

Emergency Support Function (ESF) 5 Information and Planning

Lead Coordinating Agency:

Escambia County Department of Public Safety,
Division of Emergency Management

Support Agencies:

Escambia County Department of Planning and Zoning
Escambia County Department of Information Resources,
Division of Geographic Information Systems
City of Pensacola Department of Community Development
Escambia County Neighborhood and Environmental
Services Department

I. Purpose

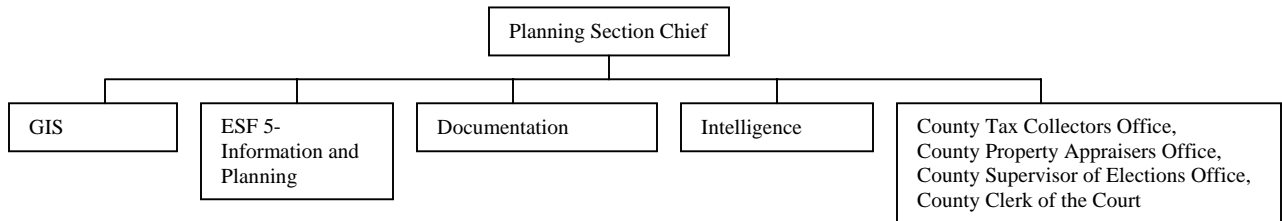
The purpose of Emergency Support Function-5 (ESF-5) is to: 1) collect, analyze, and disseminate tactical and planning information on the nature, scope and potential impacts of an incident or major disaster; 2) use this intelligence to support the Command Group, Logistics, and Operations in their impact assessment and response missions; and 3) identify and anticipate future needs and resource requirements, and incorporate this analysis into incident action plans, situation reports, and other planning documents.

II. Concept of Operations

A. GENERAL

1. ESF-5 is organized consistent with State Emergency Operations Center and the requirements of the National Response Plan, the National Incident Management System, and the Incident Command System in order to provide incident assessment, planning, and support operations to Escambia County.
2. Procedures protocols and plans for disaster response activities are developed to govern staff operations at the Escambia Emergency Operations Center and in the field. These are in the form of the CEMP and corresponding Appendices, and Standard Operating Procedures, which describe ESF-5 responsibilities. Periodic training and exercises are also conducted to enhance effectiveness.
3. In a large event requiring local or state mutual aid assistance, ESF-5 will work with its support agency counterparts to gather status information, statistics, situation reports, and planning initiatives.
4. The development of a fully functional, effective, and sustainable ESF 5 capability for Escambia County will be guided by the following principles:
 - a. All Emergency Support Functions will be fully integrated into all phases of ESF 5.
 - b. ESF 5 will address the potential impacts of natural, technological and man-made hazards.
 - c. Planning for recovery will begin immediately upon impact of a disaster by means of a core Recovery Planning Unit within ESF 5/Planning Section.

- d. Emphasis will be given to pre-disaster planning for post-disaster utilization of disaster intelligence to support Incident Action Planning.
 - e. ESF 5 generated information and analyses will be used in three phases of disaster operations: pre-landfall (predicted impacts of hurricanes); post-landfall immediate response; and sustained response/immediate recovery phase.
5. Information and Planning will give priority to five fundamental, interrelated functions:
- a. Use of technology and human intelligence to collect, analyze, and disseminate information on disaster impacts, including direct impacts (people, buildings, infrastructure) and indirect impacts (debris generated, hazmat releases)
 - b. Assess the capabilities of local government, the business community and volunteer agencies to effectively respond to the disaster.
 - c. Assess and prioritize the immediate needs of impacted communities and neighborhoods.
 - d. Incorporate the analyses into Incident Action Plans that establish operational objectives, and identify resource requirements to accomplish these objectives.
 - e. Utilize an Incident Action Matrix to establish priorities, and track progress in meeting objectives.



ICS: Planning Section-ESF 5 – Information and Planning

B. ORGANIZATION

1. COUNTY

- a. During an activation of the County Emergency Operations Center, support agency staff is integrated with the Department of Public Safety Emergency Management Division staff to provide support that will allow for an appropriate, coordinated and timely response.
- b. The Department of Public Safety Emergency Management Division develops and maintains the overall ESF-5 Appendices, annexes and Standard Operating Guidelines that govern response actions related to emergencies. However support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall CEMP.

- c. Consistent with NIMS, ESF 5 will establish and integrate four interrelated intelligence and planning functions:
- Intelligence;
 - Planning;
 - Documentation;
 - Technical Services.
- d. The **Intelligence** section is responsible for collecting, analyzing and disseminating disaster intelligence, or information and analyses that describe the nature and scope of hazards and their impacts.
- e. Disaster intelligence incorporates essential elements of information, which include but not limited to:
- Compiling Status
 - Area of damage
 - Damage and loss of functionality to essential facilities (police, fire, medical, EOC)
 - Damage and loss of functionality of shelters
 - Damage to roads, bridges, utilities and other key infrastructure
 - Disaster impacts on vulnerable populations, including special needs groups.
 - Human Needs Assessment
 - Status of designated staging areas (Points of Distribution, County Staging Areas, Logistical Staging Areas).
- f. The **Planning** section is responsible for incorporating information and analysis on the current and forecasted situation into incident action plans and situation reports, which set forth tactical objectives for subsequent operational periods.
- g. The **Technical Services** section brings together technical specialists whose skills are critical to the use of proven information management systems and technologies to support the ESF 5 mission. Among the tools and technologies that will be used in the ESF 5 for Escambia County:
- Geographic Information Systems (GIS)
 - HAZUS-MH (FEMA's multi-hazard loss estimation methodology)
 - HURREVAC
 - Remote sensing
 - SLOSH (surge model)

The Technical Services section will perform three interrelated functions: 1) to fully integrate GIS into ESF 5; 2) to become proficient in the identification and application of the analyses that contribute to the ESF 5 mission, including HURREVAC, HAZUS-MH, and SLOSH; and 3) to provide the analyses to the planning unit in a format that can be readily used to prepare Incident Action Plans and other reports.

- h. The **Documentation** section maintains accurate and complete incident files, including a record of the major steps that ESF 5 has taken in preparing and executing the Incident Action Plans.

C. ALERTS/NOTIFICATIONS

1. Upon activation of the CEMP, the Department of Public Safety will notify the point of contact for ESF-5 through multiple methods.
2. The Lead ESF 5 Coordinating Agency representative or designee will coordinate all activities of ESF-5.
3. Upon instructions to activate ESF-5, The Lead Coordinating Agency will implement procedures to notify and mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance.

D. ACTIONS

Actions carried out by ESF-5 are grouped into phases. Each phase requires specific skills and knowledge to accomplish and requires significant cooperation and collaboration between all supporting agencies and the intended recipients of service. ESF-5 encompasses a full range of activities from training to the provision of field services.

1. PREPAREDNESS ACTIONS

Priority will be given to developing an enhanced ESF 5 capability in Escambia County as part of an ongoing effort to ensure operational readiness for major or catastrophic disasters. This section highlights four key preparedness initiatives.

a. Intelligence Collection and Analysis

- Gather real-time information as to the status or preparedness activities, information, and planning initiatives for the next operational period.
- Utilize various software packages, conference calls, meetings, etc. to gather information and data on the status of operations and the planning initiatives for the next operational period.
- Facilitate information sharing in the EOC with each ESF as needed and required to gather valuable decision-making information for decision makers.
- To evaluate ESF resource and capabilities and shortfalls (e.g., availability of trained personnel, equipment, supplies) to determine the level of State and Federal assistance that is needed, organized by ESF.
- To rapidly communicate estimated ESF shortfalls to the Escambia County Command Group and Florida DEM.
- Coordinate Planning Meetings.
- Coordinate Briefings if necessary.
- Work with the Operations Section Chief and Command Staff and provide planning parameters and information.

b. Training

Training is a critical Preparedness component of ESF 5. The objective is to develop and sustain a capability in Escambia County to routinely implement each phase and function of ESF 5. Accordingly, training will address the following:

- ESF 5 – Planning and Information – overview of key components of ESF 5; role, requirements and integration of ESF 5 under NIMS.
- Intelligence and Analysis - procedures for identifying, collecting, prioritizing and utilizing intelligence.
- Use of Predictive Models – coordination with Florida DEM in use of HAZUS-MH and SLOSH for rapid needs assessment; templates; SOPs; identification of needed local expertise (GIS)
- Preparation and Utilization of Incident Action Plans
- Incident Action Matrix: A Tool for Establishing Priorities, Assigning Tasks to Agencies, and Tracking Progress

c. Exercises

Consistent with NIMS, Escambia County will incorporate ESF 5 plans and procedures into exercises that will be conducted at the local and State level. On an annual basis exercises will be used to evaluate ESF 5 readiness:

- Use of a Department of Public Safety Division of Emergency Management tabletop exercise to test the readiness of ESF 5 – and specifically the ability to collect, analyze, and disseminate disaster intelligence, and to use this analysis in the preparation of Incident Action Plans.
- Incorporation of County ESF 5 procedures into the annual State of Florida hurricane exercise

2. Response Actions

The effectiveness of a response operation will be a function in large part by the ability of ESF 5 to generate accurate, timely and usable disaster intelligence *prior to, during* and *after* an event occurring. Specific operational objectives and standards are outlined below, to guide the continued development of ESF 5 in Escambia County.

- Use disaster intelligence in the preparation of Incident Action Plans that set forth operational objectives for each operational period.
- Review pre-determined requests for pre-positioning of critical resources (personnel, equipment, supplies).
- Use disaster intelligence to refine and implement protective actions for Escambia County.
- Collect, analyze and apply disaster intelligence in formation and deployment of local damage assessment teams.

- Use disaster intelligence in the deployment of local damage assessment teams.
- Use disaster intelligence and impact assessments in requests for activation of Rapid Response Teams (RRT) should situation warrant.
- Use disaster intelligence and impact assessments in requests for activation of Rapid Impact Assessment Teams (RIAT).
- Develop and utilize the Incident Action Matrix to track and manage resources (personnel, teams, facilities, supplies, major items of equipment).

3. Recovery Actions

Planning for recovery should begin with initial analyses of the potential impacts of the disaster (for hurricanes, in the pre-landfall phase). Recovery planning under ESF 5 will address the following:

- Damage assessment requirements and priorities
- Emergency and temporary housing issues
- Business impacts (direct and indirect)
- Debris management
- Route clearance
- Utilities restoration
- Human needs
- And others

4. Mitigation Actions

- Provide analysis to help mitigate the event as much as possible in support of operations.

E. DIRECTION AND CONTROL

1. The Department of Public Safety Division of Emergency Management serves as the focal point for ESF-5 activities. It is responsible for ensuring that all appropriate program departments, support agencies, other Emergency Support Functions and other private voluntary agencies have knowledge about the system and ESF-5 expectations, as well as coordinate and cooperate efficiently during an event.
2. The ESF-5 systems operates in two arenas;
 - a. The County Emergency Operations Center
 - b. field locations
3. A staffing directory and the ESF-5 Standard Operating Procedures, its accompanying Appendices, Annexes and Standard Operating Procedures are maintained by the Primary Coordinating Agency and updated as required.
5. In accordance with a mission assignment from ESF-5, and further mission tasking by a Local primary agency, each support organization assisting ESF-5 assignment will retain administrative control over its own resources and personnel but will be under the operation coordination of ESF-5 and the planning section.

F. RESPONSIBILITIES

1. LEAD COORDINATING AGENCY – DEPARTMENT OF PUBLIC SAFETY EMERGENCY MANAGEMENT DIVISION

- a. Coordinate and manage the ESF 5 function, including the four branches: Intelligence, Planning, Technical Services, and Documentation.
- b. Collect and process information received from State Rapid Impact Assessment Teams (RIAT) and predictive models, analyze this information, and share with the Planning section.
- c. Identify and train County staff to support ESF 5 sections, as outlined in the Plan.
- d. Coordinate the development and implementation of the Preparedness activities, as outlined in the Plan.
- e. Coordinate with ESF 7 to ensure that all available resources are logged and requests for resources are filled.
- f. Ensure that copies of all news releases and situation reports are transmitted to the SEOC (if present, this will be the responsibility of a SERT Liaison).
- g. Coordinate the management of GIS information and the ability to create visual assessments of the event in any operation as necessary.

2. SUPPORT AGENCIES

- a. The Planning and Zoning will provide technical and staffing assistance to ESF 5 to support Planning Section operation.
- b. GIS will provide technical GIS mapping services to support operations.
- c. City of Pensacola will provide expertise from the City's jurisdiction on various data to include growth management and redevelopment issues.
- d. NESD will provide informational support as to the environmental impacts of the event as well as the neighborhood impacts and housing issues for inclusion into planning meetings and reports.

G. FINANCIAL MANAGEMENT

1. During a response, each agency/department is responsible for recording and tracking its own expenditures and seeking reimbursement from the appropriate resource after the event.
2. Expenditures by support entities will be documented by those entities and submitted directly to the Finance/Administration Section or a designated Finance Service officer as soon as possible.

H. REFERENCES AND AUTHORITIES

- State ESF-5 Annex