

Appendix V: Emergency Support Function 5

- Information & Planning

Primary Agency	Florida Division of Emergency Management
Support Agencies	Department of Military Affairs - Florida National Guard

Section 1: Introduction

Emergency Support Function (ESF) 5 - is a function located within the Planning Section, with the mission of compiling, analyzing, and coordinating overall information and planning activities in the State Emergency Operations Center (SEOC) in support of emergency operations.

1.1 Direction and Control

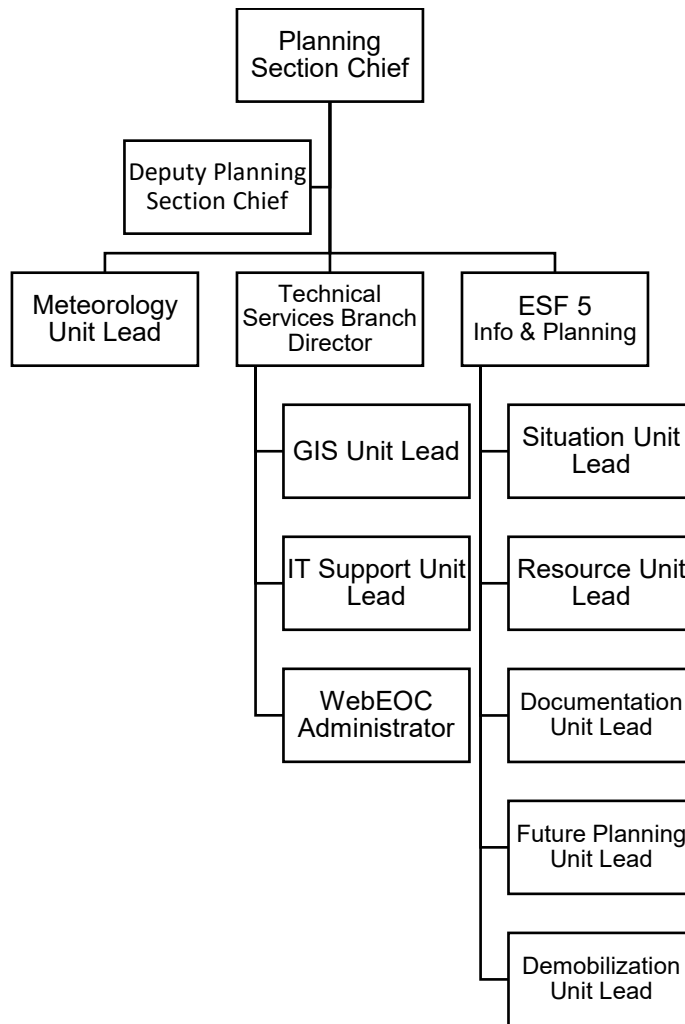
During an emergency or disaster, ESF 5 will immediately implement requests or directives of the SERT leadership in an efficient and effective manner. Provide support, as required, to SEOC operations and to SERT field operations including, Reconnaissance (Recon), Incident Management Team (IMT), Forward SERT (FSERT), Area Command, Joint Field Office (JFO), etc. ESF 5 will collect and verify information from known and reliable sources, and consolidate key information into reports and other materials, describe and document overall response activities, and keep appropriate authorities informed of the status of overall event operations. ESF 5 will coordinate with Technical Services Branch to maintain displays of key information such as meeting/briefing and reporting schedules, maps, charts, status boards, and electrical data. ESF 5 will establish a pattern of information flow in support of the action planning process initiated by the State Emergency Response Team leadership.

The SERT Chief has the authority to assign personnel, allocate resources, and extend funds to meet the responsibilities outlined for ESF 5 or to complete missions assigned to ESF 5. The Planning Section Chief has the authority to designate a Deputy Planning Section Chief(s). The Planning Section Chief has the authority to designate unit leaders and reassign ESF 5 personnel within the section as necessary. The Planning Section Chief has the authority to coordinate with the SERT Chief to request additional staffing assistance if needed.

All actions taken by ESF 5 will be guided by and coordinated with the SERT Chief, mobilized Area Command or Incident Management Team representatives, and impacted county disaster officials. As operational activities expand, outside of the SEOC (e.g., staging area, Recon, Area Command), information will continue to be reported to the SEOC, with ESF 5 collecting and reporting information. Simultaneous coordination of vital information and protective actions will be accomplished by conference calls and/or other communications systems. When possible, ESF 5/Planning Section personnel will co-locate with Federal Emergency Management Agency (FEMA) Planning Section personnel to better coordinate and unify planning and reporting efforts. Even if a physical co-location is not possible, the SERT Planning Section will work jointly with FEMA Planning Section personnel deployed to the SEOC.

Section 2: Roles and Responsibilities

2.1 Organization



2.2 Roles and Responsibilities

2.2.1 Primary Agency – Florida Division of Emergency Management

ESF 5 is staffed by the Florida Division of Emergency Management (FDEM) personnel with support from the Florida National Guard as requested. It is always comprised of three functional units (Situation Unit, Documentation Unit, and the Resource Unit), with two additional units (Future Planning Unit and Demobilization Unit) activated dependent upon the requirements of SERT response operations. ESF 5 is led by the SERT Planning Section Chief who may designate an ESF 5 Lead to ensure span of control based on incident complexity.

ESF 5 serves as the documentation and planning support for the SERT during preparedness, response, and recovery activities. ESF 5 responsibilities are:

- Develop and publish Situation Reports, Flash Reports, and other reports and required
- Develop and disseminate Situation Reports, Flash Reports, and other reports as required

- Maintain situational awareness of SEOC activities, field activities, county/local activates, and media
- Document after action items and assist in preparing after action reports
- Develop EOC Incident Action Plans and facilitate action planning meetings
- Maintain battle rhythm on the fifth screen in the SEOC and within WebEOC
- Schedule and maintain conference room needs for the SERT
- Track SEOC staffing and coordinate with Finance on meal ordering
- Ensure ICS-214 form completion by SEOC personnel
- Establish and maintain event chronology and significant statistics
- Create briefing slides for SEOC Briefings
- Manage the content of the screens in the SEOC
- Document after action items and assist in preparing after action reports

2.2.2 Support Agencies

Agency	Responsibilities / Support Provided
<p>1. Department of Military Affairs – Florida National Guard</p>	<ul style="list-style-type: none"> • Provide staffing to support SEOC and/or field operations as needed.

Section 3: Concept of Operations

3.1 General

The primary function of ESF 5 is to serve as a clearinghouse for event information, facilitate the development of action plans, develop approaches, and devise solutions for future response operations. This is accomplished through the collection, processing, analysis, and dissemination of information in the form of standardized planning documents, ad-hoc reports, and operational briefings. Essential information may be collected from sources such as other ESFs and counties. ESF 5 closely coordinates with other Planning Section functions to provide full situational awareness, to include meteorological information, spatial analysis through Geographical Information Systems (GIS), technical assistance, technical reports, and information displays for the State Emergency Response Team (SERT).

3.2 Notification

- a. The State Watch Office will notify FDEM and SERT personnel of activation of the SEOC.
- b. Once notified of an activation of the SEOC, the Planning Section Chief will determine which units and subunits need to be mobilized and notify ESF 5 staff accordingly. A staff roster, based on the operational period and event intensity, will be developed, and instituted to support SEOC operations.

3.3 Operational Objectives

3.3.1 Preparedness Objectives

- a. Maintain and regularly update ESF 5 plans and procedures, necessary computer data and programs, maps, critical facility information, evacuation studies, demographics, critical county data, etc.

- b. Periodically evaluate systems, processes, and methodologies in an effort to anticipate operational requirements and types of response information needed by the SERT and its partners.
- c. Orient other SERT personnel to the support that ESF 5 can provide.
- d. Provide Planning Section support for SERT preparedness initiatives and planning meetings as requested.

3.3.2 Response Objectives

- a. Upon notification, immediately staff the SEOC.
- b. Establish a staff roster and personnel duties to support SEOC operations.
- c. Prepare staff rosters for incoming SEOC personnel.
- d. Coordinate with the Technical Services Branch to set up status displays, obtain data/studies and electric files, and initiate the planning and reporting processes.
- e. Coordinate with the Meteorology Unit to develop and disseminate meteorological forecasts.
- f. Anticipate types of response information that the SERT and its partners will require.
- g. Coordinate information gathering with key personnel in the field.
- h. Facilitate SEOC briefings and County/State coordination conference calls.
- i. Provide information in support of the SERT, local governments, federal agencies, and volunteer organizations.
- j. Facilitate planning meetings to develop Action Plans and, if needed, other specialized plans.
- k. Maintain situational awareness.
- l. Establish contact with local governments, and all state field operations facilities, teams, and personnel.
- m. Develop and disseminate Flash Reports, Situation Reports, and other reports to all SERT partners.

3.3.3 Recovery Objectives

- a. When requested, deploy personnel in support of Joint Field Office (JFO) operations.
- b. Collect and process information concerning recovery activities while the response phase of the disaster is ongoing.
- c. Coordinate with federal government partners to develop and disseminate Incident Action Plans, Situation Reports, and other information.
- d. Compile information to support recovery activities.

3.3.4 Mitigation Objectives

- a. Provide planning assistance as requested.

Section 4: Finance and Administration

4.1 Financial Management

ESF 5 / SERT Planning Section will coordinate approval of all expenditures with the SERT Chief and the Finance and Administration Section. The staff will maintain employee time logs to reflect hours worked. Each agency – primary and supporting – will be responsible for tracking its own costs. All missions conducted will be entered into WebEOC for documentation and tracking purposes.

4.2 Authorities and References

- Chapter 252, Florida Statutes.
- Part IV, Chapter 110, F.S.
- Chapter 14.29, F.S