

## ESF #5 – Emergency Management

<b>ESF #5 Coordinator:</b>	The Adjutant General's Department, Kansas Division of Emergency Management
<b>Primary Agency:</b>	The Adjutant General's Department, Kansas Division of Emergency Management
<b>Support Agencies:</b>	All

## Purpose

Emergency Support Function (ESF) #5 – Emergency Management is responsible for supporting overall activities of State Government for incident management. ESF #5 provide the core management and administrative functions in support of the State Emergency Operations Center (SEOC) and the Joint Field Office (JFO) operations.

## Scope

ESF #5 serves as the support ESF for all state agencies across the spectrum of incident management from prevention to response and recovery. ESF #5 facilitates information flow in the pre-incident prevention phase in order to place assets on alert or to pre-position assets for quick response. During the post-incident response phase, ESF #5 transitions and is responsible for support and planning functions.

ESF #5 activities include those functions that are critical to support and facilitate multi-agency planning and coordination for operations involving potential and actual disaster/emergencies. This includes alert and notification, deployment and staffing of Kansas Emergency Response Team (KERT), incident action planning, coordination of operations, logistics and material, direction and control, information management, facilitation of requests for state assistance resource acquisition and management (to include allocation and tracking), worker safety and health, facilities management, financial management, and other support as required.

## Policies

- ESF #5 is responsible for establishing the State support infrastructure in anticipation of requirements for prevention, response, and recovery assistance;
- County government's requests for state assistance are coordinated through Kansas Division of Emergency Management (KDEM);

- Resource allocation and taskings are coordinated through ESF #5 using the KDEM mission assignment process and other procedures outlined in the Kansas Response Plan (KRP);
- ESF #5 serves as the centralized conduit for situation reports from the various ESF;
- Departments and agencies participate in the incident action planning process coordinated by ESF #5;
- ESF #5 provides representatives to staff key positions on KERT in support of local government incident management efforts;
- ESF #5 staff establishes required field facilities, supplies, and equipment to support local government activities related to incident management. These facilities may include the JFO, Joint Information Center (JIC), mobilization centers, staging areas, and Disaster Recovery Centers;
- ESF #5 staff supports the implementation of mutual aid agreements to ensure a seamless resource response to affected areas; and
- The SEOC is responsible for notifying the Federal government, as well as local emergency management organizations, of potential threats to enable the elevation of operational response.

## Concept of Operations

### General

ESF #5 provides a trained and experienced staff to fill management positions in the Command, Operations, Planning, Logistics, and Finance and Administration Sections of the SEOC, and JFO, if activated or established.

The SEOC, staffed by ESF #5 and other ESF's when activated, monitors potential or developing incidents and supports the efforts of regional and field operations.

ESF #5 supports the activation and deployment of the KERTs.

The SEOC, staffed by ESF #5 and other ESFs as required, coordinates operations and situational reporting until the JFO is operational.

### Organization

KDEM provides a trained and experienced staff to fill management position in the Command, Operations, Planning, Logistics, and Finance and Administration Sections of the KERT. ESF #5 is comprised of four functional branches under the leadership of the Incident Commander or Unified Command.

During an emergency or disaster, the primary and support agencies of ESF #5 will assign personnel to the SEOC.

## Notifications

- KDEM will notify the ESF #5 agencies when an area of Kansas is threatened or has been impacted by an emergency or disaster event;
- The designated agencies notified will report to the SEOC if so advised or requested by the KDEM; and
- The agencies designated to report to the SEOC will notify their agency personnel of the impending or actual event.

## Actions

Once activated in the SEOC, ESF #5 team members on duty will accomplish one or more preparedness, response, recovery, and mitigation actions. The following is a list of those actions:

- **Preparedness**
  - Maintain a trained staff to fulfill tasks associated with ESF #5 operations;
  - Maintain and update needed computer data and programs, maps, critical facility information, evacuation studies, demographics and critical county data (e.g. shelter capacity, evacuation routes, etc);
  - Periodically, evaluate systems, processes and methodologies in an effort to anticipate operational requirements and types of response information needed by KERT and governmental agencies; and
  - Orient other KERT staff as to the support that may be provided by ESF #5.
- **Response**
  - Develop and disseminate a meteorological forecast;
  - Anticipate types of response information that the KERT and governmental agencies will require;
  - Initiate and maintain event information on the KDEM's website;
  - Monitor conference calls and develop a summary report;
  - Provide information in support of the KERT agencies, local governments, federal agencies and voluntary organizations;
  - Facilitate planning meetings to develop Incident Action Plans, Situation Reports, Executive Briefings, etc. as appropriate;
  - Share information processing capabilities with all levels of government;
  - Establish contact with local governments; and
  - Plan, coordinate, and manage assessments and report findings to the KERT.
- **Recovery**
  - Deploy Planning staff in support of field operations;
  - Collect and process information concerning recovery activities while the response phase of the disaster is on-going;
  - Develop action plans, situation reports and other documents as appropriate;

- Anticipate other types of recovery information the KERT and governmental agencies will require;
- Disseminate recovery information, plans, and reports to the SEOC; and
- Compile information to support recovery activities.
- **Prevention**
  - Provide assistance as requested.

### **Direction and Control**

- Activities will be coordinated through the SEOC that will serve as the source of all direction and control;
- The Adjutant General (TAG) or designee provides direction and control for ESF #5 to include mission assignments, mutual aid, KERT, contracts for goods and services, radiological emergencies, and recovery and mitigation activities;
- Agencies of ESF #5 may serve the KERT in Field Operations (i.e., the Kansas Assessment Team, JIC operations, Disaster Recovery Center operations, intrastate and/or interstate mutual aid assistance, etc.);
- When a request for assistance is received by ESF #5 it is assigned to the agency or agencies that have the most appropriate resources and expertise to accomplish the task;
- KDEM will assist in the coordination of federal response efforts under the provisions of a Presidential Disaster Declaration;
- All information collected will be from known, reliable sources;
- ESF #5 will consolidate key information into reports and other materials describe and document overall response activities, and keep appropriate authorities informed of the status of the overall event operations;
- Displays key information such as maps, charts, and status boards in the SEOC, and electronic data, as available will be maintained by ESF #5; and
- As recovery operations increase and state activities decrease, ESF #5 duties will be transferred from the SEOC to the State Coordinating Officer to the JIC.

## **Responsibilities**

KDEM is designated as the coordinator for ESF #5. As ESF coordinator, KDEM coordinates meetings, plans, exercises, training, and other activities with the private sector and the ESF #5 support agencies.

### **Primary Agency**

As the primary agency, KDEM will:

- Activate and convene state emergency assets and capabilities to prevent and respond to disaster/emergencies, coordinates with local emergency management organizations;

- Coordinates state planning activities including immediate, short-term and long-range planning. The response planning and operations implementation priorities of the State government are developed, tracked, and implemented through ESF #5;
- Coordinates the activation and deployment of assessment personnel or teams, and Geospatial Information Systems support needed for incident management; and
- Coordinates overall staffing of state emergency management activities at the SEOC, including which ESFs are activated, the size and composition of the organizational structure, the level of staffing at the above facility, and the key personnel required to staff the Section Chiefs and other command staff positions.

**Support Agencies:**

- Support agencies responsibilities and capabilities are outlined in the Base Plan and ESF Annexes; and
- Support agencies provide personnel to the SEOC or JFO as requested, to assist ESF operations and provide reports to ESF #5. All agencies, as appropriate, identify staff liaisons or 24 hour points-of-contact to provide, technical and subject-matter expertise, data, advice, and staff support for operations that fall within the domain of each agency. Support capabilities of other organizations may be used as required and available.

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