ESF5-Emergency Management

Planning Team

Purpose

This Emergency Support Function (ESF) Annex describes the actions required to coordinate disaster response and recovery functions and manage disaster related information. This annex addresses:

- Emergency Operations Center (EOC) activation, configuration, management and staffing
- On-scene command and control structure and interface with the EOC
- Emergency decision making and the local declaration process
- Requesting State and Federal assistance
- Overall coordination of mutual aid and regional operations
- Decision-making and information dissemination
- Information collection, analysis and dissemination
- Issuing situation reports, bulletins and advisories
- Briefings for staff and elected officials
- Science and technology support (GIS mapping, modeling)
- Action Planning and Resource tracking

Scope

This ESF Annex is designed to provide a flexible organizational structure capable of meeting the varied requirements of many emergency scenarios with the potential to require activation of the Emergency Operations Center (EOC) and implementation of the County Emergency Operations Plan (CEOP).

ESF #5 is a functional annex to the CEOP and to the extent possible, information contained in other sections of the EOP will not be repeated in this document.

Policies

ESF #5 applies to all agencies and organizations with assigned emergency responsibilities as described in Part IV of this Annex.

Concept of Operations

General

The County EOC will serve as the central location for interagency coordination and executive decision-making. Policy and coordination functions will be accomplished from the EOC, while tactical and operational decisions will be made in the field within the Incident Command (ICS)/National Incident Management System (NIMS) structure.

The County EOC is located at **INSERT EOC LOCATION** . The County EOC is equipped to

communicate with the field, as well as with other local, State, Federal and private sector agencies by landline telephone, radio, facsimile and cellular telephone.

The EOC will be established to support field operations and promote the integration of all response and recovery operations, including the following:

- Collect, record, analyze, display and distribute information
- Support activities at the scene and in the field
- Coordinate public information and warning
- Prioritize and coordinate disaster related activities
- Conduct liaison and coordination activities with external entities
- Notify and provide ongoing information to elected officials
- Coordinate long term recovery operations
- Prepare action and policy plans
- Situation assessment
- Direction and control (broad guidance, not tactical)
- Interagency coordination
- Priority establishment
- Resource management and augmentation

Events originating as a health event (e.g., a disease outbreak or a possible biological terrorist event), the Public Health Department may establish a departmental operations center (DOC). The Public Health Department DOC is discussed in detail in the Incident Specific Biological Annex to this CEOP.

Since routine emergencies can quickly grow into disasters, response agencies will keep the Emergency Management Department informed of escalating situations that may require EOC activation.

The County EOC may be activated or deactivated by any of the following individuals:

- County Emergency Management Director
- **INSERT OTHER APPROPRIATE LOCAL OFFICIALS**

Field operations will normally communicate with the EOC primarily by radio and cellular telephone. Most other agencies and organizations will communicate with the EOC via landline and cellular telephone and/or facsimile.

As information reaches the EOC, it will be recorded into an events log electronically or using preprinted (hard copy) forms. The **INSERT TEXT** will work to ensure a system is in place to

receive information from responding and participating agencies and relay messages to the appropriate EOC personnel.

In urgent situations, messages may be relayed to EOC personnel verbally, but should be followed up with written documentation as soon as feasible.

Reports will be forwarded as needed to the appropriate local, State and Federal officials.

Organization

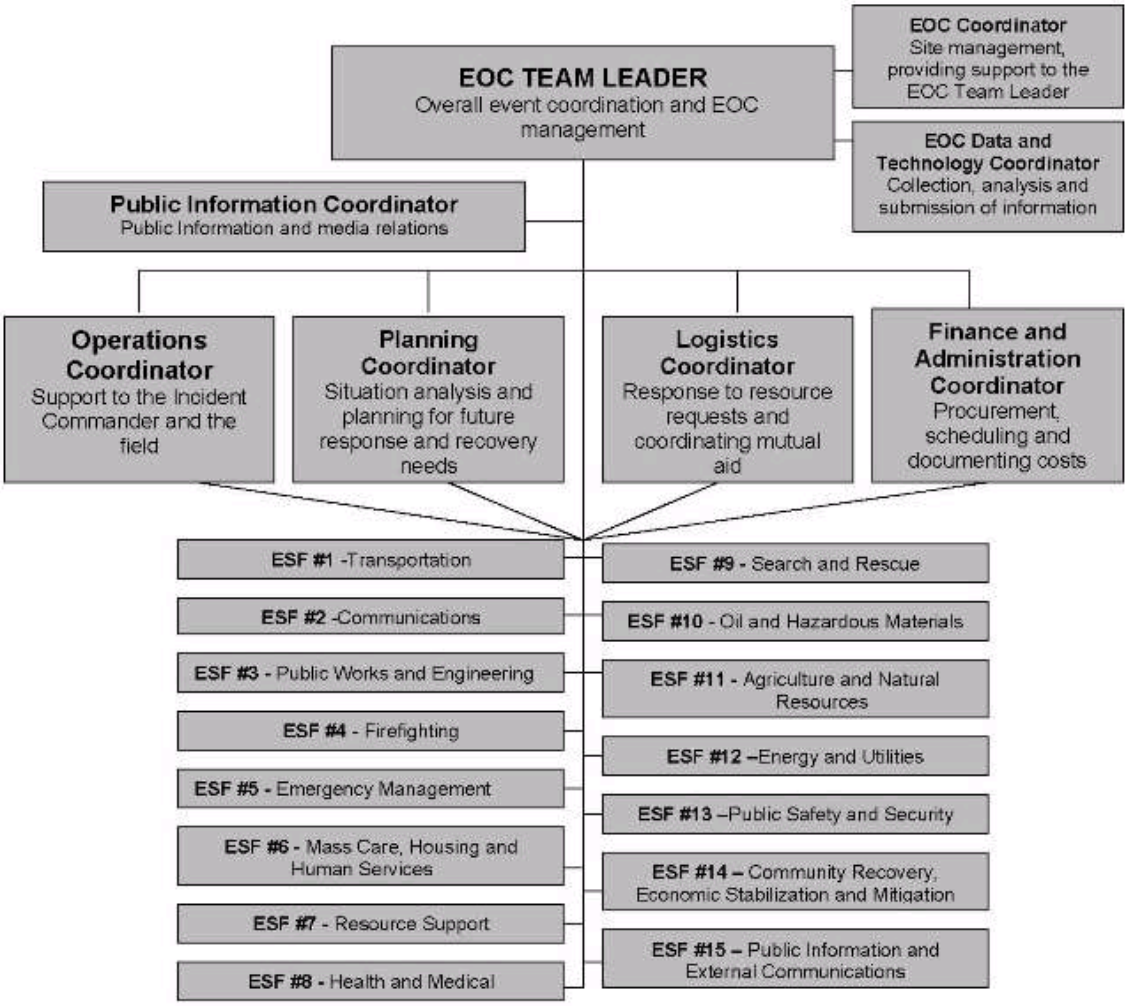
The EOC will be organized and staffed to support the ICS/NIMS operational structure described in this annex under Direction and Control. The organization and staffing of the EOC will be designed to provide a direction and control structure with the flexibility to adapt to the magnitude of any emergency situation.

Following are the EOC positions that will be filled during most EOC activations. During smaller EOC activations, an individual may fill more than one position. During large or complex events, teams of people may be needed to fill each position.

Depending on the nature of the event, Incident Specific Annexes may be activated when unique procedures, equipment and personnel are required, such as:

- Biological Incident
- Foreign Animal Disease

LINK TO ESF #5 ORGANIZATION



INSERT JURISDICTION SPECIFIC INFORMATION -- SUMMARIZE HOW THE COUNTY EOC OPERATES WHEN ACTIVATED

Notifications

Field response agencies will be aware of the EOC's information requirements and include procedures to maintain open lines of communication. The Incident Commander(s) will ensure that the EOC is kept current on all pertinent activities at the scene(s).

Emergency information will be relayed to the EOC primarily from the 9-1-1 Communications Center, the Incident Command Post(s) and other field elements, but it may also come from a variety of other sources including but not limited to:

- Private sector
- Media
- Citizens
- Other jurisdictions
- State and Federal government agencies

Actions
Preparedness

- Pre-incident planning and coordination is the responsibility of the Primary Agency and should occur on a regularly scheduled basis. Schedule to include conducting periodic ESF meetings and conference calls.
- Primary and Support Agencies will continually review their roles and responsibilities for this ESF. Assignment of duties within each agency will be reviewed and training for each will be organized and implemented. Any changes within the support agency that affect the ability to perform this ESF will be communicated in writing to Johnson County Emergency Management.
- Ongoing contact with ESF primary and support agencies will be maintained by JCEM. The Primary Agency will continue efforts to coordinate with corresponding private-sector organizations.
- Coordinate ESF activities relating to catastrophic incident planning and critical infrastructure preparedness as appropriate.

Response

- Primary and Support Agencies will continue with activities as directed by the Incident Command. In addition, the support agency will initiate any recovery activities assigned to it by this ESF.
- Assist in the evaluation of damaged critical infrastructure assets. Recommend a strategy for restoration of communication service and assets.
- Completes post-incident reporting and evaluates the incident to identify lessons learned.

Recovery

- Primary and Support Agencies will initiate and manage tasks as defined by this operational plan in support of the EOP. Coordination of information from the EOC to components of the EOP will be coordinated through the Primary Agency.
- Organizing and providing direction to resources as part of the Incident Command function. Providing staff for the operations at sites and maintaining trained personnel to support the response.
- This ESF is responsible for notifying and requesting assistance from other agencies in order to manage the overall response and recovery effort. Work with appropriate private-sector organizations to maximize use of available resources.
- Supporting and keeping other ESFs and organizational elements informed of ESF operational priorities and activities.
- Assessing the need for and requesting goods and services as needed. Promote financial and property accountability for ESF activities. Immediately following the occurrence of a disaster, assess the overall status within the county and begin determination of potential needs and resources.
- Continue planning for short-term and long-term incident management and recovery operations.

Mitigation

- Primary and Support Agencies will finalize reporting and make recommendations for mitigation measures. Measures could include actions to protect their facilities, resources, and mitigate the effects of future incidents on this ESF. Viable recommendations should be formulated and proposed for acceptance and funding through the appropriate process.
- Primary and Support Agencies will begin instituting mitigation measures to protect their facilities, resources, and other issues defined by this ESF.

Direction and Control

The Incident Command System (ICS) and National Incident Management System (NIMS) will be used to coordinate emergency response and recovery operations at the disaster scene (s). The ICS/NIMS organization will maintain open communications and close coordination with the EOC at all times.

To the extent possible, all tactical and operational decisions will be made in the field within an ICS/NIMS structure, while policy and coordination functions will be accomplished from the EOC.

The ICS/NIMS provides a framework designed to standardize incident management for all types of hazards and across all levels of government. If used effectively, it should improve coordination between different agencies, levels of government and the private sector.

The Incident Command System (ICS) has five functional areas:

- Command
- Operations
- Logistics
- Plans
- Finance and Administration

The National Incident Management System (NIMS) has six primary components:

- Command and management (includes ICS)
- Preparedness
- Resource management
- Communications and information management
- Supporting technologies
- Ongoing management and maintenance

Emergency lines of succession have been established to ensure the availability of a County or City official with the authority to declare an emergency. Regardless of the level of assistance provided by outside entities, overall direction and control remains the responsibility of the County.

Responsibilities

INSERT COUNTY NAME County policy is in full compliance with all state statutes and regulations governing the conduct of Emergency Management and Emergency Operations. As provided in CountyResolution **INSERT RESOLUTION NUMBER AND LINK TO RESOLUTION, IF DESIRED** the Director of **INSERT COUNTY NAME** County Emergency Management is responsible to the County Manager and the Board of County Commissioners (BOCC) for the proper functioning of the Integrated Emergency Management System (IEMS) within the County.

The County Emergency Management Director is responsible for facilitating and coordinating Emergency Operations Center (EOC) operations, briefing and advising county leadership concerning emergency/disaster situations, coordinating overall disaster response, and serving as the primary point of contact with State and Federal emergency management agencies.

All tasked agencies will:

- Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
- Provide ongoing status reports as requested.
- When requested, deploy a representative to the CountyEOC to assist with ESF #4 activities.
- Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
- Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work in the event that reimbursement from State and Federal government becomes available.
- Maintain up-to-date rosters for notifying personnel and 24-hour EOC staffing capabilities.
- Perform other emergencies responsibilities as assigned.

INSERT SPECIFIC LOCAL RESPONSIBILITIES TO BE PERFORMED IN SUPPORT OF ESF #5 ACTIVITIES BELOW

Administration and Support

Support

Requests for emergency assistance will be resolved at the lowest level direction and control facility with appropriate

response resources capabilities. Unresolved assistance requests will normally flow upward from cities to the county, and/or field deployed command posts to responsible representatives in the State Emergency Operations Center (SEOC), and as required to other states or the federal government for assistance support.

Agreements and Understandings

All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of laws and procedures.

The Proclamation of a State Disaster issued by the Governor may suspend selected rules and regulations that affect support operations. The primary agency will determine the specific impact of the situation and inform the ESF group members.

Status Reports

The primary agency will maintain status of all outstanding assistance requests and unresolved ESF-related issues. This information will be summarized into periodic status reports and submitted in accordance with applicable operating procedures.

Expenditures and Recordkeeping

Each ESF agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines.

The first source of funds for expenditures by agencies in response to an emergency, imminent disaster, or recovery from a catastrophic incident, is to be from funds **INSERT LOCAL FUNDING SOURCE**.

Critiques

Following the conclusion of any significant emergency event/incident or exercise, the primary agency representative will conduct a critique of the group activities during the event/incident/exercise.

Support agencies will provide written and/or oral inputs for this critique and the primary agency representative will consolidate all inputs into a final report and submit it to the County Emergency Management Director.

Attachments

- EOC functions chart

  INSERT DOCUMENT

- EOC Checklist of Actions

  INSERT DOCUMENT

- Emergency/disaster event flow chart

  INSERT DOCUMENT

- ICS and NIMS overview

  INSERT DOCUMENT

- Sample emergency declaration

  INSERT DOCUMENT

- EOC staffing roster and contact information

  INSERT DOCUMENT

- EOC room layout diagram

  INSERT DOCUMENT

- Sample reports

  INSERT DOCUMENT

- Mapping capabilities

  INSERT DOCUMENT

- Sample forms and logs

  INSERT DOCUMENT

- Actions by Timeframe

LINK TO CHECKLIST

- ICS Forms

  LINK TO ICS FORMS

- ICS Job Aids

  LINK TO ICS JOB AIDS

- ICS Position Checklists

  LINK TO ICS POSITION CHECKLISTS

- FEMA ICS Resource Center Home Page

  HTTP://WWW.TRAINING.FEMA.GOV/EMIWEB/IS/ICSRESOURCE/INDEX.HTM