

EMERGENCY SUPPORT FUNCTION (ESF) 5

EMERGENCY MANAGEMENT

Primary Agency: Chatham Emergency Management Agency
Support Agencies: Municipal Managers and Elected Officials

Supporting information, documentation, activation instructions and checklists are contained in the Introduction to Emergency Support Functions Annex.

I. Introduction

- A. Purpose: This ESF implements Annex 5 to the Emergency Operations Plan. This ESF provides operational guidance to those who are assigned to work in this ESF. The mission of this ESF is to collect, process, and disseminate information about an actual or potential disaster situation, and facilitate the overall activities of response and recovery. It also is used to make appropriate notifications and interface with other local and state.
1. Provide technical information on plans, SOPs, research and support.
 2. Collect, process and disseminate essential information to the EOC staff.
 3. Develop and brief, briefings, displays, and plans.
 4. Consolidate key information into reports and other materials; describe and document overall response activities and inform appropriate authorities of the status of the overall response operations.
 5. Maintain displays of key information such as maps, charts and status boards, and computer bulletin boards or electronic mail, as available.
 6. Establish a pattern of information flow and support of the action planning process initiated by the Command Staff.
 7. Provide logistical support for EOC staffing and facility needs.
 8. Establish historical records collection process and event reconstruction.
 9. Local authority requests for assistance under the Stafford Act are coordinated through CEMA to the Governors' office to the President.
 10. Generates various reports and releases to support operations.
 11. Coordinate Incident Action Planning to support operations.
 12. Supports the implementation of mutual aid agreements to ensure a seamless resource response to affected jurisdictions.
 13. Maintains an on-call workforce of trained and skilled reserve employees to provide the capability to perform essential emergency management functions on short notice and for varied duration.
- B. Scope:
1. This ESF is structured to coordinate overall information and planning activities from the EOC in support of response and recovery operations.

The ESF assimilates incident information when the EOC is activated from municipal representatives and activated ESFs.

2. Activities within the scope of this function include:
 - a. Supporting ESFs across the spectrum of incident management from prevention to response and recovery.
 - b. Facilitating information flow in the pre-incident prevention phase in order to place assets on alert or to preposition assets for quick response.
 - c. Coordinating those functions that are critical to support and facilitate multi-agency planning and coordination for operations involving potential and actual Incidents of Critical Significance;
 - d. Utilizing alert and notification measures to assist in 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.
3. Preparedness
 - a. Develop procedures and formats for information gathering and reporting to include procedures for SITREP format and submission.
 - b. Train support agencies on roles and responsibilities.
 - c. Develop information displays within the EOC.
 - d. Ensure weather products are up to date and available for use in the SITREP.
 - e. Participate in exercises and training to validate this annex and supporting SOPs.
 - f. Ensure all ESF #5 personnel integrate NIMS principles in all planning. As a minimum, primary action officers for all ESF #5 agencies will complete ICS 200, 300, and 700 courses.
4. Response
 - a. Notify all ESF #5 supporting agencies upon activation.
 - b. Assign duties to support agency personnel and provide training as required.
 - c. Coordinate EOC effort in collecting, processing, reporting and displaying essential information to include development of the SITREP.
 - d. Conduct planning to identify priorities, develop approaches, and devise recommended solutions for future response operations.
 - e. Provide weather information and briefings to the EOC and/or the Commission Chairman and Municipal Mayors as required.
 - f. Plan for support of mobilization sites, staging areas, and distribution points.
 - g. Coordinate the reception of GEMA personnel.
 - h. Plan for transition to JFO and recovery operations.

5. Recovery
 - a. Continue information gathering and processing.
 - b. Collect and process information concerning recovery activities to include anticipating types of recovery information the EOC and other government agencies will require.
 - c. Assist in the transition of direction and control from the EOC to the JFO.
 - d. Anticipate and plan for the support and establishment of staging areas, distribution sites in coordination with ESF #7, and other local, state and/or federal emergency work teams and activities in the impacted area.
 - e. Operate ESF #5 cells in both the EOC and JFO, as required.
 - f. Perform ESF #14 planning functions in the EOC until ESF #14 is established at the JFO.
 - g. Ensure that ESF #5 team members or their agencies maintain appropriate records of costs incurred during the event.
6. Mitigation:
 - a. Support and plan for mitigation measures.
 - b. Support requests and directives from GEMA concerning mitigation and/or re-development activities.
 - c. Document matters that may be needed for inclusion in agency or state/federal briefings, situation reports and action plans.

II. Concept of Operations

- A. General: The CEMA EOC Operations Chief shall serve as the overall coordinator for this ESF.
 1. Oversee message flow within the EOC, displaying information data, tracking mission assignments, and providing technical data in support of disaster operations.
 2. Coordinate and secure SOPs from agencies and organizations with primary responsibilities for ESFs.
 3. Maintain the EOC and secure an alternate location for emergencies.
 4. Notify appropriate agencies and organizations regarding EOC activation and necessary response.
 5. Prepare timely situation reports for local authorities, EOC, SOC, and other appropriate personnel.
 6. Secure and disseminate necessary information in support of ESFs.
 7. Establish activation and operational times of the EOC.
 8. Establish a duty roster, phone lists, message flow and tracking.
 9. Monitors potential or developing incidents and supports the efforts of municipal and field operations.
 10. Coordinates operations and situational reporting with the State EOC.

III. Responsibilities

A. ESF Primary and Support Agencies shall:

1. Attend at least quarterly meetings to ensure planning functions are carried out to support this ESF.
2. Identify and provide staff representatives to support the ESF and other operational information related to these activities.
3. Request volunteer agencies and private resources with assets to contribute those assets to the response effort.
4. Participate in drills and exercises to evaluate local capability.
5. Maintain records of expenditures and document resources utilized during recovery in accordance with ESF 7 policies and procedures and report these records to the Primary Agency.

B. Chatham Emergency Management Agency shall:

1. Coordinate with each Support Agency through at least quarterly meetings to ensure planning functions are carried out to support this ESF.
2. Coordinate message flow within the EOC.
3. Coordinate the overall efforts to collect, process, report, and display essential elements of information; and facilitate support for planning response operations.
4. Distribute plans and reports to the state and other ESFs.
5. Maintain records of expenditures and document resources utilized during response and recovery efforts.