

Emergency Support Function 5 Emergency Management

ESF Coordinator:

Emergency Management

Primary Agencies:

Emergency Management

Support Agencies:

Chief Elected Officials
Local Government Agency
Department Heads
American Red Cross

I. INTRODUCTION

A. Purpose

The purpose of Emergency Support Functions (ESF) 5 is to collect, analyze, and share information about a potential or actual emergency or disaster to enhance the response and recovery activities of the local governments. Emergency Management supports overall activities for incident management and to maintain the Emergency Operations Center (EOC) in a state of readiness.

B. Scope

This ESF is most applicable to the local governments and volunteer organizations that commonly report to the Emergency Management, EOC during an activation. These agencies are found above as support agencies. It is applicable to all other agencies and jurisdictions in that they have a requirement to provide situation reports when their organization has been affected by an event. 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 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 multiagency planning and coordination for operations for large scale incidents. This includes alert and notification, staffing of the EOC, incident action planning, provide support to operations, logistics and material direction and control, information management, facilitation of requests for State assistance, resource acquisition and management, worker safety and health management, facilities management, financial management, and other support as required.

II. POLICIES

- A. Grant County Emergency Management is a County agency under the supervision of the Board of County Commissioners. The Emergency Management Program was established by County ordinance Chapter 2.32 of the County Code in accordance with RCW 38.52.
- B. Grant County accepts the lead responsibility to provide an Emergency Management Program. Incorporated cities and towns are considered partners in the County program and may formally adopt by written agreement this ESF contained within the CEMP.
- C. ESF 5 is responsible for establishing the County support infrastructure in the affected area in anticipation of requirements for prevention, response, and recovery.
- D. Local governments and departments should participate in the incident action planning process coordinated by the Grant County Department of Emergency Management (DEM).
- E. ESF 5 provides representatives to staff key positions in the EOC.
- F. ESF 5 staff establishes required field facilities, supplies, and equipment to support response activities related to the management of disasters or emergencies.
- G. Knowing that local governments are over extended during an emergency or disaster the EOC will only request information that is necessary to support response and recovery activities.
- H. The EOC will make every deliberate effort to facilitate the ease with which the local governments make their reports.
- I. Grant County Department of Emergency Management supports the implementation of written mutual aid agreements to ensure a seamless resource response to affected areas.

III. SITUATION

A. Emergency/Disaster Conditions and Hazards

Emergency or disasters may occur in a local jurisdiction at any time causing significant human suffering, injury and death, public and private property damage, environmental degradation, economic hardship to businesses, families, individuals, and disruption of local government. These hazards are

identified in the Hazard Identification and Vulnerability Analysis (HIVA) which is a supporting document to the CEMP.

B. Planning Assumptions

1. Assessment of damage impacts and EOC operations will be delayed due to minimal staffing. Local governments impacted the most will be given priority for assistance and support as needed and available.
2. During the early stages of the event little information will be available and the information received may be vague and inaccurate, verification of this information and caution can delay response to inquires.
3. Reporting from the local government to the EOC will improve as the event matures.
4. Reporting of information may be delayed due to the damaged of the telecommunications infrastructure.

IV. CONCEPT OF OPERATIONS

A. General

The local agencies and volunteer organizations located in the EOC will work to meet the information requirements of the EOC staff. This will include receiving periodic reports from field representatives. Additionally the EOC staff may be required to request information from liaisons or coordinators to the local jurisdiction to meet a specific requirement. The Director of Emergency management will designate an individual to over see Information Analysis and Planning.

The information Analysis and Planning Section is responsible for the management of the information received in the EOC. This section will be responsible to collect, analyze, verify, report, and display the current information. This information may be utilized as action plans are developed.

The local agencies represented in the EOC will develop their own reporting procedures with their field representatives. The information requested will be necessary to the needs of the local agency and the EOC staff. The information will be shared by posting the boards, making announcements, routing messages to other member of the staff, and preparing periodic situation reports (SITREPS).

Emergency management will forward a copy of the Declaration of Emergency to the WA State EOC by facsimile and hard copy by mail.

B. Organization

The EOC is organized under the basic concepts of the National Incident Management System (NIMS), The Incident Command System (ICS) and consists of several functional areas: Executive, Command Support, Supervisory, Operations, Planning, Public Information, Logistics, and Finance/Administration. Under the NIMS/ICS structure areas of command have room to expand and contract as needed.

Local governments have the responsibility to provide support consistent with the ESFs which support the ICS structure, Operations, Logistics, Public Information, or Information Analysis and Planning sections.

C. Procedures

Emergency Management, Emergency Operations Center Manual, defines the EOC operations. Other operational procedures are maintained by each agency for the operations of response and recovery.

1. Grant County Department of Emergency Management (DEM) will make initial contact with the State Duty Officer and request a mission number when needed.
2. DEM assists in the development of the initial Incident Action Plan (IAP) and coordinates with other agencies to implement the plan.
3. DEM assists in the developing and issuing the appropriate operational orders to the required agencies, issues initial activation mission assignments or reimbursement agreements, and establishes reporting and communications protocols with the activated local governments.
4. DEM initiates actions to identify, staff, and operate the EOC on a 24-hour basis as needed.

D. Mitigation Activities

1. Primary Agencies

Mitigation activities may be conducted in the response and recovery operations as well as in the planning process for emergencies and disasters. Mitigation activities may include surveys, mapping, prevention, property protection, public education and awareness, natural resource protection, emergency services or structural projects. Grant County's Hazard Mitigation Plan is a supporting document to the CEMP.

2. Support Agencies

Mitigation activities should be supported through the City and County Planning Commissions, Board of Adjustments, and Local Emergency Planning Committee (LEPC).

E. Preparedness

1. Primary Agencies

- a.** Prepare a standard template for the Declaration of Emergency.
- b.** Prepare standardized reporting formats and forms, and establish reporting procedures to include development of display boards.
- c.** Maintains the Comprehensive Emergency Management Plan (CEMP) and the emergency management program of the county. Annually reviews the plans and makes necessary corrections, changes and additions. Advise and assist other agencies and local governments in the development of emergency or disaster plans and programs in compliance with applicable County, State, or Federal laws, rules, regulations, and executive orders.
- d.** Provides emergency and disaster related training and orientation to county and local officials to meet the NIMS/ICS requirements and to familiarize them with emergency or disaster related responsibilities, operational concepts, and procedures.
- e.** Provide liability coverage and indemnification to registered emergency workers volunteering to protect lives, property, and the environment in accordance with Chapter 38.52.180 of the Revised Code of Washington (RCW) and WAC 118.04, the Emergency Worker Program.
- f.** Establish and maintain an Emergency Public Information Program to disseminate information to the public and the news media regarding personal safety or survival, emergency response actions, and details of disaster assistance program. After an emergency or major disaster declaration, local information programs will be coordinated with those of state or federal government.
- g.** Establish and maintain a county wide capability to provide warning to the public through available warning systems such as the Emergency Alert System (EAS), radio/television, sirens, and telephone notification systems.
- h.** Grant County DEM makes available emergency preparedness information and presentations to the public.

2. Support Agencies

- a. Shall maintain a working knowledge of reporting formats and procedures.
- b. Participate in the training and exercise programs available to improve their readiness to respond.
- c. Assist with the promotion of preparedness.

F. Response Activities

1. Primary Agencies

- a. Collects, displays, and documents the information provided to the EOC staff, this documentation is necessary for the recovery process.
- b. Assesses the information provided and shares with the appropriate EOC representative or State EMD as needed.
- c. Assesses the information provided and develops and recommends action strategies.
- d. Coordinates and prepares periodic SITREPS and distributes as required.
- e. Requests special information from local governments and volunteer organizations, as necessary.
- f. Review PIO statements for accuracy.
- g. Prepared the Elected Official's Declaration of Emergency and any amendments.
- h. Receive and process requests from local government for specific State and Federal emergency and disaster related assets and services.
- i. Coordinate County assets to support local government and agencies in need of supplemental emergency or disaster assistance.

2. Support Agencies

- a. Collects information from their field representatives and shares with the EOC staff, as appropriate. This documentation is necessary for the recovery process.

- b. Assesses information specific to their agency and makes recommendations to the EOC Supervisor on actions to be taken.
- c. Makes requests of field representatives for pertinent information.
- d. Review PIO statements for accuracy.

G. Recovery Activities

1. Primary Agencies

- a. Continue to gather information prepare and distribute SITREPS, as needed. Review PIO statements for accuracy.
- b. Prepares the Elected Official's terminating the Declaration of Emergency.
- c. Create and coordinate an ad hoc Recovery Task Force from local governments to assist with recovery phase operations and Continuity of Operations Plans (COOP).
- d. Coordinate Public and Individual Assistance programs with local, state, and federal government as needed.
- e. Coordinate and conduct a post-disaster situation analysis to review and determine the effectiveness of the pre-established tasks, responsibilities, reporting procedures and formats to document any crucial lessons-learned and to make revisions to plans as needed for future events.
- f. Procure all available documentation of event for archiving.

2. Support Agencies

- a. Continue to provide information to the EOC staff, as needed.
- b. Coordinate with the Recovery Task Force to assist with recovery phase operations and COOP.
- c. Review PIO statements for accuracy.
- d. Conduct and participate in the post-disaster situation analysis to review and determine the effectiveness of the pre-established tasks, responsibilities, reporting procedures and formats to document any crucial lessons-learned.

- e. Procure all available documentation of event for archiving.

V. RESPONSIBILITIES

A. Primary Agencies

When Grant County experiences an emergency or disaster the Department of Emergency Managements responsibility to collect and document the information obtained from the process outlined in ESF 5 in conjunction with the EOC Manual meet the requirements for State and Federal government assistance to aid Grant County's recovery process.

B. Support Agencies

Supporting agencies may request the EOC to be activated for assistance during an emergency or disaster and to follow the guidelines in this ESF to collect and document information obtained to meet the requirements for State and Federal government assistance in the recovery process.

VI. RESOURCE REQUIREMENTS

A. Primary EOC location and alternate EOC with access to communications equipment, office machines, charts, and maps. Facilities need to have backup emergency power and the capability to run operations 24-7.

B. Chief Elected Officials and Local Government Agencies support and staff to assist in the responsibilities outlined within ESF5.

C. Emergency Workers support to assist in the collection and documentation of information during an event.

VII. REFERENCES

see Appendix 2 of the Basic CEMP