Emergency Support Function – 5 Planning/Emergency Management

2020

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RECORD OF CHANGES

Each update or change to the plan should be tracked. The record of changes, usually in table format, contains, at a minimum, a change number, the date of the change, the name of the person who made the change, and a summary of the change. Other relevant information could be considered.

Change #	Date	Part Affected	Date Posted	Who Posted

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RECORD OF DISTRIBUTION

The record of distribution, usually in table format, indicates the title and the name of the person receiving the plan, the agency to which the recipient belongs, the date of delivery, and the number of copies delivered. Other relevant information could be considered. The record of distribution can be used to prove that tasked individuals and organizations have acknowledged their receipt, review, and/or acceptance of the plan. Copies of the plan can be made available to the public and media without SOGs/SOPs, call-down lists, or other sensitive information.

Agency	Name, Title	Date of Delivery	Copies

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Table of Contents

ESF – 5 Planning/Emergency Management

ESF COORDINATOR:
Chatham Emergency Management Agency

SUPPORT AGENCIES:
Chatham County Commission
Chatham County Engineering Department
Chatham County Mosquito Control
Metropolitan Planning Commission (MPC)
Savannah Area Geographic Information Systems (SAGIS)

INTRODUCTION

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

Purpose

ESF-5 provides operational guidance to departments/organizations that are assigned to work within this ESF. The mission of ESF-5 is to collect, process, and disseminate information about an actual or potential disaster situation and facilitate the overall response and recovery activities. This however is not a tactical response document. ESF-5 will be utilized to make appropriate notifications to and interface with supporting local and state entities during an actual or potential disaster situation.

Scope

ESF-5 acts to meet the Planning/Emergency Management and essential elements of information needs of operations to include the collection and dissemination of critical information, establishing a common operating picture and maintaining situational awareness throughout an incident.

CONCEPT OF OPERATIONS

General

During an emergency or disaster, ESF-5 may be activated to support operations and assist with the development of a common operating picture. The scope, scale and magnitude of the threat/incident will dictate which support agencies will be requested for the support of ESF-5 Planning/Emergency Management in the EOC.

Preparedness

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

    b. Support the implementation of mutual aid agreements.

    c. Coordinate with agencies to establish evacuation procedures to include personnel and resources needed.

    d. Plan for and coordinate the basic needs of emergency medical and social services required during and after an evacuation.

    e. Identify a staging area for personnel and equipment in conjunction with ESF-6 Mass Care/Sheltering and ESF-8 Health and Medical.

    f. Establish procedures for agencies, organization and local governments to maintain expenditures.

    g. Plan and/or attend meetings to ensure planning functions are carried out to support this ESF.

    h. Participate in and/or conduct exercises to evaluate local capability.

    i. Ensure all ESF-5 personnel integrate NIMS principles.

Response

    a. Alert support agencies and other jurisdictions regarding the potential emergency or disaster.

    b. Maintains schedule for staffing and operating the EOC from activation to demobilization.

    c. Activate and Staff the EOC according to the magnitude of the event.

    d. Coordinate operations and situational reporting to the State Operations Center.

    e. Request logistical assistance from supporting agencies and enact Memorandums of Agreement (MOA) as necessary.

    f. Anticipate and plan for the support of staging areas, distribution sites and opening of shelters in conjunction with ESF-6 Mass Care/Sheltering and ESF-8 Health/Medical.

    g. Work with ESF-6 Mass Care/Sheltering and ESF-8 Health/Medical to provide support for the movement of people; to include those with Functional, Access and Medical needs or those with other identified special needs.

    h. Compile initial damage assessment reports and forward to the State Operations Center.

i.   Coordinate and/or participate in briefings, conference calls, etc. to maintain and provide situational awareness.

j.   Provide updated information to ESF-15 External Affairs to distribute to the general public and media outlets.

Recovery

a.   Maintain records of expenditures and document resources utilized during recovery.

b.   Collect and process information regarding recovery activities to include anticipating types of recovery information that the EOC and other State agencies may require.

c.   Resume day-to-day operations.

Mitigation

a.   Support and plan for mitigation measures.

Organization

The County EOC will be activated to coordinate a multijurisdictional level response.

Representatives from the applicable ESF-5 Agencies may be assigned to the EOC or alternate location, as best suited to meet incident needs and coordinate operations.

ESF Role Aligned to Core Capabilities

The following table lists the response capability that ESF-5 most directly supports, along with the related ESF-5 actions supporting the capability.

Core Capability	ESF-5 Planning/Emergency Management
Planning	• Conduct a systematic process engaging the whole community as appropriate in the development of executable strategic, operational, and/or tactical-level approaches to meet defined objectives. This includes, among other things: ➢ Developing and maintaining SOGs ➢ Developing and maintaining MOAs ➢ Participating in and/or conduct training and exercises to evaluate local capabilities.

Core Capability	ESF-5 Planning/Emergency Management

Situational Assessment	• Provide all decision makers with decision-relevant information regarding the nature and extent of the hazard, any cascading effects, and the status of the response. This includes, among other things:
	   ➢ Maintaining situational awareness and developing a Common Operating Picture
	   ➢ Completing necessary reports
	   ➢ Incorporate information displays within the EOC.

Responsibilities

Coordinating Agency	Actions
Chatham Emergency Management Agency (CEMA)	• Coordinate with each support agency through at least quarterly meeting to ensure planning functions are carried out to support this ESF. • Coordinate the flow of messages within the EOC. • Coordinate the overall efforts to collect, process, report and display essential elements of information and facilitate support for planning response operations. • Distribute plans and reports to the State and other ESFs • Maintain records of expenditures and document resources utilized during response and recovery efforts. • Identify and provide support staff with necessary operational information to assist ESFs within the EOC. • Coordinate with Non-Governmental Organizations (NGO) and private sector resources to enhance response and recovery operations. • Participate in and/or conduct training and exercises to evaluate local capabilities.

Supporting Agency	Actions
All Supporting Agencies	• Attend at least quarterly meetings to ensure planning functions are carried out to support this ESF. • Identify and provide support staff representatives for this ESF and ensure that they have necessary operational information related to assigned activities. • Request Non-Governmental Organizations and private sector entities with available assets contribute those resource to enhance the response effort. • Participate in training and/or exercises to evaluate local capacities.

Supporting Agency	Actions
All Supporting Agencies (Continued)	• Maintain records of expenditures and document resources utilized during recovery operations.
Chatham County Department of Engineering	• Provide EOC Staffing for the following EOC positions as needed: ➢ Geographic Information Systems (GIS) Unit
Metropolitan Planning Commission	• Provide EOC Staffing for the following EOC positions as needed: ➢ Planning Section Chief ➢ Future Planning Unit ➢ Situation Awareness Unit
SAGIS	• Provide EOC Staffing for the following EOC positions as needed: ➢ Geographic Information Systems (GIS) Unit