

APPENDIX V: EMERGENCY SUPPORT FUNCTION 5 – INFORMATION & PLANNING

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 — is a function located within the State Emergency Response Team (SERT) 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.

II. CONCEPT OF OPERATIONS

A. GENERAL

The primary functions of ESF 5 are 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, sections, partners, and counties. ESF 5 is responsible for coordinating SERT Reconnaissance (Recon) activities with its supporting agencies. Additionally, 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 SERT.

B. ORGANIZATION

ESF 5 is staffed by FDEM Planning Section personnel and, as needed, assisted by the Florida National Guard (FLNG), the Florida Wing of the Civil Air Patrol, Florida Department of Transportation, and the Florida Fish and Wildlife Conservation Commission - Division of Law Enforcement, and other SERT Partners as arranged. It is comprised of three functional units (Situation Unit, Documentation Unit, and the Future Planning Unit. ESF 5 is led by the SERT Planning Section Chief. The organizational structure for ESF 5/SERT Planning Section is located in Chapter 4.

C. NOTIFICATION

1. The State Watch Office will notify FDEM and SERT personnel of an activation of the SEOC.

2. 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.

D. OBJECTIVES

1. Preparedness
 - a. Maintain a trained staff to fulfill tasks associated with ESF 5 operations.
 - b. 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.
 - c. 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.
 - d. Orient other SERT personnel to the support that ESF 5 can provide.
 - e. Provide Planning Section support for SERT preparedness initiatives and planning meetings as requested.
2. Response
 - a. Upon notification, immediately staff the SEOC.
 - b. Establish a duty roster.
 - c. Coordinate with the Technical Services Branch to set up status displays, obtain data/studies and electronic files, and initiate the planning and reporting processes.
 - d. 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.
 - f. Coordinate with ESF 14 to establish event/incident information on FDEM website.
 - g. Coordinate information gathering with key personnel in the field.
 - h. Facilitate SEOC briefings and County/State situational awareness 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. Plan and coordinate impact assessment assets (e.g., Reconnaissance teams) and incorporate the results of the assessments into the SERT's common operating picture.
 - n. Develop and disseminate Flash Reports, Situation Reports, and other reports to all SERT partners.
- 3. Recovery
 - 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. Coordinate with the Technical Services Branch to develop spatial analysis of recovery operations.
 - e. Anticipate other types of recovery information the SERT and its partners will require.
 - f. Compile information to support recovery activities.
- 4. Mitigation
 - a. Provide assistance as requested.

E. DIRECTION AND CONTROL

- 1. Policies – ESF 5 will:
 - a. Immediately implement requests or directives of SERT leadership in an efficient and effective manner.
 - b. Provide support, as required, to SEOC operations.

- c. Provide support to SERT field operations – Reconnaissance (Recon), Incident Management Team (IMT), Forward SERT (FSERT), Area Command, Joint Field Office (JFO), etc.
 - 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 overall event operations.
 - f. Coordinate with Technical Services Branch to maintain displays of key information such as meeting/briefing and reporting schedules, maps, charts, status boards, and electronic data.
 - g. Establish a pattern of information flow in support of the action planning process initiated by SERT leadership.
2. Decision-Making Authority
- a. The SERT 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 ESF 5.
 - b. The Planning Section Chief has the authority to designate a Deputy Planning Section Chief(s).
 - c. The Planning Section Chief has the authority to designate unit leaders and reassign ESF 5 personnel within the section as necessary.
 - d. The Planning Section Chief has the authority to coordinate with the SERT Chief to request additional staffing assistance if needed.
3. Coordination
- a. All actions taken by ESF 5 will be guided by and coordinated with the SERT Chief, mobilized Area Command or IMT 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 SEOC, with ESF 5 collecting and reporting the information.
 - c. Simultaneous coordination of vital information and protective actions will be accomplished by conference calls and/or other communications systems.
 - d. 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 physical co-location is not possible, the SERT Planning Section will work jointly with FEMA Planning Section personnel deployed to the SEOC.

III. RESPONSIBILITIES

A. PRIMARY AGENCY - Division of Emergency Management:

Area	Responsibilities
1. Documentation Function	<ul style="list-style-type: none"> a. Develop and disseminate Situation Reports, Flash Reports, and other reports as required. b. Establish and maintain an event chronology. c. Monitor and develop a summary report of coordination conference calls and meetings. d. Coordinate with ESFs and sections on information reporting and sharing. e. Establish and maintain dissemination distribution lists for the Planning Section. f. Maintain meeting, briefing, and conference call schedule displays. g. Document after action items and assist in preparing after action reports.
2. Situation Function	<ul style="list-style-type: none"> a. Maintain situational awareness of the SERT and the area of operations. b. Monitor WebEOC and gather information to be included in reports and plans. c. Establish, maintain, and disseminate (as needed) vulnerable population estimates; risk profiles; intelligence; forecasts; impact assessment summaries and other reports. d. Track resources. e. Coordinate Recon operational activities with partner agencies, to include Rapid Impact Assessment Teams should the need be identified by the SERT Chief. f. Monitor the status of evacuations.
3. Future Planning Function	<ul style="list-style-type: none"> a. Facilitate the development of action plans and other plans as required. b. Provide planning support by consolidating key information to support the action, strategic, transition, and/or demobilization planning processes. c. Develop recommended future planning considerations for the SERT Chief and

	Planning Section Chief based upon current situation and intelligence.
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B. SUPPORT AGENCIES

The following agencies provide support to Emergency Support Function 5:

Agency	Support Provided
Department of Military Affairs - Florida National Guard	Planning Section Chief, Situation Unit, Documentation Unit, Future Planning Unit, Technical Services Unit, Meteorology Unit, Recon
Florida Fish and Wildlife Conservation Commission—Division of Law Enforcement	Recon
Florida Department of Transportation	Recon
Florida Wing of the Civil Air Patrol	Recon

When requested, these agencies provide personnel and equipment for the SEOC and field operations.

IV. FINANCIAL MANAGEMENT

A. DOCUMENTATION OF EXPENDITURES

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