be employed in order to safeguard the use of public funds from the potential of fraud, waste and abuse.

In concert with Federal guidelines, officials of the primary and support agencies will give approval for expenditure of funds for response operations. Each agency is responsible for establishing effective administrative controls of funds and segregation of duties for proper internal controls, and to ensure that actions taken, and costs incurred are consistent with the missions identified in this plan.

Extreme care and attention to detail must be taken throughout the emergency response period to maintain logs (ICS Form 214), formal records and file copies of all expenditures (including personnel time sheets) in order to provide clear and reasonable accountability and justification for future reimbursement requests. Reimbursement is NOT an automatic "given," so, as much deliberative prudence as time and circumstances allow should be used.

The Office of Management and Budget will serve as the Financial Accounting Officer for Louisville/Jefferson County. On a day to day, non-emergency basis, the Office of Management and Budget will coordinate a training schedule for emergency event financial reporting and records maintenance requirements to coincide with the Emergency Management annual training and exercise schedule.

All records relating to the allocation and disbursement of funds pertaining to activities and elements covered in this plan must be maintained, as applicable, in compliance with:

- The Code of Federal Regulations - Title 44 Emergency Management and Assistance (CFR 44); relevant Circulars and Federal Statutes, in a manner consistent with provisions of the Federal Stafford Act;
- The County and Municipal Finance Departments.
- The *Public Assistance Policy Digest*, FEMA, defining policies and procedures for the Public Assistance Program. This handbook can be obtained from Louisville/Jefferson County Metro EMA.
- The FEMA Resource Typing Definitions, defining National Incident Management System (NIMS) resource types and capabilities. This handbook can be obtained from Louisville/Jefferson County Metro EMA.

The preservation of vital records for the continuation of government will be the responsibility of the Department Heads and Constitutional Officers. County court records are stored in a hardened building at the Clerk's Records Facility with generator backup to insure the preservation of vital records pre and post disaster. The Executive Group records are stored at a separate facility.

The Office of Management and Budget is responsible for implementing, maintaining and tracking all financial projects and matters during and after a disaster. This is carried out by Finance/Administration Section personnel. The Clerk of the Court is also authorized to execute funding agreements with other legal entities on behalf of Louisville/Jefferson County.

Funding sources for day to day emergency management activities and operations may be available and include the following:



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- Emergency Management Performance Grant - Federal
 - State Homeland Security Grant Program

Pre-Disaster Funding Sources are available through the following:

- Pre-Disaster Mitigation Program - Federal
- Flood Mitigation Assistance - Federal

Post Disaster Funding Sources are available through the following:

- FEMA Public Assistance Program - Federal
- Hazardous Mitigation Grant Program – Federal
- Small Business Administration Loan
- FEMA Individual Assistance

MUNICIPAL FINANCIAL MANAGEMENT

During an incident, Louisville/Jefferson County's municipalities will provide technical assistance through the use of a financial liaison as requested through the Louisville/Jefferson County Metro EOC. This liaison will be requested by the Finance/Administration Section Chief, or Emergency Manager, when deemed necessary.



REFERENCE & AUTHORITIES

Ultimate responsibility for the protection of life and property and the preservation of public peace, health and safety lies with local governments. The authority for local governments to respond to situations and take actions necessary to safeguard the life and property of its citizens is set forth in the following regulations.

39B.030 Powers, Authorities, Rights, and Duties of Local Director -- Development of Organizational Structure.

A local emergency management director, appointed pursuant to this chapter, shall have the following powers, authorities, rights, and duties:

(1) To represent the county judge/executive, or chief executive officers in the case of counties acting jointly under KRS 39B.010, or mayor on all matters pertaining to the comprehensive emergency management program and the disaster and emergency response of the county, counties acting jointly under KRS 39B.010, urban-county, charter county, or the county or counties acting jointly and the cities therein, unless there is a local director appointed for a city in accordance with this chapter, who represents that city;

(2) To be the executive head and chief administrative officer of the local emergency management agency, and to direct, control, supervise, and manage, the development, preparation, organization, administration, operation, implementation, and maintenance of the comprehensive emergency management program of the county, counties acting jointly under KRS 39B.010, urban-county government, charter county government, or the county or counties acting jointly and the cities therein, and to coordinate all local disaster and emergency response, unless there is a local director appointed for a city in accordance with this chapter, who represents that city;

(3) To develop and maintain a local emergency operations plan entitled "county emergency operations plan," or "joint counties emergency operations plan," or "city emergency operations plan," or "city/county emergency operations plan," as appropriate, the provisions of which shall establish the organizational structure to be utilized by local government to manage disaster and emergency response, and set forth the policies, procedures, and guidelines for the coordination of all disaster and emergency response in the county and all the cities therein for an emergency, declared emergency, disaster, or catastrophe. The local emergency operations plan shall be developed consistent with the appropriate provisions of the Kentucky unified command emergency operations plan, the provisions of KRS Chapters 39A to 39F, planning guidance issued by the division, and administrative regulations promulgated by the division. The local emergency operations plan shall be officially adopted by signed executive order of the county judge/executive or mayor, or in the case of counties acting jointly under KRS 39B.010, by all chief executive officers of the participating counties. The executive order shall be filed with the office of the clerk for the local jurisdiction and a copy placed in the local emergency operations plan. A copy of the local emergency operations plan, and all revisions or updates thereto, shall be submitted by the local director to the Division of Emergency Management for concurrence review and reference. The local emergency operations plan shall be a component of the integrated emergency management system of the Commonwealth, and subject to the Kentucky Emergency Operations Plan, shall be the primary local



strategic planning document governing the coordination of all disaster and emergency response in the county, counties acting jointly under KRS

39B.010, city, or the county or counties acting jointly and the cities therein, and

shall be applicable to, utilized by, and adhered to by, all local emergency response departments, agencies, and officials of the local disaster and emergency services organization in the county and the cities therein. The local emergency operations plan shall be updated not less than annually;

(4) To establish and maintain a local disaster and emergency services organization in accordance with the local emergency operations plan, the Kentucky Emergency Operations Plan, and the provisions of KRS 39B.050;

(5) To notify the county judge/executive, mayor, or executive authority of other local governments and the Division of Emergency Management immediately of the occurrence, or threatened or impending occurrence, of any emergency or disaster, and recommend any emergency actions which should be executed;

(6) To be the chief advisor to, and the primary on-scene representative of, the county judge/executive, mayor, or executive authority of other local governments in the event of occurrence of any emergency, declared emergency, disaster, or catastrophe within the local jurisdiction;

(7) (a) To respond and have full access to the scenes of an emergency, declared emergency, disaster, or catastrophe to immediately investigate, analyze, or assess the seriousness of all situations; to coordinate the establishment and operation of a local incident command or management system; to execute the local emergency operations plan, as appropriate; to activate the local emergency operations center or on-scene command post; to convene meetings, gather information, conduct briefings, and to notify the division of on-going response actions; and fully expedite and coordinate the disaster and emergency response of all local public and private agencies, or to have a staff assistant do so;

(b) At a declared emergency or declared disaster, at the direction of the county judge/executive or mayor, as appropriate, to take or direct immediate actions to protect public safety; however, this paragraph shall not preclude a local director from providing any assistance that he is requested to, and is able to, provide at any emergency.

(8) To act as an official representative of the division in emergency situations when specifically requested by the director;

(9) To report directly to the county judge/executive, mayor, or executive authority of other local governments, act in an official policy-making capacity when carrying out the duties of local emergency management director, and exercise full signatory authority for execution of all contracts, agreements, or other official documents pertaining to the administration and operation of the local emergency management agency and program;

(10) To direct or supervise all paid or volunteer emergency management staff assistants or other local emergency management agency workers, and all operating units or personnel officially



appointed and affiliated with the local disaster and emergency services organization pursuant to KRS 39B.070;

(11) To prepare and submit regular or scheduled program activity reports to the area manager of the division and local chief executives;

(12) To execute bond, if appropriate, in the amount determined by the appointing authorities;

(13) Annually, by the first day of March, to prepare and submit a program budget request to the county judge/executive and mayor;

(14) Annually, by the fifteenth day of July, to prepare and submit to the division a locally-approved, fiscal year program paper and budget request;

(15) To perform all administrative, organizational, or operational tasks required by the provisions of this chapter, or administrative regulations, or program guidance pertaining thereto;

(16) To be a registered member of the Kentucky Emergency Management Association or other professional emergency management organization; and

(17) To carry out all other emergency management-related duties as required by KRS Chapters 39A to 39F, administrative regulations, or local orders or ordinances.

Effective: July 15, 2014

History: Amended 2014 Ky. Acts Ch. 99, sec. 5, effective July 15, 2014. — Created

1998 Ky. Acts Ch. 226, sec. 31, effective July 15, 1998.

39B.040 Mutual Aid Arrangements with Special Districts and Public and Private Agencies.

1. The local director of each local emergency management agency in the Commonwealth may develop or cause to be developed mutual aid arrangements with special districts and other public and private agencies within this Commonwealth for reciprocal disaster and emergency response aid and assistance in case of disaster or other emergency too great to be dealt with unassisted. The arrangements shall be consistent with the Kentucky Emergency Operations Plan, the local emergency operations plan, and the comprehensive emergency management program of the Commonwealth, and in time of emergency it shall be the duty of each local disaster and emergency services organizational unit, including each special district, and each public or private agency, to render assistance in accordance with the provisions of these mutual aid arrangements.

2. The local director of each local emergency management agency in the Commonwealth may assist the division, acting on behalf of the Governor, in negotiation of reciprocal mutual aid agreements between the Commonwealth and other States, including foreign States or provinces, or their political subdivisions, and shall carry out the arrangements or any agreements relating to the local political subdivision.

Effective: July 15, 1998

History: Created 1998 Ky. Acts Ch. 226, sec. 32, effective July 15, 1998.



39B.045 Mutual Aid Agreements Between Kentucky or Its Agencies or Political Subdivision and Units of Government from Another State.

(1) As used in this section, "emergency" means an occurrence or condition in a jurisdiction within or outside of the Commonwealth that results in a situation:

- (a) That poses an immediate risk to health, life, property, or the environment;
- (b) That is not initially at the level of a disaster or emergency that requires a local or state declaration of disaster or emergency, even if such a local or state declaration is made after the initial request for mutual aid; and
- (c) For which the governing jurisdiction determines:
 - 1. The situation exceeds its ability to render appropriate aid; and
 - 2. That it is in the public's best interest to request mutual aid from a governmental jurisdiction or private entity in another state with which the governing jurisdiction has entered into a mutual aid agreement under this section.

(2) (a) As used in this section, "emergency responder" means a person:

- 1. Who is required to possess a license, certificate, permit, or other official recognition for the person's expertise in a particular field or area of knowledge; and
- 2. Whose assistance is desirable during an emergency. (b) The term includes but is not limited to the following:
 - 1. Firefighters, hazardous materials personnel, specialized rescue personnel, extrication personnel, water rescue personnel, and other specialized personnel;
 - 2. Emergency medical services personnel;
 - 3. Physicians;
 - 4. Nurses;
 - 5. Mental health practitioners, veterinary practitioners, and other public health practitioners;
 - 6. Emergency management personnel; and
 - 7. Public works personnel.

(3) As used in this section, "political subdivision" has the same meaning as in KRS

39D.040.

(4) (a) In order to more adequately address emergencies that extend or exceed a jurisdiction's emergency response capabilities, either without rising to the level of a state or local declaration of a state of disaster or emergency, or in the initial stages of an event that may later become a declared state of disaster or emergency, the state and any of its departments or agencies, or any political subdivision, may enter into written mutual aid agreements with units of government from another state that provide coordination of communications for, training for, response to, and standby for



planned events and emergency responses within the Commonwealth of Kentucky or in another state.

(b) When an emergency responder from outside Kentucky is engaged in training, standby, and emergency response in accordance with a mutual aid agreement under this section, the emergency responder from outside Kentucky is permitted to provide services within Kentucky in accordance with this section and the terms of the mutual aid agreement under this section.

(c) This section shall not be construed to prohibit a private entity or its employees from participating in the provision of mutual aid if:

1. The participating political subdivision approves the participation of the private entity; and
2. A contract between the political subdivision and the participating private entity permits the participation.

(5) If an emergency responder from a jurisdiction outside Kentucky holds a license, certification, or other permit recognized or issued by another state, that emergency responder is considered to be licensed, certified, and permitted in Kentucky to render aid involving such skill to meet the request for assistance under a mutual aid agreement signed pursuant to this section, so long as the emergency responder acts within the scope of:

- (a) The emergency responder's license, certificate, or permit; and
- (b) What would be authorized by an equivalent license, certificate, or permit from or recognized by the Commonwealth of Kentucky.

(6) All immunities from liability available to Kentucky political subdivisions, other units of local government in Kentucky, and their officers, agents, and employees within Kentucky are extended to political subdivisions and other units of local government from another state, and their officers, agents, and employees, who under a mutual aid agreement authorized by this section are:

- (a) Providing mutual aid; or
- (b) Engaged in training and exercises.

(7) (a) Emergency responders rendering mutual aid under a mutual aid agreement authorized by this section remain employees and agents of their respective employers and jurisdictions.

(b) A mutual aid agreement entered into under this section does not create an employment relationship between the jurisdiction requesting aid and the employees and agents of the jurisdiction rendering aid.

(c) All pension, relief, disability, death, worker's compensation, and all other benefits enjoyed by emergency responders rendering mutual aid under a mutual aid agreement authorized by this section extend to the services the emergency responders perform outside their respective jurisdictions, as if those services had been rendered in their own jurisdiction.

(8) A mutual aid agreement under this section shall be approved by each political subdivision entering into the mutual aid agreement. A copy of the mutual aid agreement, including any



amendments, shall be delivered to the fiscal court or legislative body having countywide jurisdiction and the county emergency management agency of that jurisdiction.

(9) This section shall not be construed to limit, modify, or abridge: (a) Kentucky's emergency management agency statutes; or

(b) The emergency management assistance compact under KRS 39A.950.

Effective: July 12, 2012

History: Created 2012 Ky. Acts Ch. 126, sec. 1, effective July 12, 2012.

Legislative Research Commission Note (7/12/2012). The Reviser of Statutes has corrected a manifest clerical or typographical error in subsection (4)(a) of this statute under the authority of KRS 7.136 (1)(h).

39B.050 Local Disaster and Emergency Services Organization -- Membership -- Responsibility.

(1) Each local emergency management director shall establish and maintain a local disaster and emergency services organization in accordance with a city or county or city/county or joint counties emergency operations plan required pursuant to KRS Chapters 39A to 39F. The local disaster and emergency services organization shall be comprised of the following members and participants:

(a) The county judge/executive, or chief executive officers when counties are acting jointly under KRS 39B.010, and mayors, or the chief executive of other local governments;

(b) Elected legislative officials of the county and cities;

(c) The local emergency management director and all local emergency management agency staff members and workers, or emergency management agency-supervised operating units or personnel;

(d) All regular or volunteer public safety or emergency services department heads or agency chiefs in the cities or county;

(e) All regular or volunteer public safety or emergency services department or agency members in the cities or county;

(f) All districts, corporations, public agencies, groups, or political subdivisions of the state and special districts within the county or the cities thereof, which are organized under the laws of the Commonwealth to provide an emergency response service or related function in the interest of public safety; and

(g) All private sector personnel, agencies, organizations, companies, businesses, or individuals and citizens who agree to provide their assets, resources, talents, services, or supplies in aid to the local disaster and emergency services organization of the cities or county in accordance with the approved local emergency operations plan of the city, county, or counties acting jointly under KRS 39B.010, urban-county government, or charter county government.

(2) The local disaster and emergency services organization shall have responsibility for the performance of all disaster and emergency response functions contemplated in KRS 39A.010, 39A.020, or 39A.030 and as listed or assigned in the city, county, or counties acting jointly under KRS



39B.010, or city/county emergency operations plan, except that the Division of Forestry of the Energy and Environment Cabinet shall have primary responsibility for directing the implementation of all forest fire emergency responses consistent with KRS Chapter 149. Disaster and emergency response functions may be assigned within the local disaster and emergency services organization to existing agencies and organizations, public and private. It shall not be necessary for the local disaster and emergency services organization to create, provide, or maintain an additional or auxiliary capability for any existing function or service deemed adequate to local needs.

(3) The local disaster and emergency services organization shall be the primary disaster and emergency response force of city, county, or counties acting jointly under KRS

39B.010, urban-county government, or charter county government and an

organizational component of the integrated emergency management system of the Commonwealth. The local emergency management director shall have primary responsibility for the coordination of all disaster and emergency response of the local disaster and emergency services organization for an emergency, declared emergency, disaster, or catastrophe.

Effective: July 15, 2014

History: Amended 2014 Ky. Acts Ch. 99, sec. 6, effective July 15, 2014. — Amended

2010 Ky. Acts Ch. 24, sec. 30, effective July 15, 2010. — Created 1998 Ky. Acts Ch.

226, sec. 33, effective July 15, 1998.

39B.060 Emergency Operations Plan.

(1) The city or county, joint county when counties are acting jointly under KRS 39B.010, or city/county emergency operations plan developed pursuant to the provisions of KRS Chapters 39A to 39F shall include adequate provisions or procedures to assess, mitigate, prepare for, respond to, and recover from all disaster or emergency incidents contemplated by KRS 39A.010, 39A.020, or 39A.030 and shall provide for all functions contemplated by these sections.

(2) The local emergency operations plan shall be submitted by the local director to the county judge/executive, or chief executive officers of each participating county when counties are acting jointly under KRS 39B.010, mayor, or chief executive of other local governments immediately following each regular election for these offices, for approval and adoption by the local chief executives through issuance of an executive order pursuant to the provisions of KRS Chapters 39A to 39F.

(3) In the event of a conflict between a city emergency operation plan and a county emergency operation plan and decisions made thereunder:

(a) The decision made pursuant to the county plan shall prevail if the incident, its consequences, or the threat thereof, extend beyond the boundaries of the city;

(b) The decision made pursuant to the city plan shall prevail if the incident, its consequences, or the threat of the incident, do not extend beyond the boundaries of the city; and

(c) The same precedence shall govern plans of urban-counties and charter counties.



(4) The joint plan established by counties acting jointly pursuant to KRS 39B.010 shall incorporate a joint decision-making process whereby the chief executive officers, or their designees, use the integrated emergency management system and the unified incident command system set out in KRS 39A.230 to deal with any incident.

Effective: July 15, 2014

History: Amended 2014 Ky. Acts Ch. 99, sec. 7, effective July 15, 2014. — Created 1998 Ky. Acts Ch. 226, sec. 34, effective July 15, 1998.

39B.070 Execution of Emergency Powers -- Emergency Operations Centers -- Waiver of Procedures and Formalities.

Each city, county, urban-county government, or charter county government may:

1. Through the county judge/executive of a county other than an urban-county government, mayor of an urban-county government, chief executive of other local governments, or mayor of a city, or their designees as provided by ordinance, declare in writing a State of emergency when required, and thereafter execute any emergency powers granted under this chapter to provide for adequate and appropriate response to any occurrence or situation or any impending event or situation resulting from any of the situations or events contemplated by KRS 39A.010, 39A.020, or 39A.030;

2. Appropriate and expend funds, make contracts, enact cost-recovery ordinances, obtain and distribute equipment, materials, and supplies for disaster and emergency response purposes; provide for the health and safety of persons and property, including emergency assistance to the victims of any disaster or emergency; review or approve local emergency operations plans; and enact orders or ordinances pertaining to local emergency management programs in accordance with the policies and plans prescribed by the Federal and State emergency management agencies and the provisions of KRS Chapters 39A to 39F;

3. Appoint, employ, remove, or provide, with or without compensation, staff assistants to the local emergency management director, and clerical, administrative, technical or other local emergency management agency staff personnel, and local emergency management agency-supervised operating units officially affiliated with the local disaster and emergency services organization by city or county order or ordinance including rescue squads, auxiliary fire, police, and medical personnel, urban search and rescue teams, severe weather spotters teams, damage assessment teams, amateur radio or communications personnel, or other emergency response groups, teams, or personnel, and other disaster and emergency response workers;

4. Establish a primary and one (1) or more secondary emergency operations centers or on-scene command posts to serve as official local government command posts during an emergency, declared emergency, disaster, or catastrophe;

5. Subject to the order of the Governor, or the chief executive of the county, urban county government, charter county government, or city, to assign and make available for duty, the employees, property, or equipment of the county or city relating to firefighting, engineering, rescue, health, medical and related services, police, transportation, construction, and similar items or services



for disaster and emergency response purposes within or outside of the physical limits of the county, urban-county government, charter county government, or city;

6. In the event of a national emergency or State of declared emergency or declared disaster or catastrophe, as provided in KRS 39A.100, waive procedures and formalities otherwise required by the law pertaining to: the performance of public work; entering into contracts; the incurring of obligations; the employment of permanent and temporary workers; the utilization of volunteer workers; the rental of equipment; the purchase and distribution, with or without compensation, of supplies, materials, and facilities; the appropriation and expenditure of public funds; and the demolition and removal of damaged public and private structures; and

7. Confer or authorize the conferring upon members of the auxiliary police the powers of peace officers, subject to the provisions of KRS 61.300, and any other restrictions imposed by the appointing authority.

Effective: July 15, 1998

History: Created 1998 Ky. Acts Ch. 226, sec. 35, effective July 15, 1998.

39B.080 Powers, Duties, Rights, Privileges, and Immunities of Employees Rendering Outside Aid.

When the employees of any county, urban-county, charter county, or city are rendering outside aid pursuant to the authority contained in this chapter, the employees shall have the same powers, duties, rights, privileges, and immunities as if they were performing their duties in the jurisdiction in which they are normally employed.

Effective: July 15, 1998

History: Created 1998 Ky. Acts Ch. 226, sec. 36, effective July 15, 1998.

39B.090 Liability for Loss or Damage to Equipment Used -- Reimbursement of Compensation and Expenses of Employees.

1. The city, county, urban-county government or charter county government, in which any equipment is used pursuant to this chapter shall be liable for any loss or damage thereto and shall pay any expense incurred in the operation and maintenance thereof. No claim for loss, damage, or expense shall be allowed unless, within sixty (60) days after it is sustained or incurred, an itemized written notice of the claim under oath is served by mail or otherwise upon the chief fiscal officer of the county, urban-county, charter county, or city where the equipment was used. The county, urban-county, charter county, or city which is aided pursuant to this chapter shall also reimburse the county, urban-county, charter county, or city furnishing the aid for the compensation paid to employees furnished under this chapter during the time of the rendition of the aid and shall defray the actual traveling and maintenance expenses of the employees while they are rendering the aid. Reimbursement shall include any amounts paid or due to compensation due to personal injury or death while employees are engaged in rendering aid. The term "employee" as used in this section shall mean, and the provisions of the section shall apply with equal effect to, paid, volunteer, or auxiliary employees, and other local emergency management agency or disaster and emergency response workers.



2. The rights, privileges, and obligations set out in this section shall also apply if aid is rendered outside the Commonwealth. Payment or reimbursement in this case shall be made by the State or political subdivision receiving the aid pursuant to a reciprocal mutual aid agreement or compact with another State or by the Federal government.

Effective: July 15, 1998

History: Created 1998 Ky. Acts Ch. 226, sec. 37, effective July 15, 1998.

39B.100 Contracts Permitted.

The chief executive or governing body of each political subdivision of the State may:

1. Enter into a contract or lease with the State, or accept any loan, or employ personnel, and the political subdivision may equip, maintain, utilize, and operate any property and employ necessary personnel therefore in accordance with the purposes for which the contract is executed; and
2. Do all things and perform all acts deemed necessary to effectuate the purpose for which the contract was entered into in accordance with the Kentucky Emergency Operations Plan.

Effective: July 15, 1998

History: Created 1998 Ky. Acts Ch. 226, sec. 38, effective July 15, 1998.

39B.110 Taking of Property for Rights Guaranteed by KRS 237.102 OR 237.104 Not Authorized – Rights of Relocated Persons Unaffected.

(1) Nothing in KRS 39B.070 or any other provision of this chapter shall authorize a taking of property or the taking of any action which is in violation of KRS 237.102 or 237.104.

(2) If a person is relocated to temporary housing before, during, or after a disaster or emergency, he or she shall still possess the rights guaranteed by KRS 237.102 and 237.104.

Effective: July 12, 2006

History: Created 2006 Ky. Acts Ch. 240, sec. 11, effective July 12, 2006.

39B.990 Penalty

Any person violating any provision of this chapter or any administrative regulation or order promulgated pursuant to this chapter for which another penalty is not specified shall be guilty of a Class A misdemeanor.

Effective: July 15, 1998

History: Created 1998 Ky. Acts Ch. 226, sec. 39, effective July 15, 1998.

Vacancy in Office of Mayor Kentucky Revised Statute 67C.105

67C.105 Qualifications, election, title, and powers of mayor -- Deputy Mayor --Procedure for filling vacancy in office of mayor.



(1) All executive and administrative power of the government shall be vested in the office of the mayor. The term "executive and administrative power" shall be construed broadly. The mayor shall be the chief executive of a consolidated local government formed under the provisions of KRS 67C.101 to 67C.137.

(2) (a) The mayor shall be nominated and elected in partisan elections for a term of four (4) years in the same election years as other local government officials as regulated by the regular election laws of the Commonwealth.

(b) The mayor shall assume office on the first Monday in January following his or her election. He or she shall serve until a successor qualifies.

(c) The mayor may serve for no more than three (3) consecutive terms, after which time he or she shall be prohibited from running for election or being appointed as mayor for a period of at least four (4) years.

(3) The mayor shall be at least twenty-one (21) years old, a qualified voter, a member of his or her political party, and a resident of the territory encompassing the consolidated local government for a period of at least one (1) year prior to his or her election as mayor. The mayor shall continue to reside within the geographic boundary of the consolidated local government throughout his or her term of office.

(4) Except as otherwise provided in KRS 67C.101 to 67C.137, the mayor shall have all the power and authority that the mayor of the city of the first class and the county judge/executive exercised under the Constitution and the general laws of the Commonwealth of Kentucky prior to the consolidation.

(5) The mayor is authorized to supervise, administer, and control all departments and agencies as may be created by KRS 67C.101 to 67C.137 or created by ordinance. The mayor shall appoint all department and agency directors. The appointees shall serve at the pleasure of the mayor. Specifically, the mayor shall:

(a) Prepare and submit an annual report coinciding with the fiscal year, on the state of the consolidated local government, to be presented at a public meeting of the council;

(b) Submit an annual budget no fewer than sixty (60) days prior to the end of the fiscal year;

(c) Oversee the administration and implementation of the adopted budget ordinance;

(d) Enforce the ordinances of the consolidated local government;

(e) Supervise all officers, agents, employees, cabinets, departments, offices, agencies, functions, and duties of the consolidated local government;

(f) Call special meetings of the consolidated local government council;

(g) Appoint and remove his or her own staff at his or her own pleasure;

(h) Execute written contracts, subscriptions, agreements, or obligations of the consolidated local government;



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(i) Approve or veto ordinances and resolutions adopted by the consolidated local government council;

(j) Submit any written contracts, subscriptions, agreements, or obligations exceeding the small purchase amount established pursuant to KRS 45A.385 in a resolution to the legislative council for its approval or its disapproval. Those written contracts, subscriptions, agreements, or obligations awarded to the lowest evaluated bid or proposal pursuant to KRS 45A.343 to 45A.460 shall be excluded, unless the legislative council changes the threshold for submission of a resolution. The legislative council may, by ordinance, set threshold amounts other than those established by KRS 45A.385 for the small purchases for submission of a resolution for its approval or disapproval; and

(k) Appoint a deputy mayor within seven (7) days of the mayor taking the oath of office and keep the office of deputy mayor filled throughout the mayor's term. The deputy mayor shall:

1. Meet all the qualifications for mayor established pursuant to subsection (3) of this section;
2. Serve at the mayor's pleasure and may be replaced by the mayor for any cause; and
3. Have only the duties assigned to him or her by the mayor.

(6) (a) If the office of mayor becomes vacant by reason of death, resignation, or removal:

1. The deputy mayor shall become the temporary mayor, inheriting all powers and duties of the mayor;
2. The deputy mayor shall serve as temporary mayor for no more than thirty (30) days until the council, by a majority vote of the members of the council, shall elect a resident of the consolidated local government who meets the qualifications for mayor established pursuant to subsection (3) of this section to serve as mayor. The council may select the temporary mayor for this position. If the legislative council fails to elect a person to fill the vacancy within thirty (30) days after the vacancy occurs, the Governor shall fill the vacancy in the office by appointment of a qualified person who is a resident of the consolidated local government and meets the qualifications for mayor established pursuant to subsection (3) of this section; and
3. The tenure of the gubernatorial appointment shall be governed by Section 152 of the Kentucky Constitution.

(b) If the offices of both the mayor and deputy mayor become vacant by reason of death, resignation, or removal:

1. The presiding officer of the consolidated local government council shall become the temporary mayor, inheriting all powers and duties of the mayor;
2. The presiding officer shall serve as temporary mayor for no more than thirty (30) days until the council shall, by a majority vote of the members of the council, elect a resident of the consolidated local government who meets the qualifications for mayor established pursuant to subsection (3) of this section. The council may select the temporary mayor for this position. If the legislative council fails to elect a person to fill the vacancy within thirty (30) days after the vacancy occurs, the Governor shall fill the vacancy in the office by appointment of a qualified person who is a resident of the



consolidated local government and meets the qualifications for mayor established pursuant to subsection (3) of this section; and

3. The tenure of the gubernatorial appointment shall be governed by Section 152 of the Kentucky Constitution.

(7) The mayor of a consolidated local government shall be known as the mayor of/..... County Metro Government, which shall be a combination of the names of the largest city in existence in the county on the date of the adoption of the consolidated local government and the county.

Effective: June 29, 2017

History: Amended 2017 Ky. Acts Ch. 150, sec. 2, effective June 29, 2017. --

Amended 2012 Ky. Acts Ch. 49, sec. 2, effective July 12, 2012. -- Amended

2002 Ky. Acts Ch. 346, sec. 55, effective July 15, 2002. -- Created 2000 Ky. Acts

Ch. 189, sec. 3, effective July 14, 2000.



RECOVERY

INTRODUCTION

Following a disaster, once the principal threat has passed and the primary concern of protection of citizens from harm has been addressed, it becomes almost as critical to public safety to ensure the speedy yet orderly recovery of the community. Recovery functions include continued, potentially long-term response operations (such as debris removal and disposal, infrastructure repair, etc.), liaison with State and Federal response and recovery agencies, damage assessment, responding to the basic needs of citizens who may have lost their homes, possessions, businesses or jobs. Emergency management has to be prepared to address the long-term operations needed to return the community to normalcy.

TRANSITION FROM RESPONSE TO RECOVERY

Incident issues generally fall into the broad categories of meeting survivor needs, enhancing public safety service delivery and repairing or restoring infrastructure functionality. There is no clear line of differentiation between the Response Phase and Recovery Phase. The command and control, coordination and resources to serve disaster survivors, transitions from an emergent need to a more deliberative process of service delivery as programs/activities transition from Response Phase to Recovery Phase.

A focused, concerted effort, including command and control, coordination and extraordinary resources, to fully recover the community exists into the Recovery Phase. Louisville/Jefferson County Metro recovery activities, coordination with the Federal, State, and county governments and the processes for obtaining and administering State and Federal assistance are described later in this section.

The Recovery Phase starts at the inception of the disaster, similar to the Response Phase. Managerial focus and resources in the early stages is expended through the coordination of the EOC and its structures.

Recovery Phase organizational structure staffing should be considered at the time of a Declaration of Emergency by the Louisville/Jefferson County Metro Executive Group. The Recovery Phase organizational structure will be staffed consistent with ICS principles. Over a period of time, the Response Phase diminishes, and the Recovery Phase activities become more preeminent.

There is no clear line of differentiation between the Response Phase and Recovery Phase as illustrated in **Figure 11 - Response to Recovery Curve**. The command and control, coordination and resources to serve disaster victims, transitions from an emergent need to a more deliberate process of service delivery as programs/activities transition from response phase to recovery phase. The organizational structure established in the EOP for the Louisville/Jefferson County Metro EOC used for the "response phase" is also used for recovery operations, particularly the short-term portion. As each of the branch's, group's, or unit's and ESFs response missions decrease and recovery missions increase, the lead agency will need to assess how to appropriately staff the branch/group/unit, and how to best manage the recovery operations. This plan should be discussed with the supervisor of the branch/group/unit, incorporated into the incident action plans, and demobilization plans (as appropriate). Ultimately, as the incident missions shift focus, the personnel mix will change, and the



organizational chart will likely be scaled back as the recovery proceeds, resources are more available or organized, and service delivery is more systematic.

Figure 11 - Response to Recovery Curve

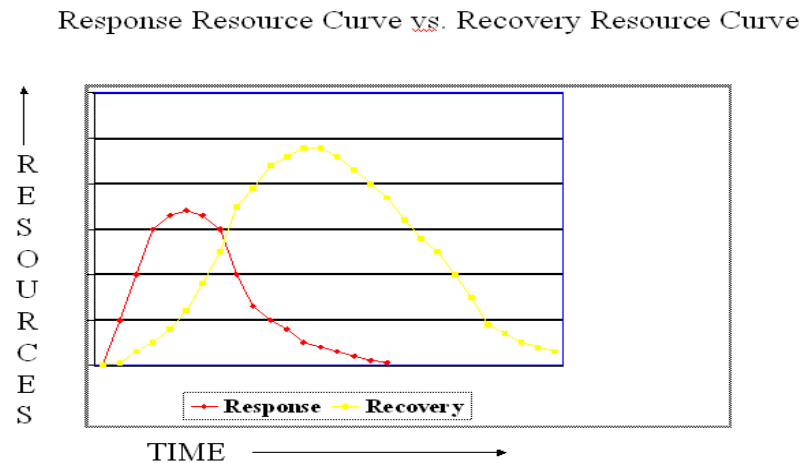


Figure 12 pictorially represents a number of features in the Response phase and Recovery phase related to each other. One feature is that the Recovery phase starts at the inception of the disaster, similar to the Response phase. Managerial focus and resources in the early stages is expended through the coordination of the Emergency Operations Center and its structures. Over a period of time, the Response phase diminishes, and the Recovery phase activities become more preeminent. The rest of this section describes the Recovery phase activities.

Once into the recovery phase of a major disaster, the Emergency Manager, or Unified Command, may elect to delegate the coordination of many of the recovery activities to the Liaison Officer. The Liaison Officer will primarily serve as the primary point of contact for agency representatives assigned to the recovery mission of the incident or disaster in Louisville/Jefferson County. He or she will facilitate inter-agency coordination, communication and assist the Louisville/Jefferson County Metro Emergency Manager in conveying scope of incident and magnitude of recovery operations to assisting and cooperating agencies (governmental agencies, nongovernmental organizations, and/or private entities). The Liaison Officer should have a good understanding of local, State, and Federal recovery policies and procedures.

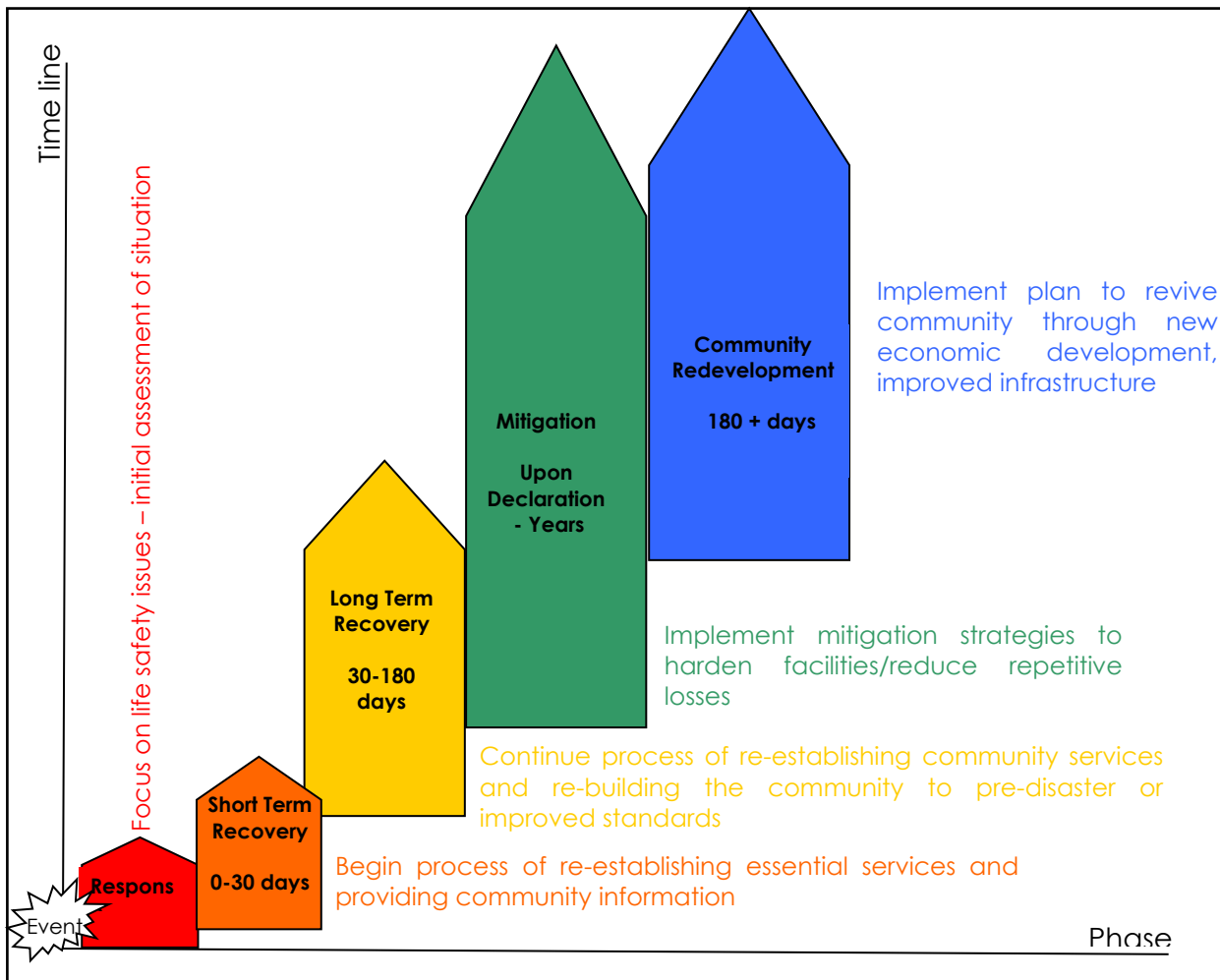
At this point, the Planning Section/ESF 5 shall assume the liaison function with the State recovery staff, as will appropriate representatives of the various activated Louisville/Jefferson County Metro agencies involved in recovery operations. Following the local establishment of a Federal Long-Term Recovery Office (LTRO), the Louisville/Jefferson County Metro EMA Director shall designate a local LTRO Liaison. For certain hazards or incident-specific incidents, the lead response agency may continue to be the County's principal coordinating representative. The LTRO Liaison will collaborate with the Liaison Officer.

Coordination for the establishment of Disaster Recovery Centers (DRCs), additional staging areas, and other sites that may be needed for coordinated assistance will primarily be the responsibility of



the Human Services Branch Director and his/hers subordinate groups and ESFs and requisite lead agencies. Activation of staging areas will already be identified by various response agencies of the emergency management organization. Satellite centers may be established for the municipal governments of the municipal communities should they be required to relocate west of the Intracoastal Waterway, will be activated according to their established schedules and SOGs.

Figure 12 - Timeline of Recovery



Short-Term Recovery Operations

This will generally include all agencies and jurisdictions that are involved in the disaster response and are typically coordinated from the Louisville/Jefferson County Metro EOC. These activities will start during the response phase of the emergency and generally span out about thirty days from the disaster. This may often include temporary solutions to the disaster until more permanent and planned out initiatives can be implemented.

Short-term recovery coordination will focus on:

- Detailed damage assessment to determine the need for supplemental State, Federal and other forms of outside assistance;



- Impact assessment to determine scope of support needed;
- Implement PODs to distribute emergency food, water, clothing, medical supplies or other critical commodities;
- Utility restoration through prioritization;
- Expanded social, medical and mental health services to deal with the immediate crisis;
- Re-establishment of essential government operations;
- Restoration of transportation routes;
- Debris removal and clean-up operations;
- Building safety inspections;
- Abatement and demolition of hazardous structures;
- Short term housing; and
- Community outreach regarding available assistance.

Figure 13 – Short-Term Priorities, on the next page, displays the timeline for short term recovery priorities.



Figure 13 - SHORT TERM PRIORITIES

Short-term Priorities	Timeline							
	+2 hrs	+12 hrs.	+24 hrs.	+48 hrs.	+72 hrs.	+96 hrs.	+ 7 days	
1. Health and Safety/Search and Rescue								
Air, Food, Water Contamination Abatement								
"All Clear" determination for disaster effects								
Initial Damage Assessment (Safety Assessment)								
Preliminary Damage Assessment								
2. Transportation								
Interstate status and capacity								
Major bridge safety determination								
Major roadways								
Ports and waterways								
Airfields								
Staging areas								
3. Power (see also ESF 12 Manual)								
Medical facility restoration								
Critical facility restoration								
Priority One customers restoration								
4. Communications								
First responders								
Emergency Operations Center								
Major switches								
5. Damage Assessment								
Residential								
Governmental								
Private businesses								
6. Human Needs Assessment								
Medical needs								
Basic needs								
Environmental needs								



LONG-TERM RECOVERY OPERATIONS

Long-term recovery is the process of re-establishing community services and rebuilding the community to pre-disaster or improved standards. This will generally span from 30-180 days post-disaster.

Long term recovery coordination will focus on:

- Appraisals and assessments of damage – true dollar cost;
- Relaxing protective actions and coordinating access and re-entry to evacuated areas;
- Restoring essential public facilities and services;
- Coordinating Federal disaster assistance with special emphasis on the provision of emergency and temporary housing;
- Coordinating the identification, procurement, and distribution of emergency resources and materials;
- Coordinating volunteer organizations;
- Coordinating the dissemination of disaster relief information and instructions to the public;
- Identifying post-disaster hazard mitigation strategies and activities;
- Coordinating delivery of long-term social and health services; and
- Improving land use planning and implementation.

Figure 14 - Long Term Priorities, on the following page, displays the timeline for long term recovery priorities.



Figure 14 – Long-Term Priorities

Timeline				
Long-term Priorities	+ 1 month	+ 6 months	+ 1 year	+ 2 years
Analyze Post-disaster Conditions Expectation: identify the physical, environmental, medical, personal, and basic needs of the community post-disaster to direct recovery efforts appropriately by utilizing the Louisville/Jefferson County Metro damage assessment teams and the Post-Incident Community Needs Impact Assessment Teams.				
Maximize State and Federal Assistance Expectation: Assure that all parties eligible to receive State and Federal assistance are properly notified of the availability of funds and procedures for reimbursement by keeping an updated notification list, updated assistance opportunity list, and coordinating with the State and FEMA.				
Leverage State and Federal Assistance Expectations: Take full advantage of available Public Assistance Grants, specifically matching grants where local funds would increase the Federal grant amount.				
Repair/Restore Key Facilities Expectations: Damage to key/critical facilities should be completed within 12 months of the disaster event to return day-to-day operations to normal.				
Hazard Abatement Expectations: Avoid post-disaster secondary hazards and implement hazard mitigation measures during repair and reconstruction of damaged facilities.				
Local Business Recovery Expectations: Physical and financial recovery of local businesses to assure economic stability and sustainability in a post-disaster environment. Assure business and recovery through education, preparedness and planning.				
Housing Recovery Expectations: Disseminate information to the community on homeowners and flood insurance, FEMA Individual Assistance Program opportunities, and other applicable local, State, Federal and private housing recovery/repair assistance programs. Identify alternative resources for home repair, temporary housing and volunteer services.				
Key unified command economic Facility Recovery Expectations: Physical and financial recovery of key economic stakeholders to assure continued community employment stability, economic stability, and steady financial activity.				
Attract Investment Capital Expectations: Formulate a post-disaster strategy to attract business and industry to the Louisville/Jefferson County Metro to assist with financial and economic recovery.				



COMMUNITY REDEVELOPMENT

Community Redevelopment is not addressed in this plan but will be referenced to illustrate the continuity of processes to restore and rebuild a community after a major disaster. Community Redevelopment will be implemented to revive the community through new economic development, improved infrastructure and long-term mitigation measures.

Community Redevelopment will generally span from 180 days and beyond. Though planning for this may be done year-round, some of these processes may not be able to be implemented until a disaster occurs, such as rezoning or implementing new building codes.

- Restoring public infrastructure and facilities damaged by the emergency;
- Providing an adequate supply of housing to replace that which was destroyed;
- Restoring lost jobs;
- Restoring the economic base of the disaster area;
- Identifying and implementing long term mitigation measures (land use and building codes to reduce the risk and magnitude of future disaster impacts on communities and critical infrastructure; and
- Recovery of disaster-related costs.

PRIMARY & SUPPORT ROLES

Louisville/Jefferson County Metro EMA is the lead agency responsible for coordinating recovery operations following a natural or man-made disaster. If necessary, the EOC may be moved to an alternate EOC facility identified during the impact assessment to provide access to functional equipment or meet space requirements. This transfer to an alternate EOC will only take place when there is sufficient evidence that sustainment of operation is achievable and immediate danger has passed allowing recovery efforts to be initiated safely.

The Director of Emergency Services will coordinate all recovery activities with Louisville/Jefferson County Metro municipalities and shall serve as the initial contact with KYEM for the coordination of recovery efforts. The Director of Emergency Services will serve as the Recovery Coordinator and the Local Disaster Recovery Manager as described in the National Disaster Recovery Framework, September 2011. The Liaison Officer will serve as the Point of Contact/Liaison to FEMA's Joint Field Office (JFO). The Louisville/Jefferson County Metro representative will take part in the JFO planning process and will work closely with all Federal representatives on hand.

In the post impact phase of a disaster, the EOC will be established to manage, coordinate, control and direct the response and recovery efforts. The Louisville/Jefferson County Metro EOC will serve as the coordination point for establishing staging areas and other sites for coordinated assistance. The EOC will be manned by representatives from ICS General & Command staff positions, as well as other agencies involved in the recovery process. The EOC will be organized along the same lines of responsibility as the NIMS-based State and Federal response and recovery systems.

RECOVERY FUNCTIONS

Recovery functions have been organized according to five primary functions that occur in the aftermath of a disaster. These five major recovery functions include:

1. Damage Assessment
2. Infrastructure and Public Assistance
3. Individual Assistance



4. Short-term and Long-term housing
5. Debris Management and Removal

Specific agency responsibilities for recovery operations will be the same as operations during recovery. Specific differences in situation dealing with response versus recovery are covered in the ESF Manuals previously mentioned. Please refer to **Table 1 – ESF Manuals List with Maintenance Responsibility by Agency for Response & Recovery** on page 11 for specific agency responsibilities in a time of disaster.

INITIAL DAMAGE ASSESSMENT

In the immediate aftermath of the disaster, Louisville/Jefferson County Metro will conduct a county-wide local impact assessment. The Director of Emergency Services is responsible for coordinating the Initial Safety and Damage Assessment and will operate in coordination with the Impact Assessment SOG. Emergency Management will coordinate the initial assessment with KYEM.

The initial damage assessment begins immediately after the incident occurs. This damage assessment determines whether more detailed damage assessments are necessary and identifies those areas where further efforts should be concentrated. The damage assessment data is reported to the Louisville/Jefferson County Metro EOC within twelve (12) hours of the emergency occurrence by all Louisville/Jefferson County Metro departments, municipalities and eligible nonprofit agencies.

From the damage assessments, a quick dollar estimate of the damages will be derived based on certain presumptions and assumptions predetermined by the recovery team in the Louisville/Jefferson County Metro EOC.

Additionally, all agencies located within Louisville/Jefferson County, especially fire, police and public works, are responsible for reporting operational information, reports from the public, and observed damage to the EOC via windshield surveys. The goal of this assessment is to determine the magnitude and severity of damage to structures and infrastructure; and, in the event of a severe rainfall event, determine the level of flooding damage.

The Planning Section is responsible for compiling and analyzing initial damage assessments. The results are mapped by the GIS Unit for situational awareness. Assessment data provides a county-wide general overview of the most significantly impacted areas and, therefore establishes a prioritization mechanism for damage assessment team deployment, resource allocation, and disaster assistance.

The data collected from the Initial Damage Assessment will be reported to Louisville/Jefferson County Metro EOC and then routed to the State via the appropriate State ESF desk and make official request for Joint PDA. If outside assistance will be required, the initial damage assessment will be used as the basis for a local State of emergency.

COUNTY DAMAGE ASSESSMENT & PRELIMINARY DAMAGE ASSESSMENT

As information is received, the Property Valuation Administration uses computer analysis to determine dollar cost damage and mapping. This information can provide complete damage analysis support for the county. The Louisville/Jefferson County Metro Damage Assessment Coordinator (Building



Department Director) assigns teams, backed-up with out-of-county mutual aid, to perform a "structure by structure" damage assessment.

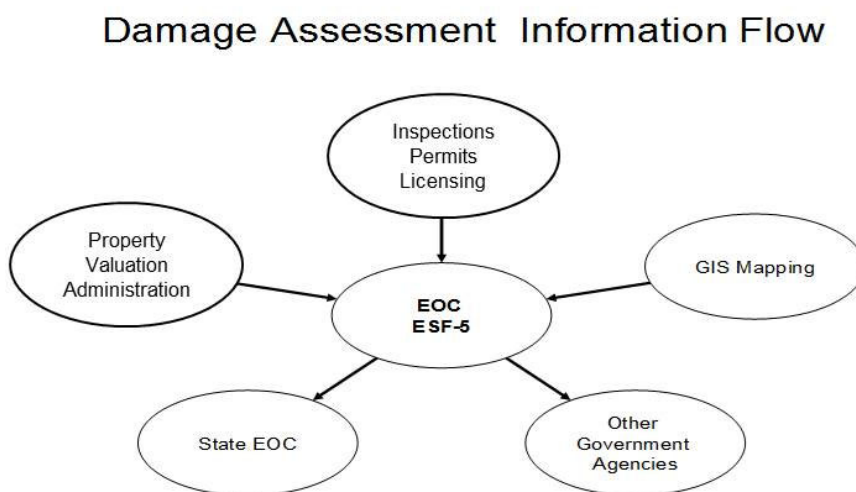
The Louisville/Jefferson County Metro Property Appraisers Office provides analysis support for damage assessment. This agency can provide a graphic depiction of damage levels as well as monetary damage assessments. The Planning Section produces a preliminary damage assessment for the State Watch Office and other government agencies.

In order to confirm that the impact from disasters meets disaster assistance thresholds, a Preliminary Damage Assessment (PDA) is requested by the Louisville/Jefferson County Metro EMA Director as soon as possible after damage assessment data is compiled, or if the magnitude of the event overwhelms the ability of the county to conduct its own damage assessment. The PDA will inspect impacted areas in coordination with the State EOC.

If the preliminary damage assessment indicates that the damage is severe and widespread, a Local Declaration of Emergency may be possible without a detailed written damage assessment. In that case State and Federal teams may be dispatched to assist in completing the damage assessment.

Information is collected and evaluated using KyEM Survey 123 Digital Damage Assessment Applicator, Situation Reports, Essential Elements of Information (EEI) and other means and is shared with State and Federal officials as needed. This prevents duplication of effort and verifies incomplete information.

Figure 15 - Damage Assessment Information Flow





MUNICIPAL SUPPORT

Municipalities are responsible for the preliminary damage assessment within their jurisdiction. If unable to perform the function due to impact of the disaster, a decision will be made by the Executive Group to conduct the damage assessment within that jurisdiction by other jurisdictional teams. Municipal representatives, along with American Red Cross representatives, may be involved in Joint PDA efforts with the State when requested or deemed necessary by incident.

INDIVIDUAL & BUSINESS PRELIMINARY DAMAGE ASSESSMENT

Individual and business preliminary damage assessment is essential to gauge the overall effects of the emergency or disaster and the economic damage. This information is vital in supporting requests for Federal disaster assistance. When conducting a preliminary damage assessment of public facilities, information on the extent of damages will be essential in applying for and obtaining Federal disaster assistance.

Some of the information needed may not be readily available during the actual preliminary assessment and may need to be collected in follow-up damage assessment and project worksheet processes. Damage Assessment Forms are available for Individual, Business and Public Assistance. Preliminary damage impact assessment teams will assess and record damages to public facilities and services to determine the severity of the disaster and determine immediate public needs.

Damage Assessment Teams are composed of county and/or municipal officials working individually or with a FEMA Rapid Impact Assessment Team member (when applicable) to conduct the assessment of a specified area or location. The Louisville/Jefferson County Metro Building Department Director is the overall coordinator of the Damage Assessment and all teams will report Damage Assessment to the Emergency Operations Center. These Damage Assessment Teams will need to make a large number of determinations.

These determinations are outlined below and organized by subject.

PRIVATE RESIDENCES AND BUSINESSES

- Primary versus secondary residences
 - Secondary homes are not eligible for disaster assistance.
 - If secondary house is rented out it may be eligible for assistance from SBA.
- Primary Residence or rental property
 - Homeowners are eligible for assistance for losses to both property and contents, whereas renters may only be eligible for losses to contents.
- Extent of damage
 - Damage less than 10 percent of the fair market value is considered minimal.
 - Major damage (structural damage to foundations, walls, roofs, etc.) falls within the range of 11 – 74 percent of fair market value structures.
 - Damage in excess of 74 percent of the fair market value is considered to be destroyed.
- Insured versus uninsured damage
 - Insured damages and losses are not eligible for disaster assistance.
- Tenant versus owner



- Homeowners may be eligible for assistance in repairing or replacing losses to property and contents; whereas renters may be eligible for assistance to cover content losses only.
- Estimated days out of operation
 - Information is needed to estimate the total dollar loss to a business.
- Number of employees
 - Information is used to estimate the amount of disaster unemployment for a business.
- Replacement costs
 - Replacement costs of land, structures and content are eligible for disaster assistance.
- Number of uninhabitable structures
 - May indicate the need for temporary housing.

PUBLIC FACILITIES AND SERVICES

- Resources needed to accomplish emergency debris removal to clear major roadways.
- Damage to roads, streets and bridges.
- Damage to water control facilities (e.g. Drainage systems, dikes, levees).
- Damage to public buildings and equipment.
- Damage to private and public utilities (e.g. Water and wastewater systems, electric and phone services, natural gas delivery systems, etc.).
- Damage to parks and recreational sites.
- Boundaries of the disaster area(s).
- Status of transportation systems.
- Access points to the disaster area(s).
- Status of communications systems.
- Status of medical systems.
- Disaster casualty information.
- Shelter/mass care information.
- Status of critical facilities.
- Major resource needs/shortfalls.

For more information on Damage Assessment, please refer to the **Louisville/Jefferson County Metro Damage Assessment SOG**.

PUBLIC ASSISTANCE

The objective of the Federal Emergency Management Agency's (FEMA) Public Assistance (PA) Grant Program is to provide assistance to States, local governments, and certain non-profit organizations to alleviate suffering and hardship resulting from major disasters or emergencies declared by the President.



Through the PA Program, FEMA provides supplemental Federal disaster grant assistance for the repair, replacement, or restoration of disaster-damaged, publicly owned facilities and the facilities of certain Private Non-Profit (PNP) organizations.

The Federal share of assistance is not less than 75 percent of the eligible cost for emergency measures and permanent restoration. The grantee (usually the State) determines how the non-Federal share (up to 25 percent) is split with the sub-grantees (eligible applicants). In Kentucky, the State provides 12 percent and local jurisdiction generally supplies the remaining 13 percent.

Louisville/Jefferson County Metro is currently in development of a contract that would encompass Administrative Services to include activities such as Damage Assessment and Public Assistance. Currently, the Louisville/Jefferson County Metro Office of Management & Budget is responsible for coordinating the activities required by the Public Assistance program, to include project formulation, project management, grant development, grant closer, and benefit cost analysis.

Please refer to **Table 1 – ESF Manuals List with Maintenance Responsibility by Agency for Response & Recovery** on page 11 for identification of primary and support agencies/departments and their responsibilities in the Public Assistance program.

Federal assistance in the wake of a disaster in Louisville/Jefferson County Metro is coordinated by the Federal Emergency Management Agency (FEMA), a component of the Department of Homeland Security. Under the Public Assistance (PA) Program, FEMA provides supplemental aid to States, communities, and certain private nonprofit organizations (PNPs) to help them recover from disasters as quickly as possible.

Each year, Louisville/Jefferson County Metro is vulnerable to many hazards that could affect several regional communities and the State of Kentucky. The effects of disasters may be limited to a single community, such as when a single neighborhood is hit by an isolated tornado, or they may be widespread, such as when a tornado outbreak affects several States. Regardless of the scope of a disaster, the affected communities and States often need the assistance of the Federal government when responding to and recovering from the event. This assistance is available under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. § 5121 - 5207 (hereinafter referred to as the Stafford Act).

Louisville/Jefferson County Metro EMA is responsible for the protection of its residents, and primary responsibility for coordinating the activities required by the Public Assistance Program including, project formulation, project management, and grant closeout. Louisville/Jefferson County Metro EMA will always be the first line of defense when a disaster strikes. The intent of the Stafford Act is that Federal assistance be supplemental to local, State, and private relief organizations. Nevertheless, it is not necessary for the community to exhaust its resources before it requests Federal assistance.

Pre-identification of Potential Applicants for Federal Public Assistance

As a result of disaster exercises and recent Presidential Disaster Declarations, potential applicants have been identified for future notifications in the event of a disaster.



Examples of Potential Applicants for Federal Public Assistance

Each of these potential applicants is reviewed for applicability in the Mitigation Strategy review annually.

County Agencies

- Jefferson County Clerk of the Courts
- Louisville Metro Facilities Management
- Louisville Metro Public Works
- Jefferson County Property Valuation Assessor
- Louisville Fire Department
- Jefferson County Sheriff's Office

Other Governmental Entities

- Louisville Metro Department of Health and Wellness
- Jefferson County Sheriff's Office

Private/Non-Profits

- American Red Cross

THE PA PROGRAM OVERVIEW

Under the PA Program, which is authorized by the Stafford Act, FEMA awards grants to assist the State of Kentucky and Louisville/Jefferson County Metro and certain Private Nonprofit (PNP) entities with the response to and recovery from disasters. Specifically, the program provides assistance for debris removal, emergency protective measures, and permanent restoration of infrastructure. The Federal share of these expenses typically cannot be less than 75 percent of eligible costs. The State of Kentucky typically provides 12% of the remainder and Louisville/Jefferson County Metro is responsible for 13% of the remaining 25 percent.

The program also encourages protection from future damage by providing assistance for hazard mitigation measures during the recovery process. The PA Program encourages planning for disaster recovery, but PA Program funds may not be used for the costs of planning. The costs incurred implementing the plans are eligible for reimbursement only if they meet PA Program eligibility criteria.

The PA Program is based on a partnership of FEMA, State, and local officials. FEMA is responsible for managing the program, approving grants, and providing technical assistance to the State and applicants. The State, in most cases, acts as the Grantee for the PA Program. FEMA, the State, and the applicant are all responsible for grants awarded under the PA program. The State educates potential applicants, works with FEMA to manage the program, and is responsible for implementing and monitoring the grants awarded under the program. In some instances, the State may take a more active role in overall management of certain disasters.

Louisville/Jefferson County Metro officials are responsible for identifying damage, providing sufficient data for FEMA to develop an accurate scope and cost estimate for doing the work and approving grants, and managing the projects funded under the PA Program. Louisville/Jefferson County Metro



EOC will also be providing a Finance Section Chief, Recovery Officer and Grants Management Specialist that will be responsible for grants management, benefit cost analysis, documentation maintenance, accounting procedures and audit preparation. The Federal PA Program staff consists of management and field personnel who assist Louisville/Jefferson County Metro during the recovery process. These staff members include a Public Assistance Group Supervisor (Public Assistance Officer), Public Assistance Coordination Crew Leader (Public Assistance Coordinator), Public Assistance Project Specialist (Project Officer), and Public Assistance Technical Specialists (Specialists). The duties of each are described below.

PA Group Supervisor - The PA Program is managed at the FEMA Joint Field Office (JFO) by the PA Group Supervisor. As the program manager, the PA Group Supervisor advises the Federal Coordinating Officer (FCO) on all PA Program matters; manages the operation of PA Program staff and any coordination between the PA Program and other arms of the Federal disaster recovery effort; works with State counterparts; and ensures that the PA Program is operating in compliance with all laws, regulations, and policies.

HURRICANE SANDY RECOVERY IMPROVEMENT ACT

On January 29, 2013, President Barack Obama signed into law the Sandy Recovery Improvement Act (SRIA) of 2013 and the accompanying Disaster Relief Appropriations Act, 2013. In many ways, the passage of SRIA represents the most significant legislative change to the FEMA's substantive authorities since the enactment of the Robert T. Stafford Disaster Relief and Emergency Assistance Act.

The law authorizes several significant changes to the way FEMA may deliver Federal disaster assistance to survivors. This page provides an overview of the provisions of the Sandy Recovery Improvement Act (SRIA) of 2013 as well as the status of FEMA's implementation.

STATE MANAGEMENT OF DISASTERS

Under the State Management of Disasters (SMD) initiative, in some cases (small disasters) an interested and capable State, acting as its own Grantee, may manage the PA field operation, including project eligibility reviews, process control, and resource allocation on small disasters. The participating State voluntarily enters into an Operational Agreement with FEMA, which entrusts many aspects of program management to the State. FEMA retains obligation authority, ensures compliance with environmental and historic preservation laws, participates in quality control reviews with the State, and provides technical assistance as requested by the State.

Small disasters are disasters that warrant a major disaster declaration by the President, but are limited in scope and size generally as defined by the following:

Statewide infrastructure damage up to \$1.53 per capita or limited to debris removal and emergency protective measures.

For a State to be eligible to manage a disaster under this initiative, the State must have:

- Recent disaster experience;
- Adequate State staff;



- An SMD Addendum to the State Administrative Plan for Public Assistance;
- A fiscal accounting system that can track specific projects, prepare for and undergo audit, and be used to evaluate appeals;
- An established record of having met deadlines for grant management activities; and approval by FEMA.

The PA Program provides disaster assistance to public agencies and certain private non-profit entities to restore community infrastructure and services.

Public damages include damages to roads, bridges, buildings, and public utilities facilities and systems if they are owned by a public or private nonprofit entity. To be eligible, damages must be uninsured and fall into of the following seven categories.

1. Category A – Debris Clearance

This category includes all disaster-induced debris on nonfederal public roads (including the right-of-way), on nonfederal public waterways, or on other nonfederal public property. It can cover the cost of demolition of public structures if those structures were made unsafe by the disaster. It can also include a cleanup on private property by public service crews to protect public safety.

2. Category B – Emergency Protective Measures

This category addresses the need to provide appropriate emergency measures designed to protect life, safety, property, and health in time of emergency.

3. Category C – Road system

This category addresses damages to nonfederal roads, bridges, streets, culverts, and traffic control devices.

4. Category D – Water Control Facilities

Eligible damages under this category include costs to repair or replace dams, floodwalls, drainage channels, irrigation works, dikes and levees.

5. Category E – Buildings and Equipment

Eligible damages under this category include the costs to repair public buildings and equipment, repair transportation systems not covered under Category C, and replace damaged supplies.

6. Category F – Public Utility System

Under this category, assistance is available for damaged water systems, landfills, sanitary sewage systems, storm drainage systems and electric facilities and systems.

7. Category G – Other

The “other” category includes park and recreational facilities, or any other public facilities not covered under one of the other six categories.



ELIGIBILITY

To be eligible, an item of work must meet all of the following:

- Be required as a result of the disaster event;
- Be located within a designated disaster area, except that sheltering and evacuation activities may be located outside of the designated disaster area; and
- Be the legal responsibility of an eligible applicant.

Each Potential Applicants will submit a request for Public Assistance to FEMA on form no 90-49 (Reference Appendix: Forms) and a Request for Federal Assistance on form 424. This will be filed through Louisville/Jefferson County Metro EOC and then forwarded to FEMA Region IV within 30 days of the disaster declaration. Louisville/Jefferson County Metro may request an extension for the RPA filing deadline in order to implement an effective outreach to potential Applicants.

FEDERAL DISASTER DECLARATION

Once a Federal Disaster Declaration is confirmed, it is the responsibility of the Louisville/Jefferson County Metro to notify potential Applicants of the assistance that is available and the time and date of the Applicant's Briefing which will be held in the affected area.

Time Frame

The following time frames for assistance initiate on the day of the Applicant Briefing held by the Louisville/Jefferson County. **Table 10 – Eligible Work Time Frame** lists the time frames as defined by Category and Type of Work.

Table 11 - Eligible Work Time Frame

Category		Type of Work	Time Frame for Assistance
Emergency Work	A	Debris Removal	180 days*
	B	Emergency Protective Measures	48-72 hours prior and 48-72 hours after disaster
Permanent Work	C	Roads and Bridges	18 months *
	D	Water Control Facilities	18 months*
	E	Buildings and Equipment	Assigned by project
	F	Utilities	18 months*
	G	Parks, Recreational Facilities, and Other Items	18 months*

*Extensions may be granted but must be applied for 30 business days prior to the end of the specified time period.

POST DECLARATION ACTIVITIES

NOTIFYING POTENTIAL APPLICANTS



LOUISVILLE/JEFFERSON COUNTY METRO GOVERNMENT EOP

In compliance with Federal Regulation 44 CFR § 206.207(b) upon a Disaster Declaration, the Louisville/Jefferson County Metro will notify potential applicants of the assistance that is available and the time and date of the Applicants' Briefing which will be held in their area and will issue press releases and newspaper advertisements regarding the Applicant's Briefings. Potential applicants that will be notified include the following agencies:

- Louisville/Jefferson County
 - Public Works
 - Building Department
 - Fire Departments
 - Sheriff's Office
 - Parks and Recreation
 - Office of Management and Budget
 - Facilities
 - Finance
 - Red Cross, Salvation Army
 - Mayor's Office
 - Sheriff's Office

APPLICANT'S BRIEFING

Immediately after a designated disaster area has been declared eligible for Public Assistance (PA), staff of Louisville/Jefferson County Metro EOC will conduct an Applicants' Briefing(s) in the affected area(s). The number of potential applicants and the area involved in the disaster may affect the number of briefings held. An Applicant Briefing Agenda has been developed and will be modified as necessary and in compliance with FEMA Regulation 44 CFR § 206.207 (b) (iii) (A).

It is the responsibility of Louisville/Jefferson County Metro EOC to coordinate Applicant Briefings that will cover application procedures, program eligibility guidance, and program deadlines. An Applicants' Briefing is a meeting conducted by a representative of FEMA or the State for potential Public Assistance applicants. The briefing occurs after an emergency or major disaster has been declared and addresses application procedures, administrative requirements, funding, and program eligibility criteria. The FEMA representative is responsible for notifying potential applicants (State and Louisville/Jefferson County Metro and PNP) of the date, time, and location of the briefing. The size of the disaster area and the number of possible applicants determine whether more than one briefing is held. FEMA personnel participate in the briefing to clarify issues regarding eligibility, floodplain management, insurance requirements, environmental and historic preservation considerations, hazard mitigation, and Federal procurement standards. To obtain the maximum benefit from the information presented at the briefing, each applicant including county and municipalities should send representatives from each of the following agencies:

- Emergency Management Director;
- Public Works Director;
- Facilities Director;
- Office of Management and Budget



- Building Department/Official, and
- Finance Director
- County Attorney

See Attached Applicant Briefing Agenda below.

Example Outline:

1. Introductions (All possible applicants should be invited to attend and/or send a representative to determine eligibility. In addition, a FEMA representative should attend.)
2. Overview of Disaster/Event Time Period
3. Background of Meeting Origination (State/Federal Steps Leading to Disaster declaration)
4. Overview of Applicant Eligibility
5. Request for Public Assistance (FEMA Forms-see Appendix: Forms)
6. Project Worksheet (PW) Preparation
 - Cost Estimating Process/Role of FEMA PA Coordinator
 - Project Worksheet (FEMA Form 90-91)
 - Categories of eligible work
 - FEMA Schedule of Equipment Rates for Applicant Owned Equipment
 - Considerations (Insurance, Mitigation, Environmental, and Historical issues)
7. Distinction of Small/Large Projects
 - Small Project Threshold
 - Large Project Threshold
 - Federal share, State/Local share
 - Immediate Needs Funding
 - Improved Projects
 - Alternate Projects
8. Documentation/Records Retention
9. Time Limitations
 - Emergency work – 6 months
 - Permanent work – 18 months
 - Time extensions
10. Appeal Process and Special Considerations
11. Applicant Responsibilities
12. Project Completion
 - Project Completion and Certification Report
 - Project Cost/Summary of Documentation
 - Project Reviews
 - Cost Overruns and/or Underruns
 - Final Inspections
 - Insurance Requirements



- Quarterly Progress Reports

13. Next Steps

REQUEST FOR PUBLIC ASSISTANCE

The REQUEST FOR PUBLIC ASSISTANCE (REQUEST) is Louisville/Jefferson County Metro stakeholder's official notification to FEMA of the intent to apply for Public Assistance. The Request for Public Assistance is available in the PA FORMS LIBRARY. The form outlines general information identifying the applicant, including the applicant's name, address, and primary and secondary contacts.

Typically, the REQUEST form is submitted at the Applicants' Briefing. If an applicant is unable to submit the REQUEST at the briefing, the applicant must submit the form within 30 days of the date of designation of the area (Louisville/Jefferson County, etc.) for Public Assistance. An applicant need not wait until all damage is identified before requesting assistance. Federal and State personnel will review each REQUEST to ensure applicant eligibility. Once a REQUEST has been submitted, the project formulation process can begin.

Each potential applicant is required to file a Request for Public Assistance (FEMA Form 90-49) with Louisville/Jefferson County Metro within 30 days from the Disaster Declaration date.

Louisville/Jefferson County Metro must forward the RPA forms on behalf of each Applicant to the Regional Director within 30 days from the date Public Assistance was declared. Requests submitted after this 30-day period will be reviewed on a case-by-case basis and, if warranted, will be forwarded to FEMA for consideration. If necessary to accomplish effective program outreach to the potential Applicants in a major event, the Grantee may upon justification request FEMA to extend the RPA filing deadline.

Determining Applicant Eligibility – Louisville/Jefferson County Metro EMA shall review the submitted RPAs to determine, or assist the applicants, to establish eligibility, and shall provide the submitted RPAs to FEMA, and shall otherwise assist FEMA to make final determinations of applicant eligibility as per FEMA Regulation 44 CFR § 206.207(b)(3)(C).

Project Formulation

Project formulation is the process of identifying the eligible scope of work and estimating the costs associated with that scope of work for each of the applicant's projects. This section describes the elements of the project formulation process.

SMALL AND LARGE PROJECTS

A project is a logical method of performing work required as a result of the declared event. The applicant is responsible for identifying all work that is required as a result of the disaster. To facilitate project review, approval, and funding, projects are divided into small and large projects based on the monetary threshold established in Section 422 of the Stafford Act and elaborated on in 44 CFR §206.203(c). Small projects are those projects with a total estimated cost below the threshold, and large projects are those projects with a total estimated cost at or above the threshold. The threshold is updated at the beginning of each fiscal year and published in the Federal Register. For the year



beginning October 1, 2019 thru September 30th, 2020, the threshold is set at \$131,100. If the estimated cost of a project is equal to or exceeds this threshold, the project is processed as a large project. As a result of the Sandy Recovery Improvement Act of 2013 (P.L.113-2) FEMA evaluated the threshold and has raised it to \$120,000 and will continue to adjust it annually based on inflation. The \$120,000 threshold is effective for new declarations on or after February 26, 2014. The determination of the threshold that will be used for a disaster is based on the declaration date of the disaster, regardless of when project approval is made or when the work is performed. Projects are categorized as large or small based on the eligible damage cost of the approved PW. Subsequent PW versions prior to closeout affect categorization as large or small. Funding methods for small and large projects differ as explained below.

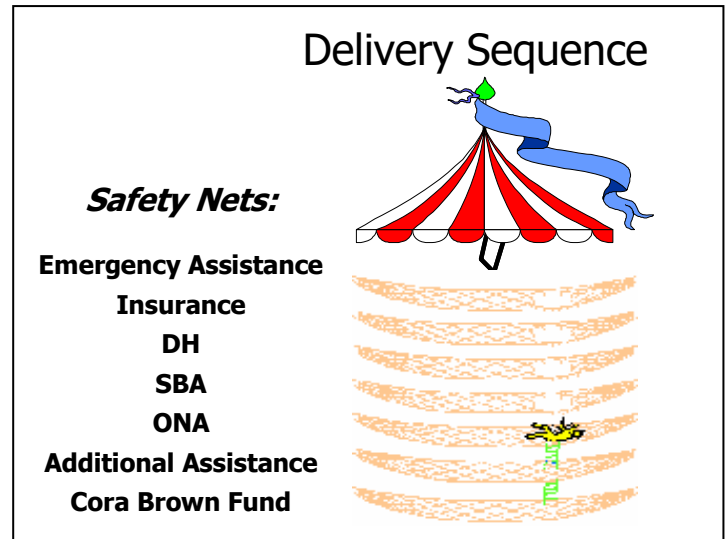
INDIVIDUAL ASSISTANCE (IA) PROGRAMS

INDIVIDUAL ASSISTANCE ADDRESSES THE NECESSARY EXPENSES AND NEEDS OF DISASTER VICTIMS AS WELL AS DISASTER WORKERS AND RESPONDERS. INSURANCE AND SMALL BUSINESS ADMINISTRATION LOANS ARE THE FIRST LINES OF ASSISTANCE, HOWEVER IF THEY ARE UNABLE TO ASSIST THEN FEMA PROVIDES A VARIETY OF PROGRAMS TO AID THOSE NEGATIVELY IMPACTED BY A DISASTER.

The Robert T. Stafford Disaster Relief and Emergency Assistance Act PL 93-288, as amended, specifies the order in which assistance should be provided.

The delivery sequence is:

- Emergency assistance provided by voluntary agencies
- Insurance
- Disaster Housing assistance
- SBA loans
- Other Needs Assistance (ONA)
- Additional assistance
- The Cora Brown Fund



INDIVIDUAL ASSISTANCE PROGRAMS

The following Federal grant programs are available to individuals following a disaster:

Unemployment Benefits/Disaster Unemployment Assistance (DUA) – The U.S. Department of Labor unemployment assistance and insurance benefits for disaster victims program provides unemployment benefits and re-employment services to individuals who have become unemployed because of major disasters. Benefits begin with the date the individual was unemployed due to the disaster incident and can extend up to 26 weeks after the Presidential declaration date. Individuals



must register with the local unemployment office. Program benefits can include self-employed and agricultural workers.

Crisis Counseling Assistance (CCA) – Crisis Counseling is intended to provide relief to victims and responders of a disaster who may be experiencing mental health problems, stress, or grief caused or aggravated by the disaster or its aftermath. Crisis counseling is available through FEMA, the American Red Cross, and the Center for Mental Health Services (CMHS). Victim and disaster worker counseling is supplied for up to sixty (60) days following a disaster and may be applied for separately by the Governor within sixty (60) days of the disaster declaration.

Disaster Legal Services (DLS) - When the President declares a disaster, FEMA, through an agreement with the Young Lawyers Division of the American Bar Association, provides free legal assistance to disaster victims. This may include assistance with insurance claims, landlord-tenant problems, consumer protection, home repair contracts, powers of attorney, and the replacement of wills and other documents.

Small Business Administration Disaster Loans - The U.S. Small Business Administration (SBA) can make Federally subsidized loans to repair or replace homes, personal property or businesses that sustained damages not covered by insurance. Disaster loan assistance may be applied for online at www.SBA.GOV. See also pg. 42.

Veterans Benefits- The Department of Veterans' Affairs assists with the dispersion of death benefits, pension, insurance settlements, and adjustments to home mortgages for veterans. The Department of Veterans' Affairs is located online at www.VA.GOV.

Farm Service Agency (FSA) - Farmers, ranchers, and agricultural operators may apply for low interest loans addressing the repair or replacement of physical or production losses. FSA applications may be found at www.FSA.USDA.GOV or citizens may contact their local FSA Service Center.

Internal Revenue Service (IRS) Tax Assistance- The IRS aids eligible disaster victims with tax deductions for underinsured or uninsured losses, casualty losses, early tax refunds, and tax return amendments.

Food Coupons- The U.S. Department of Agriculture (Federal) and the Kentucky Department of Children and Families (State) may provide food coupons to disaster survivors. Survivors' length of eligibility for food coupons will be determined by the President.

Disaster Assistance - Disaster assistance is money or direct assistance to individuals, families and businesses in an area whose property has been damaged or destroyed and whose losses are not covered by insurance. It is meant to help victims with critical expenses that cannot be covered in other ways. This assistance is not intended to restore damaged property to its condition before the disaster.

Other Needs Assistance (ONA)- Additional funding for medical, dental, funeral, personal property, transportation, moving and storage, and other expenses incurred during a disaster and authorized by law may be funded by ONA when the SBA determines that the applicant cannot otherwise afford a loan. ONA is a cost-shared between FEMA (75%) and the State of Kentucky (25%). Applicants do not apply for ONA assistance; SBA will refer the applicant once their ineligibility has been determined.



EMERGENCY ASSISTANCE

Louisville/Jefferson County Metro and its citizens may be eligible to receive other emergency recovery assistance, provided through non-disaster specific grant programs, including:

Community Development Block Grant (CDBG) – CDBG provides low-income communities with various necessary resources. These services can include assist with childcare, employment, education, emergency services, health care, housing, nutrition, transportation, youth development, and coordination of resources and community participation. These funds may be expedited in a disaster recovery area and modified to provide disaster assistance.

Low-Income Home Energy Assistance Program (LIHEAP) - LIHEAP is a Federally funded block grant that provides assistance to low-income households in need of help with home energy funding. After a disaster, LIHEAP may be able to assist disaster victims with reconnection costs, insulation repair, utility payments, purchase of fans and/or air conditioners, and repair or replacement of home furnaces and air conditioners. These allowable expenses depend on the extent of the damage and may extend due to the Federal allowance of assistance according to circumstance.

Low-Income Home Repair Program (LEHRP) - LEHRP provides grants to local agencies to assist low-income people, especially the elderly and physically disabled, with emergency housing repairs that affect the health and safety of residents. In conjunction with the Weatherization Assistance Program, LEHRP repairs structural deficiencies and damage.

Home Investment Partnership Program (HOME) – HOME provides formula grants which assistance communities by funding the purchase, rental, or rehabilitation of affordable housing for low-income areas negatively impacted in a disaster through the U.S. Department of Housing and Urban Development (HUD).

State Housing Initiative Partnership Program (SHIP) - SHIP provides funds to local governments in the State of Kentucky as an incentive to produce and preserve affordable housing. In an emergency, the SHIP funds may be expedited for immediate assistance in home repair and rehabilitation.

INSURANCE

Applicants pursue assistance through their private insurance carriers. If the insurance settlement is delayed, insurance is insufficient, or claims are denied, applicants may receive Disaster Housing assistance, but must guarantee repayment of FEMA funds if insurance covers the losses.

INDIVIDUALS AND HOUSEHOLDS PROGRAM—DISASTER HOUSING

Disaster Housing is administered and funded by FEMA. Assistance may include the following:

- **Temporary Housing** (Rent and Lodging Expense)—Money to rent a different place to live or a temporary housing unit, when rental properties are not available.
- **Repair**—Money for homeowners to repair disaster damage that is not covered by insurance. The goal is to repair the home to a safe and sanitary living or functioning condition. FEMA may



provide up to \$5,000; then the homeowner must apply for a Small Business Administration disaster loan for additional repair assistance. FEMA will not pay to return a home to its pre-disaster condition. Flood insurance may be required if the home is in a Special Flood Hazard Area (SFHA).

- **Replacement**—Money to replace a disaster-damaged home, done under rare conditions, with limited funds. If the home is located in a SFHA, the homeowner must comply with flood insurance purchase requirements and local flood codes and requirements.
- **Permanent Housing Construction**—Direct assistance or money for the construction of a home. This type of assistance occurs only in very unusual situations, in remote locations specified by FEMA where no other type of housing assistance is possible. Construction will aim toward average quality, size, and capacity, taking into consideration the needs of the occupant.

SMALL BUSINESS ADMINISTRATION (SBA) LOANS

Low-interest disaster loans are available to homeowners, renters, business owners, and non-profit organizations. This program is administered and funded by the SBA under its own authority. The SBA Administrator can make loans available, or a Presidential Declaration including IA in its parameters will provide the authority for SBA loans.

SBA uses income tables as an initial screen for eligibility. The tables are based on income and household composition and are updated annually. SBA loans make substantial amounts available to help disaster victims recover from the disaster and return their property to pre-disaster condition. Applicants must be able to repay their loans. SBA loans can be personal or for business purposes. Loans are:

- Limited to verified loss and mitigation in some circumstances.
- Up to a maximum of \$200,000 for real property and \$40,000 personal property.
- Up to a maximum of \$1.5 million for businesses.

INDIVIDUALS AND HOUSEHOLDS PROGRAM—OTHER NEEDS ASSISTANCE (ONA)

Personal Property—repair or replace personal property that is damaged or destroyed as a result of the disaster and is not covered by insurance. The goal is to help with the cost for the necessary expenses and serious needs. All applicants must apply for an SBA disaster loan for personal property before being considered for ONA. Funds may be used for clothing, household items, specialized tools, educational materials, and clean-up items.

Transportation—repair and/or replacement of an individual's primary means of transportation.

Medical and Dental Expenses—medical and/or dental treatment costs or the purchase of medical equipment required because of physical injuries received as a result of the disaster.

Funeral and Burial Costs—payment of funeral services, burial or cremation, and other funeral expenses caused by the disaster.

Other Items—specific disaster-related costs such as fuel, moving and storage expenses, towing, utilities setup, or the cost of a National Flood Insurance Program (NFIP) Group Flood Insurance Policy.



The maximum grant amount is adjusted annually based on the Consumer Price Index (CPI).

ADDITIONAL INDIVIDUAL ASSISTANCE PROGRAMS

Cora Brown Fund

This fund was established in 1977 when Cora C. Brown of Kansas City, Missouri, left a portion of her estate to the United States. These funds were to be used as a special fund for the relief of human suffering caused by natural disasters. The Cora Brown Fund provides funds for unmet disaster-related needs, administered by FEMA. Disaster victims need not apply. Verification is conducted by the Regional Director who prepares a recommendation to the Assistant Director for Readiness, Response and Recovery.

Donations Management

Keeping unneeded, unsolicited goods and volunteer service away from the disaster area. Encourages appropriate donations such as financial contributions and goods and services that are needed to meet the needs of disaster victims. Includes the activation of the State Donations Plan, the establishment of a Donations Coordination Center, a Donations Coordination Team, and a Donations Phone Bank. Refer to *Louisville/Jefferson County Metro Donations Management Plan*.

Duplication of Benefits

An applicant cannot receive Disaster Housing assistance if assistance for the same purpose is provided from another source. An agency which pays an applicant duplicate assistance is responsible for recovering the funds. Delivery sequence dictates assistance order. The delivery sequence can be disrupted as a result of unreasonable delays with insurance or SBA loans. Applications are automatically checked for duplicate phone numbers, Social Security numbers, and other identifiers.

Assistance Facilities

Assistance facilities can include Disaster Response Center (DRCs) and National Processing Service Centers (NPSCs).

A DRC is a temporary facility where a person can meet face-to-face with representatives of Federal agencies, State, tribal, and local governments, and voluntary agencies. If the decision is made to open DRCs, they are established close to the disaster area and jointly operated by the State and FEMA. At the DRC, a disaster victim can get assistance with applications, advice, and materials. The number of DRCs depends on the magnitude of the disaster and the size of the area included in the declaration.

National Processing Service Centers (NPSCs) process applications for assistance.

DISASTER RECOVERY CENTERS

Following a disaster of such magnitude that far exceeds Louisville/Jefferson County, the State's ability to meet the needs of the community, and results in the requesting and granting of a Presidential Disaster Declaration, a Disaster Recovery Center (DRC) may be established in coordination with FEMA. The Director of Emergency Services, or designee, will coordinate with the county and State Coordinating Officer, pre-event and post-event, regarding the need and location of a DRC. The city,



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county, State and FEMA staffs jointly share the responsibility of choosing a location for the DRC. Joint State and FEMA managers provide overall management of the DRC.

These sites shall be established at geographically strategic sites, providing all effected citizens with access to available programs, and shall provide representatives from numerous Federal, State, local, and private relief agencies. Locations of the centers, as well as information on FEMA's tele-registration program, shall be made known via the Public Information Officer, and all other available information outlets.

The DRC Coordinator will ensure Memoranda of Understanding are completed for each non-county facility selected for use as a DRC. Once DRC sites have been confirmed, the locations will be released to the PIO at the JIC, where a coordinated press release will be provided to all available media sources indicating the DRC location(s). FEMA has established the following guidelines for determining if a building is suitable for use as a Recovery Center. Louisville/Jefferson County Metro EMA will maintain a list of multiple government-owned facilities throughout Louisville/Jefferson County Metro that meet Federal site requirements and can be used as potential Disaster Recovery Center locations. This list will be provided annually to the State.

- Minimum of 5,000 sq. ft. of floor space,
- Waiting area capable of accommodating 100 persons,
- Access for the disabled,
- Separate parking areas for child care, crisis counseling, and first aid,
- Adequate parking,
- Located near public transportation systems,
- Adequate utilities and communications, and
- Adequate rest rooms and janitorial services.

Workers for the DRC will be contacted using existing contact lists via telephones, pagers and cell phones if available. A pre-event briefing if possible will include directions to DRC workers as anticipated. If normal contact methods are unavailable or at-risk for interruption, back up measures will be automatically implemented. Request is made through EM Constellation, or applicable program, in use to the State of Kentucky EOC.

DRCs will be staffed with representatives from appropriate Federal, State and county agencies, private relief organizations and other organizations capable of providing disaster related information to individuals and businesses. Staffing for the DRC may come from a compilation of the following agencies:

- American Red Cross
- Crisis Counselors
- Kentucky Agency for Workforce Innovation
- Kentucky Dept. Of Agriculture and Consumer Services
- Kentucky Dept. of Children & Families
- Kentucky Dept. of Financial Services
- Internal Revenue Service
- National Flood Insurance Program
- Salvation Army



- Temporary housing staff (FEMA)
- U.S. Small Business Administration

Tele-registration is the planned primary mechanism for the registration of affected citizens and persons impacted by a disaster to receive disaster information and assistance. Applicants may also apply in person at a DRC for emergency assistance or apply online or by mail.

Some of the services that a DRC may provide include:

- Guidance regarding disaster recovery.
- Clarification of any written correspondence received.
- Housing Assistance and Rental Resource information.
- Answers to questions, resolution to problems and referrals to other public and private non-profit agencies that may provide further assistance.
- Status of applications being processed by FEMA.
- SBA program information if there is a SBA Representative at the Disaster Recovery Center site.

COMMUNITY RESPONSE

The Louisville/Jefferson County Metro EMA Director or designee will act as the County Community Response Coordinator. Trained volunteers will assist the Community Response Coordinator in this capacity. This team will function as the liaison with the FEMA/State of Kentucky Team. The Community Response Team in conjunction with the Damage Assessment Team will determine the most critically damaged or impacted areas for the FEMA/State Team to focus on.

The various municipalities, Chamber of Commerce, ministerial associations and other civic organizations will be contacted using existing contact lists in Emergency Management to assist in assessing the community needs. In addition, Health & Medical Group (ESF-8) lead and support agencies will be used to identify Special Needs or special concerns that need to be addressed.

The Human Needs Assessment Team will also be involved. At this time, there are no special concerns that need to be addressed. However, Louisville/Jefferson County Metro will continue to monitor the community should such needs arise. During the recovery phase, special effort will be made to reach impacted individuals that may need assistance with the assistance identified above.

The County Community Response Coordinator will be:

- Sole contact/liason with the State Community Response Coordinator.
- Responsible to maintain the Community Response County Roster database provided by the State DEM Recovery Section every June.
- Responsible for recruiting local participants in the Louisville/Jefferson County Metro area to be part of the FEMA/State/Local Community Response Teams during a Presidential Declared Disaster in Louisville/Jefferson County.
- Responsible for dissemination and collecting information vital to the disaster victims in order for them to recover from the declared disaster. Flyers and applicant guides will be provided to the disaster victims for them to tele-register on the FEMA line for Disaster Assistance.
- Responsible to report any disaster victims unmet needs to the appropriate agency.



- Responsible to provide the disaster victim with an opportunity to tell their story to a responsive Community Response Team member.
- Responsible to maintain on-going communications with community leaders/ Organizations and Local Government officials regarding disaster issues and the disaster application process.

UNMET NEEDS COORDINATION

Unmet needs are any disaster-related losses experienced by the victim that cannot be provided for by the programs available from local, State, or Federal government agencies due to the victim's ineligibility for such services or the unavailability of the goods or services. During the recovery phase, a collaborative effort is established between government, private, non-profit, and volunteer community. With assistance from the American Red Cross, the Human Services Branch Director (Unmet Needs Coordinator) will utilize existing lists of community service providers, local churches, and community outreach programs to fulfill all requests for unmet needs. The roles and responsibilities of the Unmet Needs Coordinator are being developed and will be added to the appropriate ESF Manual for use during recovery activities.

During a long-term recovery phase all unmet needs will be forwarded through the Logistics Section to Volunteers/Donations Unit (ESF-15). With assistance from the volunteer groups, Volunteers/Donations Unit (ESF-15) will utilize existing lists of community service providers, local churches, community outreach programs and municipalities to fulfill all requests and complete all assessments of need throughout the county. As previously mentioned, the Human Services Branch Director will oversee unmet needs operations and will coordinate all activities to fulfill unmet needs through coordination of the public, private and non-profit communities.

Human Needs Assessment Teams, municipalities and local officials will meet to help identify unmet needs at least once per operational period. Training for Volunteers/Donations Unit (ESF-15) members and local community groups will be scheduled annually. Training may include emergency home repair, debris removal, donations warehouse management, processing centers, crisis counseling and other needed assistance.

The Louisville/Jefferson County Metro ESF-15 coordinates unmet needs through case management and referrals to other agencies that can meet the identified needs, i.e. clothing, employment, etc. The municipalities do not have a role other than identification of needs, but they do serve on the Long-Term Recovery Group.

EMERGENCY TEMPORARY HOUSING

At any time, natural and man-made disasters can occur which would suddenly task Louisville/Jefferson County Metro with the responsibility of hosting displaced indigenous and possibly transient citizens from neighboring or nationwide locations. Louisville/Jefferson County Metro EMA as authorized by KRS 39A.020 (2) and KRS 39A.070 (3), in that the objective of a well-prepared, comprehensive emergency management plan is to protect life before, during and after a disaster. Therefore, prior to a disaster it is vital to identify and develop resources and procedures for temporary and long-term disaster housing to be utilized during recovery.

Equally crucial is the cooperation of public and private sector entities combined with volunteer and non-profit housing organizations in the development of a disaster housing plan capable of addressing the alternative housing needs of disaster victims. It is emphasized, as in any emergency



management arena, response and recovery is greatly enhanced if all concerned develop working relationships prior to a disaster. In Louisville/Jefferson County, the Growth Management Department will coordinate and facilitate all temporary housing operations.

The implementation of temporary disaster housing can be broken down into four main phases: Emergency Shelter, Short-term temporary housing, Long-term temporary housing and permanent housing.

DEBRIS MANAGEMENT

Natural and man-made disasters can generate a high volume of debris in various forms. The quantity and type of debris generated, its location, and the size of the area over which it is dispersed directly impacts the type of collection and disposal methods needed to address the debris problem, associated costs incurred, and the speed with which the problem can be addressed.

Louisville/Jefferson County Metro will be responsible for removing debris from property under its own authority, as well as from private property when it is deemed to add life safety. Debris management efforts conducted post-storm in Louisville/Jefferson County Metro are performed in accordance with the five general guidelines listed below:

1. Facilitate and coordinate the removal, collection, and disposal of debris following a disaster
2. Mitigate against any potential threat to the health, safety, and welfare of the impacted citizens
3. Expedite recovery efforts in the impacted area
4. Address any threat of significant damage to improved public or private property.
5. Provide a coordination process under the operational functions of the Louisville/Jefferson County Metro EMA Department and Emergency Operations Center (EOC), which will act as an interagency clearinghouse to match needs with resources.

In a small-scale event, if Louisville/Jefferson County Metro resources are assessed to be adequate to meet the required demand, the Louisville/Jefferson County Metro Public Works Department will coordinate priorities for pick-up schedules and locations. The responsibility for the debris removal phases of a declared disaster will likely rest with the Contractor/Vendor but may also include State and/or Federal resources. The debris removal phase is the most difficult segment to accomplish and requires a closely coordinated effort by the Emergency Management Department with the Contractor and all other entities involved. The following actions are involved in accomplishing this phase:

- Identify temporary debris staging areas to be used
- Provide for maintenance of roadways heavily utilized by debris removal truck
- Implement illegal dumping prevention program, which requires countywide aerial and ground surveillance by personnel with arrest powers
- Conform to environmental regulations such as handling of hazardous materials and the prevention of damage to environmentally sensitive areas
- Address public health issues such as vector control
- Identify necessity for multiple sweeps of single areas as businesses and homeowners move debris from their property to the side of the road



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- Provide for visible county vehicle(s) to respond to immediate "on-demand" debris pick-up requests
- Distribute "right-of-way /hold harmless" agreements to property owners



MITIGATION

INTRODUCTION

Hazard mitigation is any action taken to permanently reduce or eliminate long-term risk to people and their property from the effects of hazards. Some examples of hazard mitigation include land use planning techniques that limit infrastructure in high hazard areas and programs for retrofitting existing structures to meet new building codes and standards. Ideally, a community can minimize the effects of future hazards through a mix of code enforcement, planning, and responsible development. Every community is exposed to some level of risk from hazards. Tornadoes, floods, hazardous material spills, fires, and sinkholes are some of the hazards experienced by Kentucky communities.

The Louisville/Jefferson County Metro Hazard Mitigation) Committee provides a forum for County and municipal Floodplain Managers, public sector and private sector entities to share information, resources and methodologies regarding mitigation. This includes discussing identifying damage structures in Special Flood Hazard Areas (SFHAs) for substantial damage determination. Louisville/Jefferson County Metro collaborates with Floodplain Managers and the KYEM's Mitigation Officer to receive claims that were made through the National Flood Insurance Program including identification of SFHAs residential, commercial and private properties. In addition, Louisville/Jefferson County's LMS Committee discusses development trends, structural hazard mitigation (flood-proofing, wind-retrofitting storm water management projects, floodplain management projects, infrastructure hardening and acquisition and demolition), non-structural mitigation (regulatory: zoning, land development regulations, and permitting fees; financial incentives: ad valorem tax breaks on retrofitting improvements, insurance premium reductions, and financing for structural hardening funding), identifying vulnerable infrastructure and prioritizing community mitigation initiatives.

Louisville/Jefferson County Metro EMA is responsible for coordinating all recovery operations in the county. As a result of this active role in the recovery process, Louisville/Jefferson County Metro EMA is well poised to identify opportunities for future mitigation projects such as elevation and/or acquisition of flood prone structures, drainage improvement projects, and infrastructure enhancement projects.

LOUISVILLE METRO COUNCIL ADOPTED MITIGATION STRATEGY

Louisville/Jefferson County Metro Government has a Hazard Mitigation Plan, which was adopted on December 13, 2016.

COORDINATION OF MITIGATION ACTIVITIES

The Louisville/Jefferson County Metro Emergency Services Director or designee will be responsible for coordinating mitigation activities with the municipalities and the State EOC. Louisville/Jefferson County Metro Emergency Services Director or their designees will be updated throughout the response, recovery and mitigation phases of the event. This contact will be via existing point of contact lists maintained and updated by Emergency Management. During non-event periods, meetings will be held quarterly or monthly if needed. During events when the EOC is activated, briefing meetings will be held daily. The Emergency Management Director or designee will coordinate on an as needed basis with KYEM.



SPECIAL FLOOD HAZARD AREAS

Numerous areas throughout Louisville/Jefferson County Metro experience repetitive flooding from heavy rainfall and damage include flooded roadways and homes. Other flooding is associated with ponding of water within low-lying areas or areas with poor drainage. Louisville/Jefferson County Metro Government has determined that the geographic area comprising Metro Louisville is made up of various watersheds draining into watercourses and streams and ultimately the Ohio River and further that one of the natural characteristics of these watercourses including the Ohio River is that they sometimes do not contain all the water within their banks but are prone to overflowing their natural stream banks and further that this flooding can and often does cause serious property damage, impairment of the tax base, interruption of business and personal life, disruption of traffic flow and physical and other harm to the residents of Metro Louisville through contaminated water, loss of life and property, direct physical threat to those individuals or property in its path and extraordinarily high and often unplanned public expenditures for flood protection and relief from its consequences by the local government units and various utilities both public and private (Ordinance Number 125, Series 2005).

For more information on Flood Hazards, please refer to the **Louisville/Jefferson County Metro Flood Plain Ordinance**.

PRE-DISASTER MITIGATION ACTIVITIES

Louisville/Jefferson County Metro EMA participates in providing information to the citizens of Louisville/Jefferson County Metro in ongoing public outreach activities. This includes the use of newspaper advertisements to notify the public of Louisville/Jefferson County Metro Hazard Mitigation committee meetings that they are invited to attend and provide input; public services announcements, radio spots, flyers, fairs and conferences. The Louisville/Jefferson County Metro Hazard Mitigation Plan is available as well as other mitigation brochures and literature in the public libraries and other county offices. Presentations are made at both public and private meetings to inform attendees of mitigation activities available and project development process.

There are annual presentations to both county and municipal commissions to provide information and updates on mitigation opportunities and progress. The county also actively supports public education regarding building policies in flood prone areas through workshops. In addition, when specific mitigation funding initiatives are made available, Emergency Management staff provides targeted information (through meetings, mail-outs or other methods) to specific entities and/or individuals who may be potentially involved in these projects.

The Louisville/Jefferson County Hazard Mitigation Committee involves members of private industry and the community in mitigation activities. This civic involvement provides a meeting ground for resource and information sharing regarding mitigation problems and opportunities in the community.

PRE-DISASTER MITIGATION FUNCTIONS

Hazard mitigation under sections 404 and 406 of the Stafford Act is any action taken to reduce or eliminate the long-term risk to human life and property from natural hazards. While Louisville/Jefferson County Metro is performing normal daily repair or restorative work throughout the



county, it should consider mitigation methods that will prevent or reduce damage in future incidents thereby reducing future damage costs.

One of the objectives of the pre-disaster mitigation program is to identify vulnerable structures and critical infrastructure that require improvements or hardening. These projects can be pursued on a project-by-project basis and a positive benefit/cost ratio must exist to ensure that the additional work will be achieving the highest benefit in relation to cost. Mitigation is accomplished by doing additional work that is beyond the scope of normal repairs and beyond code requirements in order to reduce the vulnerability to future disaster related damages.

Mitigation planning is carried out by the Louisville/Jefferson County Metro Mitigation Planning Team that consists of representatives from all phases of the community including county departments, municipalities, schools, non-profit organizations and members of the private sector.

The LMS contains a full hazard mitigation plan covering virtually any hazard that might occur in Louisville/Jefferson County. It also includes numerous recommended mitigation projects and a summary of possible funding sources. Please refer to the **Louisville/Jefferson County Metro Hazard Mitigation Plan** for more detailed mitigation information.

POST-DISASTER MITIGATION ACTIVITIES

Louisville/Jefferson County Metro EM will also be responsible for coordinating local agency participation in post-disaster mitigation activities. Local agencies involved in these operations will vary according to the specifics of each event. Louisville/Jefferson County Metro EM staff will contact all agencies for post-disaster mitigation activities and notify them as to their role in these operations.

Post-disaster, Louisville/Jefferson County Metro will be conducting repair and restorative work to their critical infrastructure throughout the county, it should consider mitigation methods that will prevent or reduce damage in future incidents thereby reducing future damage costs.

POST-DISASTER MITIGATION FUNCTIONS

Louisville/Jefferson County Metro EMA will also be responsible for coordinating local agency participation in post-disaster mitigation functions. The implementation of existing mitigation functions will be accelerated as a result of the arrival of outside assistance in the aftermath of a disaster. Post-disaster functions include, Initial Damage Assessment (IDA), restoration of essential services, mitigation assessment, flood data, compile damage reports and assess condition of critical infrastructure.



PLANNING ASSUMPTIONS

Louisville/Jefferson County Metro will notify all participating agencies required for mitigation operations; coordinate all mitigation activities required to identify potential mitigation projects and initiatives; coordinate the application process for mitigation related grants; and serve as the grant administrator for all mitigation grants.

Personnel resources for daily operations in Louisville/Jefferson County Metro are limited. In the aftermath of a disaster, these resources are stretched even further. As a result, Louisville/Jefferson County Metro relies in large part on information generated by Public Works during the local damage assessment process, the prioritized project list from the Louisville/Jefferson County Metro LMS, and overall guidance from the Emergency Management Director or designee in determining specific mitigation priorities following a disaster.

PROCESS FOR IDENTIFYING MITIGATION OPPORTUNITIES POST-DISASTER

Louisville/Jefferson County Metro EMA is responsible for coordinating all recovery operations in the county. As a result of this active role in the recovery process, they are also well poised to identify opportunities for future mitigation projects such as elevation and/or acquisition of flood prone structures, drainage improvement projects, and infrastructure enhancement projects. Louisville/Jefferson County Metro EMA works closely with the damage assessment teams in the field and the building inspectors for Louisville/Jefferson County Metro and the municipalities to identify potential mitigation opportunities.

PROCESS TO MANAGE MITIGATION ASSISTANCE FUNDS

All mitigation and recovery grants are coordinated by Louisville/Jefferson County Metro EMA. Louisville/Jefferson County Metro EMA is also the administrator for all emergency management grants involving the county. Most emergency management grants have a 75 percent Federal, 25 percent local financial contribution. Sources of in-kind match can be staff time, equipment and volunteers.



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Once approved, a copy of this EOP will be distributed to each of the following individuals, entities or lead agency representatives (list subject to change):

CITY OF LOUISVILLE, KY	MAYOR
LOUISVILLE/JEFFERSON COUNTY METRO	EMERGENCY SERVICES CHIEF
LOUISVILLE/JEFFERSON COUNTY METRO	DIRECTOR OF EMERGENCY SERVICES
LOUISVILLE METRO POLICE DEPARTMENT	POLICE CHIEF
LOUISVILLE FIRE DEPARTMENT	FIRE CHIEF
LOUISVILLE/JEFFERSON COUNTY METRO	DIRECTOR OF PUBLIC WORKS
LOUISVILLE/JEFFERSON COUNTY METRO	EXECUTIVE DIRECTOR HEALTH AND WELLNESS



ACRONYMS/ABBREVIATIONS

ARES	AMATEUR RADIO DISASTER SERVICES
CCA	CRISIS COUNSELING ASSISTANCE
CDBG	COMMUNITY DEVELOPMENT BLOCK GRANT
COG	CONTINUITY OF GOVERNMENT
COOP	CONTINUITY OF OPERATIONS PLAN
CPI	CONSUMER PRICE INDEX
DHS	DEPARTMENT OF HOMELAND SECURITY
DRC	DISASTER RESPONSE CENTER
DUA	DISASTER UNEMPLOYMENT ASSISTANCE
EMA	EMERGENCY MANAGEMENT AGENCY
EOC	EMERGENCY OPERATIONS CENTER
EOP	EMERGENCY OPERATIONS PLAN
ESF	EMERGENCY SUPPORT FUNCTION
FEMA	FEDERAL EMERGENCY MANAGEMENT AGENCY
FSC	FINANCE/ADMIN SECTION CHIEF
HSEEP	HOMELAND SECURITY EXERCISE AND EVALUATION PROGRAM
HSP	HAZARD SPECIFIC PLAN
JFO	JOINT FIELD OFFICE
KRS	KENTUCKY REVISED STATUTES
KYEM	KENTUCKY DIVISION OF EMERGENCY MANAGEMENT
IA	INDIVIDUAL ASSISTANCE
IC	INCIDENT COMMANDER
ICS	INCIDENT COMMAND SYSTEM
LSC	LOGISTICS SECTION CHIEF
LEHRP	LOW-INCOME HOME REPAIR
LIHEAP	LOW INCOME HOME ENERGY ASSISTANCE PROGRAM
NIMS	NATIONAL INCIDENT COMMAND SYSTEM
NPSC	NATIONAL PROCESSING SERVICE CENTER
ONA	OTHER NEEDS ASSISTANCE
OSC	OPERATIONS SECTION CHIEF
PA	PUBLIC ASSISTANCE
PAC	PUBLIC ASSISTANCE COORDINATOR
PIO	PUBLIC INFORMATION OFFICER
POD	POINT OF DISTRIBUTION
PSC	PLANNING SECTION CHIEF
PSG	POSITION SPECIFIC GUIDE
PW	PROJECT WORKSHEET
RACES	RADIO AMATEUR CIVIL EMERGENCY SERVICES



LOUISVILLE/JEFFERSON COUNTY METRO GOVERNMENT EOP

SBA	SMALL BUSINESS ADMINISTRATION
SFHA	SPECIAL FLOOD HAZARD AREA
SMD	STATE MANAGEMENT OF DISASTERS
SOG	STANDARD OPERATING GUIDELINES
SOP	STANDARD OPERATING PROCEDURES
TARC	TRANSPORTATION AUTHORITY OF RIVER CITY
VOAD	VOLUNTEERS ORGANIZATION ACTIVE IN DISASTERS