

EMERGENCY SUPPORT FUNCTION 5 EMERGENCY MANAGEMENT SERVICES

Primary Agency

Chatham Emergency Management Agency

Support Agencies

Chatham Area Transit
Chatham County Commission
Chatham County Engineering Dept.
Chatham Mosquito Control
First Student Inc.

I. INTRODUCTION

The emergency support function of emergency management services involves direction and coordination, operations and follow-through during an emergency or disaster.

A. Purpose

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 entities.

1. Provide technical information on plans, SOPs, research and support.
2. Collect, process and disseminate essential information to the EOC staff.
3. Develop 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. Generate various reports and releases to support operations.
10. Coordinate Incident Action Planning to support operations.
11. Support the implementation of mutual aid agreements to ensure a seamless resource response to affected jurisdictions.
12. Maintain 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.

13. May follow established protocol to request additional state or federal assistance under the Stafford Act; communication made through the county emergency manager and GEMA based on need and scope of the emergency.

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 preparedness 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 disasters and emergencies.
- 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 ensure planning functions are carried out to support this ESF and related SOPs.
- f. Ensure all ESF 5 personnel integrate NIMS principles in all planning.

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 others as required.
- f. Plan for support of mobilization sites, staging areas, and distribution points.
- g. Coordinate the reception of state 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 the state 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. Strategy

EMA will coordinate with appropriate agencies and organizations to ensure operational readiness and will develop and maintain Standard Operating Procedures (SOPs).

B. Actions

1. Mitigation/Preparedness

- a. Monitor potential or developing incidents and support the efforts of operations.

- b. Support the implementation of mutual aid agreements.
- c. Maintains schedule for staffing and operating the Emergency Operations Center (EOC) from activation to stand-down.
- d. Coordinate with agencies to establish evacuation procedures, to include personnel and resources needed.
- e. Coordinate damage assessment teams; collect, record, and report information to the SOC.
- f. Plan for and coordinate the basic needs of emergency medical and social services required during and after evacuation.
- g. Identify a staging area for personnel and equipment in conjunction with ESF 6 and ESF 8.
- h. Establish, organize, train, equip and provide for the deployment of damage assessment teams into affected area.
- i. Establish procedures for agencies, organizations and local governments to maintain expenditures.
- j. Plan and/or attend meetings to ensure planning functions are carried out to support this ESF.
- k. Participate in and/or conduct exercises and tests to evaluate local capability.
- l. Identify Points of Distribution (POD) locations in the county to serve the public; coordinate designation of these areas with GEMA.

2. Response/Recovery

- a. Alert support agencies and other jurisdictions regarding potential emergency or disaster.
- b. Activate and staff EOC according to event magnitude.
- c. Coordinate operations and situational reporting to the State Operations Center.
- d. Request logistical assistance from supporting agencies and MOUs partners, as necessary.
- e. Anticipate and plan for the support of staging areas, distribution sites, opening of shelters (to include neighboring jurisdictions), in conjunction with ESF 6 and ESF 8.
- f. Work with ESF 6 and ESF 8 to provide support for movement of people, including individuals with special needs, through coordination with appropriate agencies/organizations.
- g. Assign Damage Assessment Teams to survey impact to county.
- h. Compile initial damage assessments reports and forward to the SOC.
- i. Assist in coordination of state damage assessment activities.
- j. Maintain records of expenditures and document resources utilized during recovery.
- k. Collect and process information regarding recovery activities to include anticipating types of recovery information the EOC and other state agencies will require.
- l. Coordinate and/or participate in briefings, conference calls, etc. to maintain and provide situational awareness.
- m. Provide updated information for ESF 15 to distribute to the public and media.
- n. Resume day-to-day operations.

III. RESPONSIBILITIES

A. Chatham Emergency Management Agency

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.
6. Attend at least quarterly meetings to ensure planning functions are carried out to support this ESF.
7. Identify and provide staff representatives to support the ESF and other operational information related to these activities.
8. Request volunteer agencies and private resources with assets to contribute those assets to the response effort.
9. Participate in drills and exercises to evaluate local capability.
10. 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 Area Transit

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.

C. Chatham County Commission

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.

D. Chatham County Engineering Dept.

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.

E. Chatham Mosquito Control

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.

F. First Student Inc.

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.

IV. COUNTY-SPECIFIC INFORMATION

No County-specific information provided.