



KANSAS DIVISION OF EMERGENCY MANAGEMENT

EFFECTIVE DATE: April 12, 2017
REVIEWED DATE: July 1, 2017
ISSUED BY: Angee Morgan, Deputy Director
DESCRIPTION: Incident Notification/Reporting for Natural, Man-Made, and Technological Hazards
DIRECTIVE #: 4017
REFERENCE: KSA-48-928; KSA 65-5703 – KSA 65-5708; Kansas Response Plan; Staff Duty Officer Standard Operating Procedures; Emergency Planning and Community Right-to-Know Act; EMAP 4.7 Communications & Warning
DIRECTIVE REPLACED: none

POLICY: Local jurisdictions, tribal nations, private sector, and non-governmental organizations/entities report threats, incidents, and potential incidents through the state's 24-hour spill and all-hazard notification line by calling **(785) 291-3333**. The Kansas Division of Emergency Management (KDEM) response & recovery branch maintains a 24-hour staff duty officer (SDO) program that is responsible for monitoring significant events across the state and receiving incident notifications. Perceived threats, incidents, and potential incidents reported in any other manner than outlined below will not be considered official notification.

PROCEDURE:

Natural and Man-Made Hazards

1. County emergency management agencies shall establish a procedure for receiving natural and man-made hazard incident notifications from all levels of government and non-governmental organizations/entities within their jurisdictional boundaries.
2. A verbal notification is required to be made the state's spill and all-hazard notification line by calling **(785) 291-3333** under the following conditions:
 - a. A significant incident has occurred or an incident is imminent;
 - b. When county commissioners have declared a state of local disaster emergency; or
 - c. Emergency technical assistance or resources are required for local response actions greater than county capabilities.
3. The county emergency manager will be responsible for providing an incident synopsis to the KDEM SDO, initial needs assessment, and resource needs or anticipated resource needs for state assistance.
4. The KDEM SDO will notify the KDEM response and recovery branch director, or their designee, of the incident and requests for assistance.
5. The KDEM SDO will disseminate initial incident notifications, coordinate the need or potential need for state assistance, maintain contact with impacted counties, and disseminate incident updates in accordance to established standard operating procedures.
6. County emergency managers will be expected to provide periodic updates to the KDEM SDO regarding incident status and need or potential need for the coordination of state assistance until the incident is stabilized or closed.

Technological Hazards

1. A verbal notification is required to be made to the state's spill and all-hazard notification line by calling **(785) 291-3333** and to the local emergency planning committee (LEPC) for any area likely to be affected under the below conditions:
 - a. A chemical release has occurred that exceeds the applicable reportable quantity. Under the emergency planning and community right-to-know act (EPCRA), any facility that has a release exceeding the applicable minimal reportable quantity must immediately notify the appropriate state agency and LEPC for any area likely to be affected. As a result of the option selected, the call will be routed to Kansas Division of Emergency Management, Kansas

Department of Health and Environment, or Kansas Corporation Commission. Collectively, these three state agencies receive the emergency chemical release notifications on behalf of the commission on emergency planning and response (CEPR).

2. The reporting party will be responsible for providing an incident synopsis to the primary state agency selected.
3. The reporting party will be responsible for making follow up notifications as needed.
4. The primary state agency receiving the notification will be responsible for making initial incident notifications and update incident notification updates in accordance to established standard operating procedures.
5. County LEPCs shall be responsible for establishing a procedure to receive hazardous materials releases or spills from government and non-governmental organizations/entities.
6. The spiller will be responsible for contacting local emergency services if fire, law enforcement, and/or emergency medical services is needed to respond as a result of the incident.