

Chapter 14-8

Effective 02-01-07

Standard Operating Procedure for **Activation of the Kentucky Division of Emergency Management (KyEM)**

rev. 01/18/07

1. Purpose

This SOP is designed to provide guidance about when and how the county and state KyEM offices are to be notified about emergency events that occur in Pewee Valley's district.

2. Scope

All PVFD response personnel must understand this policy. The person acting as Incident Commander (IC) during any of the qualifying types of incidents is responsible for notification and updates to the KyEM about the event.

3. Introduction

The Kentucky Division of Emergency Management (KyEM) is the organization that serves as a coordinating link between Federal and State assistance agencies and the public and first responders that are dealing with a large-scale emergency incident. The KyEM system must be activated for local emergency response agencies (such as the fire department) to be able to summon assistance and resources that are beyond local capabilities. KyEM notification is also necessary to begin the process of disaster recovery for affected citizens.

KyEM has 14 area offices that link the State office to each county's Emergency Management Director. Oldham County is part of Area 6. The Area 6 office is in Louisville.

4. Notification Process

To activate the EM system, the Incident Commander should call OCD by radio and request that the county EM Director be notified about the event. The EM Director should then contact the IC or respond to the scene and determine what resources are needed, then notify the KyEM Duty Officer and have a state incident number generated. In the event that the county EM Director is not available to contact the State Duty Officer, the IC must call by telephone and initiate this process. The phone number for the KyEM Duty Officer is **1-800-255-2587**.

A monthly summary of incident response must be sent to the area manager. The county EM Director is responsible for this. If the IC made contact with the State Duty Officer directly, the county EM Director must be made aware of this, so the incident can be included in the monthly summary.

5. Qualifying Events

Any time an incident occurs that meets any of the following criteria, the KyEM Duty Officer must be notified. The KyEM Duty Officer will assist in determining if a state incident number is required or if other resources are needed.

- A. School bus accident with injuries (no minimum size)
- B. Diesel fuel spills greater than 75 gallons
- C. Gasoline spills greater than 25 gallons
- D. Any spill threatening a waterway
- E. Bomb threats
- F. Search and Rescue missions lasting over 4 hours
- G. Missing Alzheimer patients
- H. SARA Title III events
- I. Events requiring contact with the Governor's office (more than 5 homes involved)

- J. Severe weather events causing significant problems including damaging winds, heavy rains with flooding, significant snow or ice storms, and tornadoes
- K. Major power outages
- L. Evacuations
- M. Earthquakes
- N. Train derailments
- O. Aviation accidents
- P. Major urban fires
- Q. Industrial fires or explosions
- R. Public utilities fire or explosion (does not include transformers on poles)
- S. Terrorist or WMD incident
- T. Any transportation accident involving large quantities of propane, natural gas, diesel fuel, aviation fuel, kerosene, or other volatile fuel (greater than 55 gallons, except diesel which is 75 gallons)
- U. Any medical event reported by local health departments to include "white powder" incidents
- V. Outbreaks of foreign animal diseases
- W. Closing of a major road that lasts greater than 1 hour