

# **Kansas Administrative Regulations**

## **Adjutant General's Department**

### **Article 2.—Standards for Local Disaster Agencies**

#### **56-2-2. Standards for local disaster agencies.**

Each local jurisdiction shall establish and provide to the division a copy of the following items.

(a) An ordinance or resolution by the local governing body shall be established and provided to the division which:

- (1) Establishes a disaster agency as required by K.S.A. 48-929 or 48-930;
- (2) provides for an appointed coordinator to head the agency;
- (3) outlines the general authority of the agency before, during and after a disaster emergency;

(4) outlines the basic functions of the agency which, at a minimum, shall include the following:

(A) Coordination of response and recovery activities during and following a disaster emergency;

(B) development and maintenance of a local hazard analysis;

(C) development of a local emergency planning program and maintenance of an all-hazard emergency operations plan;

(D) the implementation of a local technological hazards program which includes participation on the local emergency planning committee as provided for in K.S.A. 65-5703 and the development and coordination of a radiological protection system;

(E) development and maintenance of an active public education program, both through direct public presentations and contacts with the local news media;

(F) development and coordination of a local exercise program to test the capability of the jurisdiction to implement the emergency operations plan;

(G) development and coordination of a local emergency preparedness training program;

(H) development and coordination of local hazard warning and notification systems;

(I) coordination of all requests for assistance from other jurisdictions, and the state and federal governments during a disaster emergency;

(J) identification of mitigation actions necessary to prevent hazards or to lessen their impact; and

(K) advice and assistance to the local governing body in preparation of emergency declarations under K.S.A. 48-932;

(5) sets forth the support to be provided to the agency, which, at a minimum shall include the following:

(A) Jurisdiction-provided office space and clerical support sufficient to perform the required emergency preparedness functions;

(B) jurisdiction-provided transportation or reimbursement for private transportation used for official duties;

(C) jurisdiction-provided portable radio, pager, cellular telephone or other communications arrangement for 24-hour a day notification of the disaster agency; and

(D) designation of one or more persons to act as an alternate disaster agency head when coordinator is not available; and

(6) requires all other agencies and employees of the jurisdiction to cooperate with the disaster agency in all matters pertaining to emergency preparedness.

(b) A position description for the coordinator shall be established and provided to the division which:

(1) Outlines required duties and responsibilities of the position;

(2) establishes the requirements for selection to and continued employment in the position, which, at a minimum, shall include the following qualifications. Each coordinator shall:

(A) possess a valid driver's license;

(B) possess a high school diploma or equivalent;

(C) be available to work a variety of hours and be physically able to respond to disaster emergencies;

(D) be available to travel to attend training courses and emergency preparedness conferences;

(E) have skills to organize and coordinate activities of other persons;

(F) have the ability to understand and work with state and federal regulations pertaining to emergency preparedness, hazardous materials and radiological protection;

(G) have the ability to work without direct supervision; and

(H) obtain, within 24 months of appointment, and maintain certification as an emergency manager from an association or institution identified on a list, published by the division, of recognized certifying entities.

(3) specifies the number of hours per week to be spent on emergency preparedness duties; and

(4) sets forth the salary range of the position.

(c) Official written notification within 10 working days of any changes to the resolution, ordinance or job description and of any change of disaster agency head shall be provided to the division.

(d) Quarterly activity reports, as stipulated by the division, shall be provided, addressing emergency preparedness activities performed by the disaster agency. The reports shall include, but not be limited to, the actions taken to perform the functions outlined in paragraph (a) (4) of this regulation.

(e) Annually, at a time specified by the division, statements of local emergency preparedness goals, anticipated work and requested state and federal assistance for the next federal fiscal year shall be provided to the division.

(Authorized by K.S.A. 48-907; implementing K.S.A. 48-929; effective Jan. 3, 1994.)

\*\*\*\*\* Authenticated Kansas Administrative Regulation \*\*\*\*\*