

## 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—also referred to as the Planning 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 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 and using the information to forecast activities related to the response operation. Essential information may be collected from sources such as other Emergency Support Functions and counties. ESF 5 also provides meteorological information, spatial analysis through Geographical Information Systems (GIS), technical assistance, technical reports, and information displays for the State Emergency Response Team (SERT). Additionally, ESF 5 is responsible for coordinating SERT Reconnaissance (Recon) activities with its supporting agencies.

#### B. ORGANIZATION

ESF 5 is staffed by Division of Emergency Management personnel and—when requested—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. It is comprised of four functional units (Situation Unit, Documentation Unit, Future Planning Unit, and Technical Services Unit) and three sub-units (GIS, Meteorology, and Recon). ESF 5 is led by the SERT Planning Section Chief who reports directly to the SERT Chief. The organizational structure for ESF 5/SERT Planning 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. The State Watch Office will notify Division 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/SERT Planning Section 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.
2. Response
  - a. Upon notification, immediately staff the State Emergency Operations Center.
  - b. Establish a duty roster and telephone lists.
  - c. Set up status 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 the SERT and its partners will require.
  - f. Initiate and maintain event/incident information on the Division of Emergency Management's website.
  - g. Coordinate information gathering 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 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. 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/Planning Section 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), State Assistance Team (SAT), 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. 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 the State Emergency Response Team 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 State Assistance 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 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
<b>1. Documentation Unit</b>	<ul style="list-style-type: none"> <li>a. Develop and disseminate Situation Reports, Flash Reports, and other reports as required.</li> <li>b. Establish and maintain an event chronology.</li> <li>c. Monitor and develop a summary report of coordination conference calls and meetings.</li> <li>d. Establish and maintain dissemination distribution lists for the Planning Section.</li> <li>e. Maintain meeting, briefing, and conference call schedule displays.</li> <li>f. Document after action items and assist in preparing after action reports.</li> </ul>
<b>2. Situation Unit</b>	<ul style="list-style-type: none"> <li>a. Maintain situational awareness of the SERT and the area of operations.</li> <li>b. Monitor EM Constellation and gather information to be included in reports and plans.</li> <li>c. Establish, maintain, and disseminate (as needed) vulnerable population estimates; risk profiles; intelligence; forecasts; impact assessment summaries and other reports.</li> <li>d. Track resources.</li> <li>e. Coordinate Recon operational activities with partner agencies.</li> <li>f. Monitor the status of evacuations.</li> </ul>
<b>3. Future Planning Unit</b>	<ul style="list-style-type: none"> <li>a. Provide planning support by consolidating key information to support the action, strategic, transition, and/or demobilization planning processes.</li> <li>b. Facilitate the development of action plans and other plans as required.</li> <li>c. Develop recommended future planning considerations for the SERT Chief and Planning Section Chief based upon current situation and intelligence.</li> </ul>
<b>4. Technical Services Unit</b>	<ul style="list-style-type: none"> <li>a. Establish and maintain electronic and static displays.</li> </ul>

	<ul style="list-style-type: none"> <li>b. Manage the mission management databases.</li> <li>c. Develop briefing displays for the SERT.</li> <li>d. Provide technical assistance to the SERT in the development and use of GIS products.</li> <li>e. Establish and maintain the Division’s website with event status and operational information.</li> <li>f. Monitor weather conditions, develop and disseminate meteorological forecasts, and advise the SERT on the timing, magnitude, and consequences of weather impacts.</li> </ul>
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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, 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 SEOC and field operations.

**IV. FINANCIAL MANAGEMENT**

**A. DOCUMENTATION OF EXPENDITURES**

1. ESF 5/SERT Planning Section will coordinate approval of all 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 EM Constellation for documentation and tracking purposes.