



## KANSAS DIVISION OF EMERGENCY MANAGEMENT

**EFFECTIVE DATE:** April 12, 2017  
**REVIEWED DATE:** July 1, 2017  
**ISSUED BY:** Angee Morgan, Deputy Director  
**DESCRIPTION:** Requesting State Assistance  
**DIRECTIVE #:** 4019  
**REFERENCE:** KSA-48-932, Kansas Response Plan, Staff Duty Officer Standard Operating Procedures  
**DIRECTIVE REPLACED:** none

**POLICY:** Each county in the state is responsible for emergency management within its jurisdictional boundaries, to include coordination with political subdivisions and non-governmental organizations/entities within its jurisdictional boundaries through all phases of emergency management. By statute, county commissioners, mayors, or other principal executive officers of a jurisdiction are responsible for ensuring the safety and well-being of their citizens, as well as providing initial response, within their capabilities during emergency/disaster events. In most situations, local governments will be the first and primary responders<sup>1</sup>. When the resources of local and county governments are exhausted, or when a needed capability does not exist, assistance may be requested from the state. State assistance is available to county government when the following conditions have been met:

- I. Capability does not exist within the affected county or region;
- II. County has exhausted all local resources within its jurisdictional boundaries;
- III. County has exhausted all mutual aid pursuant to state law<sup>2</sup>;
- IV. County has exhausted all contractor support; and
- V. County has made verbal or written county disaster declaration.

When requesting state assistance, the county government will adhere to the procedures outlined below.

### PROCEDURE:

1. County emergency management agencies shall establish a procedure for receiving requests for assistance from all levels of government and non-governmental organizations/entities within their jurisdictional boundaries.
2. County emergency managers, or their designee, will be responsible for adjudicating requests for assistance received to identify the best method to fill resource requests (I-IV under *Policy*).
3. All requests for state assistance will be made by the county emergency manager, or their designee on file with Kansas Division of Emergency Management (KDEM).
4. All requests for state assistance will be made through the state's 24-hour spill and all-hazard notification line by contacting **(785) 291-3333**. Requests for state assistance made through any other manner will not be accepted.
  - a. During normal operations, the call will be answered by the KDEM staff duty officer.
  - b. During disaster operations when the state emergency operations center (SEOC) is activated, the call will be routed to the SEOC logistics section.

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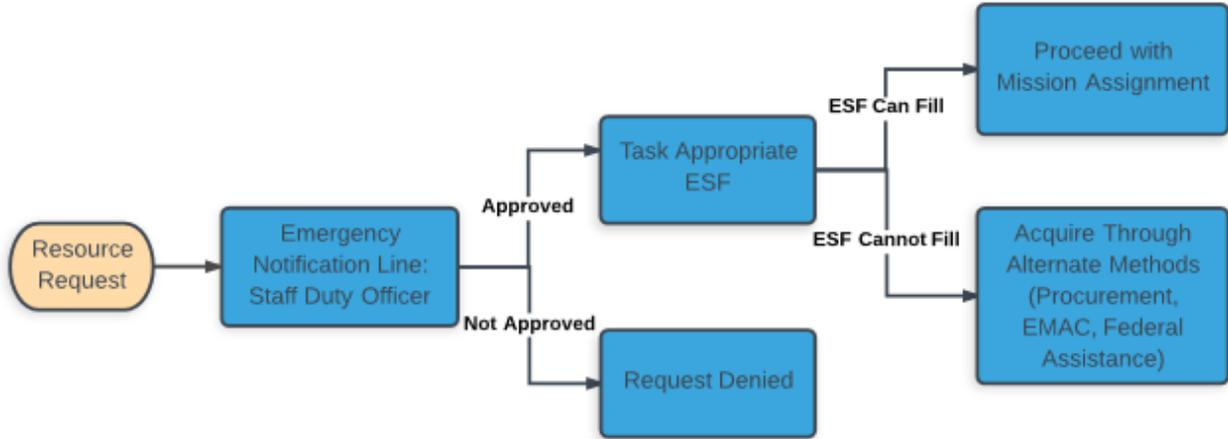
<sup>1</sup> Under rare circumstances state or federal agencies may have the primary jurisdiction for the overall response effort.

<sup>2</sup> Mutual aid includes: Existing interjurisdictional mutual aid agreements and/or soliciting resources statewide under the *Kansas Mutual Aid System* if no other written agreements exist. *The Kansas Mutual Aid System Compact* addresses responsibilities for participating political subdivisions for deploying and receiving resources, including the resource request process, license and permit portability, tort liability and immunity protection, workers' compensation coverage, and provisions for reimbursement from a requesting jurisdiction to an assisting jurisdiction for personnel costs, equipment usage, and repairs to equipment damaged during deployments. The *Kansas Mutual Aid System Compact* may be viewed online at <http://www.kansastag.gov/KDEM.asp?PageID=617>.

5. County emergency managers, or their designee on file with KDEM, will be responsible for explaining actions that have been taken at the local level of government to fill requested resource(s) and/or rationale for requesting state assistance.
6. In order to receive state assistance, the chair of the county commission, or their designee, of the impacted county will need to approve a written or verbal county disaster declaration.

The state resource request process and adjudication process as outlined in the *Kansas Response Plan*, is detailed below:

### RESOURCE REQUEST PROECESS WITHOUT SEOC ACTIVATION



### RESOURCE REQUEST PROCESS WITH SEOC ACTIVATION

