

E. APPENDIX V: EMERGENCY SUPPORT FUNCTION 5 - INFORMATION AND PLANNING

PRIMARY AGENCY: Department of Community Affairs, Division of Emergency Management

SUPPORT AGENCIES: Department of Military Affairs, Florida National Guard, and the Florida Wing of the Civil Air Patrol, Florida Department of Transportation.

I. INTRODUCTION

Emergency Support Function 5 (Information and Planning) compiles, analyzes and coordinates overall information and planning activities in the State Emergency Operations Center in support of emergency operations.

II. CONCEPT OF OPERATIONS

A. GENERAL

The primary function of Information and Planning is to act as a clearinghouse for event information, facilitate the development of incident action planning, 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 authorities and State Emergency Response Team components. Emergency Support Function 5 facilitates the formulation of protective action recommendation, incident action plans, and specialized operational plans. Emergency Support Function 5 also provides meteorological information, spatial analysis, technical assistance, technical reports and information displays for the State Emergency Response Team. Emergency Support Function 5 staff will provide support to field operations through the deployment of an Advance Team (A-Team) or a Forward State Emergency Response Team.

B. ORGANIZATION

Emergency Support Function 5 is staffed by the Department of Community Affairs/Division of Emergency Management and assisted by the Florida National Guard, The Florida Wing of the Civil Air Patrol, and the Department of Transportation. Emergency Support Function 5 (also called the Information and Planning Section) is comprised of four functional branches under the leadership of an Information and Planning Section Chief who responds directly to the State Emergency Response Team Chief. The

organizational structure for Emergency Support Function 5 is located in Section IV.A.2, of the Basic Plan (**also see Figures 1 and 3**).

C. NOTIFICATION

1. In the event of an emergency or disaster, the State Warning Point 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 Information and Planning Section Chief. The Section Chief will notify Emergency Support Function 5 branch chiefs. After coordination with the Information and Planning Section Chief, It becomes the responsibility of the branch chiefs to notify staff appropriate 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 needs.

D. ACTIONS

1. Preparedness - Emergency Support Function 5 will:
 - a. Maintain a trained staff to fulfill tasks associated with Emergency Support Function 5 operations.
 - b. Maintain and update needed 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 as to the support that may be provided by the Information and Planning Section.
2. Response - Emergency Support Function 5 will:
 - a. Upon notification, immediately staff the State Emergency Operations Center.
 - b. Establish a duty roster and telephone lists.
 - c. Set up status boards, obtain data/studies and electronic files, and initiate the planning and reporting processes.

- d. Develop and disseminate a meteorological forecast.
 - e. Anticipate types of response information that State Emergency Response Team and governmental agencies will require.
 - f. Initiate and maintain event information on the Division's web-site.
 - g. Coordinate with key personnel in the field
 - h. Monitor conference calls and develop a summary report.
 - i. Provide information in support of State Emergency Response Team agencies, local governments, federal agencies and voluntary organizations.
 - j. Facilitate planning meetings to develop Incident Action Plans, Flash Reports, and Situation Reports as appropriate.
 - k. Share information-processing capabilities with the federal government.
 - l. Establish contact with local governments, the Advance Team (A-Team) and Forward State Emergency Response Team field staff.
 - m. Plan, coordinate, and manage impact assessment assets and report all findings to the State Emergency Response Team.
3. Recovery - Emergency Support Function 5 will:
- a. Deploy Information and Planning staff in support of field operations.
 - b. Collect and process information concerning recovery activities while the response phase of the disaster is on-going.
 - c. Develop 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 State Emergency Operations Center.

- g. Compile information to support recovery activities.
4. Mitigation - Provide assistance as requested.

E. DIRECTION AND CONTROL

1. Policies - Emergency Support Function 5 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 – Advance Team, Forward State Emergency Response Team, and Recovery Operations at the Disaster Field Office.
 - d. Collect 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 maps, charts, and status boards in the State Emergency Operations Center, 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.
2. Decision making authority
- a. The State Emergency Response Team leader has the authority to assign personnel, allocate resources, and expend funds to meet the responsibilities outlined for Emergency Support Function 5 or to complete missions assigned to Emergency Support Function 5 by the State Coordinating Officer.
 - b. The State Emergency Response Team leader will assign and designate the Information Planning Section Chief as the shift leader for Emergency Support Function 5 while operating in the State Emergency Operations Center.

- c. As recovery operations increase and State Emergency Operations Center State Emergency Response Team activities decrease, Emergency Support Function 5 duties will be transferred from the State Emergency Operations Center State Emergency Response Team Leader to the Deputy State Coordinating Officer for Recovery in the Disaster Field Office (if operational), to produce appropriate reports and plans.
 3. Coordination
 - a. All actions taken by Emergency Support Function 5 will be guided by and coordinated with the State Emergency Response Team leader, mobilized Forward State Emergency Response Team representatives, and impacted county disaster officials.
 - b. As operational activities expand outside of the State Emergency Operations Center (e.g. staging area, Advance Team, Forward State Emergency Response Team), information will continue to be reported to Emergency Support Function 5.
 - c. Simultaneous coordination of vital information and protective actions will be accomplished by conference calls and emergency satellite communications system.
 - d. When possible, the Information and Planning staff will co-locate with staff of the Federal Emergency Management Agency to coordinate planning and reporting requirements.

III. RESPONSIBILITIES

A. PRIMARY AGENCY - Department of Community Affairs, Division of Emergency Management:

1. Documentation Branch
 - a. Develop and disseminate Flash Reports.
 - b. Develop and disseminate Situation Reports.
 - c. Develop and disseminate Situation Summary Reports.
 - d. Develop and disseminate other Reports as required.
 - e. Establish and maintain an event chronology.
 - f. Monitor and develop a summary report of coordination conference calls.

- g. Establish and maintain dissemination distribution lists for Emergency Support Function 5.

2. Intelligence Branch

- a. Establish, maintain, and disseminate the following products: event fact sheets, vulnerable population estimates, risk profiles, intelligence forecasts; impact assessment summaries, map displays, and disseminate other specialized reports.
- b. Coordinate Reconnaissance and Rapid Impact Assessment Team operational activities with the Florida National Guard, the Florida Wing Civil Air Patrol, and Department of Transportation.
- c. Periodically, monitor the status of evacuations via the Travel Demand Forecast Model.

3. Planning Branch

- a. Facilitate the development of the incident action plan and other specialty plans (Impact assessment, field deployment, etc.).
- b. Develop Protective Action Recommendations for the State Emergency Response Team Chief, monitor the progress of plans and report to the Information and Planning Chief, and Schedule and facilitate planning meetings.

4. Technical Services Branch

- a. Establish and maintain electronic and static displays.
- b. Manage the Tracker Message Center.
- c. Develop Briefing displays for the State Emergency Response Team, provide technical assistance to State Emergency Response Team members in the development and use of GIS products.
- d. Develop and disseminate meteorological forecasts potentially impacting State Emergency Response Team operations, monitor severe weather impacting Florida and advise the State Emergency Response Team Chief of the likely time of impact and consequences.
- e. Establish and maintain the Division's web-site with event status and operational information and establish the event filing system for Emergency Support Function 5 and periodically archive events as they are closeout.

B. SUPPORT AGENCIES -.

Agencies that support Emergency Support Function 5 (Department of Military Affairs, Florida National Guard, Civil Air Patrol, and the Florida Department of Transportation) Will provide personnel and equipment (air/ground) in State Emergency Operations Center as well as during field deployments (i.e., Rapid Impact Assessment Teams, State Liaisons, Advance Teams, Forward State Emergency Response Teams, etc.).

IV. FINANCIAL MANAGEMENT**A. DOCUMENTATION OF EXPENDITURES**

1. Emergency Support Function 5 will coordinate approval of all expenditures with the State Emergency Response Team leader and a representative from the Finance and Logistic Section of the Division of Emergency Management.
2. Staff will sign in and out on the State Emergency Operations Center log and maintain employee time logs to reflect hours worked.