APPENDIX V: EMERGENCY SUPPORT FUNCTION 5 – PLANS

**PRIMARY AGENCY:** Division of Emergency Management

**SUPPORT AGENCIES:** Department of Military Affairs, Florida National Guard, the Florida Wing of the Civil Air Patrol, Florida Department of Transportation, and the Florida Fish and Wildlife Conservation Commission—Division of Law Enforcement.

I. INTRODUCTION

Emergency Support Function (ESF) 5 (also referred to as the Plans Section) compiles, analyzes and coordinates overall information and planning activities in the State Emergency Operations Center (SEOC) in support of emergency operations.

II. CONCEPT OF OPERATIONS

A. GENERAL

The primary function of the Plans Section is to act as a clearinghouse for event information, facilitate the development of incident action plans, develop approaches and devise solutions for future response operations. Information management will enhance the planning efforts through the collection, processing, analysis, and dissemination of information (raw data and reports) to be used to forecast activities of the response and recovery phases of a disaster. Information may be collected from vital sources such as the Emergency Support Functions and the impacted counties. This information is forwarded to the appropriate State Emergency Response Team components. The Plans Section facilitates the formulation of protective action recommendations, incident action plans, and specialized operational plans. It also provides meteorological information, spatial analysis, technical assistance, technical reports and information displays for the State Emergency Response Team. Plans staff will provide support to field operations through the deployment of Reconnaissance (Recon) Teams, State Management Teams (SMTs), or an Area Command.

B. ORGANIZATION

The Plans Section is staffed by the Division of Emergency Management and assisted by the Florida National Guard, the Florida Wing of the Civil Air Patrol, Florida Department of Transportation, and the Florida Fish and Wildlife Conservation Commission—Division of Law Enforcement. The section is comprised of four functional units, which constitute ESF 5, and ESF 18 - Business, Industry & Economic Stabilization. The section is led by the Plans Section Chief who responds directly to the State Emergency Response Team Chief. The organizational structure for the Plans Section is located in Chapter 4 (Concept of Operations), Section M (Response Operations) of the Comprehensive Emergency Management Plan (CEMP) Basic Plan.
C. Notification

1. In the event of an emergency or disaster, the State Watch Office will notify Division of Emergency Management staff and, in particular, the State Emergency Response Team Chief.

2. The State Emergency Response Team Chief will notify the Plans Section Chief. The Plans Section Chief will notify the Plans Section unit leaders and the ESF 18 Emergency Coordinating Officer (ECO), if necessary. After coordination with the Plans Section Chief, it becomes the responsibility of the unit leaders to notify their respective personnel to staff the branch. A staff roster, based on the operational period and event intensity, will be developed and instituted to support disaster operations.

D. Operational Objectives

1. Preparedness
   a. Maintain a trained staff to fulfill tasks associated with Plans operations.

   b. Maintain and update necessary computer data and programs, maps, critical facility information, evacuation studies, demographics and critical county data (e.g. shelter capacity, evacuation routes, etc).

   c. Periodically, evaluate systems, processes and methodologies in an effort to anticipate operational requirements and types of response information needed by State Emergency Response Team and governmental agencies.

   d. Orient other State Emergency Response Team staff to the support that may be provided by the Plans Section.

2. Response
   a. Upon notification, immediately staff the State Emergency Operations Center.

   b. Establish a duty roster and telephone lists.

   c. Set up status boards and battle rhythm displays, obtain data/studies and electronic files, and initiate the planning and reporting processes.

   d. Develop and disseminate meteorological forecasts.

   e. Anticipate types of response information that State Emergency Response Team and governmental agencies will require.
f. Initiate and maintain event/incident information on the Division’s website.

g. Coordinate with key personnel in the field.

h. Conduct and monitor conference calls and develop summary reports for those calls.

i. Provide information in support of State Emergency Response Team agencies, local governments, federal agencies and volunteer organizations.

j. Facilitate planning meetings to develop Incident Action Plans and other specialized plans.

k. Share information-processing capabilities with the federal government.

l. Establish contact with local governments, and all state field operations facilities, teams, and personnel.

m. Plan, coordinate, and manage impact assessment assets (e.g., Recon teams) and report all findings to the State Emergency Response Team.

n. Develop and disseminate Flash Reports, Situation Reports, and other reports as appropriate.

3. Recovery

a. Deploy Plans staff in support of Joint Field Office operations.

b. Collect and process information concerning recovery activities while the response phase of the disaster is on-going.

c. Develop and disseminate Incident Action Plans, Flash Reports, and Situation Reports as appropriate.

d. Develop spatial analysis of Recovery Operations.

e. Anticipate other types of recovery information the State Emergency Response Team and governmental agencies will require.

f. Disseminate Recovery information, plans, and reports to the SEOC.

g. Compile information to support recovery activities.

4. Mitigation
a. Provide assistance as requested.

E. DIRECTION AND CONTROL

1. Policies - The Plans Section will:
   a. Immediately implement requests or directives of the State Emergency Response Team Chief in an efficient and effective manner.
   b. Provide support, as required, to all State Emergency Response Team operations.
   c. Provide support to all State Emergency Response Team field operations – Reconnaissance (Recon), State Management Team, Area Command, etc., including Recovery operations at a Joint Field Office.
   d. Collect and verify information from known and reliable sources.
   e. Consolidate key information into reports and other materials; describe and document overall response activities, and keep appropriate authorities informed of the status of the overall event operations.
   f. Maintain displays of key information such as battle rhythm, maps, charts, and status boards in the SEOC, and electronic data, as available.
   g. Establish a pattern of information flow in support of the action planning process initiated by the State Emergency Response Team leadership.
   h. Collect information from and task missions to Emergency Support Function (ESF) 18-Business, Industry & Economic Stabilization.

2. Decision making authority
   a. The State Emergency Response Team Chief has the authority to assign personnel, allocate resources, and expend funds to meet the responsibilities outlined for ESF 5 or to complete missions assigned to the Plans Section by the State Coordinating Officer.
   b. The State Emergency Response Team Chief will assign and designate the SERT Plans Section Chief.
   c. The Plans Section Chief may designate a Deputy Plans Section Chief if the situation warrants.
d. The Plans Section Chief has the authority to designate unit leaders and reassign Plans personnel (excluding ESF 18) within the section as necessary.

e. The Plans Section Chief has the authority to coordinate with the SERT Chief to request additional Plans staffing assistance as necessary.

f. As recovery operations increase and State Emergency Response Team activities decrease, Plans Section duties will be transferred from the State Emergency Response Team Chief to the Deputy State Coordinating Officer for Recovery in the Joint Field Office (if operational), to produce appropriate reports and plans.

3. Coordination

a. All actions taken by the Plans Section will be guided by and coordinated with the State Emergency Response Team Chief, mobilized Area Command or State Management Team representatives, and impacted county disaster officials.

b. As operational activities expand outside of the SEOC (e.g. staging area, Recon, Area Command), information will continue to be reported to the Plans Section.

c. Simultaneous coordination of vital information and protective actions will be accomplished by conference calls and/or other communications systems.

d. When possible, Plans Section staff will co-locate with Plans Section staff of the Federal Emergency Management Agency to coordinate planning and reporting requirements.

III. RESPONSIBILITIES

A. PRIMARY AGENCY - Division of Emergency Management (see the ESF 18 Appendix for its Primary Agency information):

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<th>Responsibilities</th>
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<td>1. Documentation Unit</td>
<td>a. Develop and disseminate Situation Reports, Executive Summaries, and other reports as required.</td>
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<td>b. Establish and maintain an event chronology.</td>
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<td>c. Monitor and develop a summary report of coordination conference calls and meetings.</td>
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<td>d. Establish and maintain dissemination distribution lists for the Plans Section.</td>
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<td>e. Maintain battle rhythm displays.</td>
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f. Coordinate SEOC conference room scheduling.
g. Document after action items and assist in preparing after action reports.
h. Assist Plans Chief with mission monitoring and maintaining personnel time logs.

2. Intelligence Unit

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<td>a. Monitor EM Constellation and gather information to be included in Situation Reports, Executive Summaries, and other specialized reports.</td>
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<td>b. Establish, maintain, and disseminate (as needed) Flash Reports, event fact sheets; vulnerable population estimates; risk profiles; intelligence forecasts; impact assessment summaries and other specialized reports.</td>
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<td>c. Coordinate Recon operational activities with the Florida National Guard, the Florida Wing of the Civil Air Patrol, Florida Department of Transportation, and the Florida Fish and Wildlife Conservation Commission—Division of Law Enforcement.</td>
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<td>d. Monitor the status of evacuations.</td>
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3. Future Planning Unit

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<td>a. Facilitate the development of incident action plans and other specialty plans (Impact assessment, field deployment, etc.) as required.</td>
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<td>b. Obtain tasks from the various branches in advance of the IAP development. This information would be relative to the objectives for the operating period set by the SERT Chief and the State Coordinating Officer.</td>
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<td>c. Develop Protective Action Recommendations for the State Emergency Response Team Chief, monitor the progress of plans and report to the Plans Chief and schedule and facilitate planning meetings.</td>
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4. Technical Services Unit

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<td>a. Establish and maintain electronic and static displays.</td>
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<td>b. Manage the mission management databases.</td>
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<td>c. Develop briefing displays for the State Emergency Response Team.</td>
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<td>d. Provide technical assistance to State Emergency Response Team members in the development and use of GIS products.</td>
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<td>e. Establish and maintain the Division's</td>
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website with event status and operational information and establish the event filing system for Plans and periodically archive events as they are closed out.

f. Monitor weather conditions, develop and disseminate meteorological forecasts, and advise the SERT on the timing/magnitude/consequences of weather impacts.

| 5. **Business, Industry & Economic Stabilization - Emergency Support Function (ESF) 18** | a. Coordinate local, state and federal agency actions that will provide immediate and short-term assistance for the needs of business, industry and economic stabilization.

b. Coordinate local, state and federal business assistance through networks of local and regional economic, workforce and tourism development partners, as well as business support organizations who determine the most efficient and effective ways to manage the access to these services at the local and regional level.

c. Identify and solicit resources to meet identified needs.

d. Facilitate and coordinate the delivery intermediate and long term economic impact information.

See the ESF 18 Appendix for ESF 18’s roles and responsibilities |

### B. SUPPORT AGENCIES -

Agencies that support the Plans Section (Department of Military Affairs, Florida National Guard, Civil Air Patrol, Florida Department of Transportation, and the Florida Fish and Wildlife Conservation Commission—Division of Law Enforcement) will provide personnel and equipment (air/ground) in the State Emergency Operations Center as well as during field deployments.

### IV. FINANCIAL MANAGEMENT

#### A. DOCUMENTATION OF EXPENDITURES

1. The Plans Section will coordinate approval of all expenditures with the State Emergency Response Team Chief and a representative from the Finance and Logistic Section of the Division of Emergency Management.

2. Staff will maintain employee time logs to reflect hours worked.