

## 106 KAR 1:200. Local plan.

RELATES TO: KRS 39A.070(5), 39B.020(3)(d), 39B.030(3), 39B.060, 39C.050(3), 39E.010(1), 39E.110(1)(a), (e), (f), 39E.150, 39F.190, 42 U.S.C. 11001-11050

STATUTORY AUTHORITY: KRS 39A.050(2)(j), (m), 39A.070(3), 39E.040(6), 39E.080(4), 42 U.S.C. 11002(c), 11003(c)(d)

NECESSITY, FUNCTION, AND CONFORMITY: KRS 39B.030(3) requires a local emergency management director to develop a local emergency operations plan consistent with administrative regulations promulgated by the division. This administrative regulation establishes the requirements for processing a local plan.

Section 1. Definitions. (1) "Federal fiscal year" means a period beginning October 1 of a calendar year and ending September 30 of the following calendar year.

(2) "Local plan" means the written emergency operations plan of a city, county, charter county, or urban-county government pursuant to KRS Chapters 39A to 39F.

Section 2. Local Plan Requirement. (1) A local plan shall:

(a) Specify title headings for a basic plan and annexes corresponding to the Kentucky Emergency Operations Plan;

(b) Specify known hazards which may impact a local jurisdiction and a detailed analysis of each hazard;

(c) Catalogue emergency management and response personnel, equipment, facilities, supplies, materials, and services;

(d) Name the public, private, and volunteer personnel, agencies, entities, and departments comprising the membership of a local disaster and emergency services organization;

(e) Describe the duties and responsibilities of each local disaster and emergency services organization coordinator or agency representative assigned within a local plan; and

(f) Incorporate incident command or management system procedures into the direction and control annex.

(2) A local plan format and content shall comply with:

(a) Division of Emergency Management planning guidance entitled "Planning Handbook, 2001";

(b) Kentucky Emergency Response Commission planning guidance entitled "Title III Plan Guidance, March 2001"; and

(c) Where applicable, planning guidance published jointly by the Federal Emergency Management Agency and the Department of the Army entitled "Planning Guidance for the Chemical Stockpile Emergency Preparedness Program, May 17, 1996."

Section 3. Local Plan Process. (1) Before July 31 of each federal fiscal year, a local director shall complete the processing of a local plan.

(2) To process a local plan, a local director shall:

(a) Review the existing local plan;

(b) Consult the local emergency planning committee, the local search and rescue coordinator, elected officials, department heads, agency chiefs, and public or private officers and leaders, or their designees, who are members or participants of the local disaster and emergency services organization;

(c) Prepare a local plan draft;

(d) Submit a local plan draft to an area manager by May 1;

(e) Submit corrected, amended, revised, or supplemental plan material specified and re-

requested by an area manager within thirty (30) calendar days following receipt of a written request;

(f) Upon receipt of written concurrence of the director, submit a local plan draft for official adoption, as specified in KRS 39B.030(3); and

(g) Distribute an officially adopted local plan to disaster and emergency services organization plan custodians, a chairman of a local emergency planning committee, a local search and rescue coordinator, an area manager, and the director by July 31.

(3) A local emergency planning committee, through its chairman or other authorized representative of the committee, shall:

(a) Review information reported under KRS 39E.120, 39E.210, and 39E.220, within thirty (30) days of receipt;

(b) Within sixty (60) days following receipt from the regulated facility of the information specified in paragraph (a) of this subsection, including any information requested under KRS 39E.220:

1. Prepare and submit a local plan draft, pursuant to KRS 39E.150, through a local director, to an area manager, for transmittal to the Kentucky Emergency Response Commission Chairperson; and

2. Upon receipt of written approval of a local plan draft from the director, submit the approved local plan draft to a local director for official adoption and distribution;

(c) By July 31 of each federal fiscal year:

1. Review an existing local plan required by KRS 39E.150; and

2. Prepare and submit the following through a local director, to an area manager, for transmittal to the director:

a. An updated local plan draft; or

b. A written notice that an existing local plan has been reviewed and is current as of the date of the notice.

(4) A local search and rescue coordinator shall:

(a) Prepare and submit a local plan draft, pursuant to KRS 39F.190, to a local director;

(b) By July 31 of each federal fiscal year:

1. Review an existing local plan required by KRS 39F.190; and

2. Prepare and submit the following to a local director:

a. An updated local plan draft; or

b. A written notice that an existing local plan has been reviewed and is current as of the date of the notice.

Section 4. Incorporation by Reference. (1) The following material is incorporated by reference:

(a) "Planning Handbook", 2001;

(b) "Title III Plan Guidance", March 2001; and

(c) "Planning Guidance for the Chemical Stockpile Emergency Preparedness Program", May 17, 1996.

(2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at the Office of the Director, Division of Emergency Management, State Emergency Operations Center, 100 Minuteman Parkway, Boone National Guard Center, Frankfort, Kentucky 40601, Monday through Friday, 8 a.m. to 4:30 p.m. (27 Ky.R. 1977; Am. 2837; 3074; eff. 5-14-2001.)