

ESF 05 – Information And Planning Annex, 2015

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Coordinating Agency : Pennsylvania Emergency Management Agency (PEMA)

Primary Agency(ies) : Pennsylvania Emergency Management Agency (PEMA)

Support Agency(ies) : PA State Cooperative Extension
PA Treasury Department
PA Department of Health
PA Department of Aging
PA Office of Victims' Advocate
PA Voluntary Organization Active in Disaster (VOAD)
PA Turnpike Commission
American Red Cross
PA State Civil Service Commission
PA Housing Finance Agency
Civil Air Patrol
PA Department of Community and Economic Development
PA Department of Revenue
PA Fire Commissioner's Office
PA State Police
PA State Animal Response
PA Public Television Network Commission
National Weather Service
PA Department of Human Services
PA Office of the Budget
PA Insurance Department
PA Housing Finance Agency
PA Governor's Office of Homeland Security
PA Department of Agriculture
PA Human Relations Commission
PA Department of Education
PA Department of Transportation
PA Department of Labor & Industry
PA Infrastructure Investment Authority
PA Liquor Control Board
PA Department of the Auditor General
PA Department of State
PA Game Commission
PA Office of Homeland Security
PA Department of Conservation and Natural Resources
PA Department of General Services
PA Department of Drug and Alcohol Programs
PA Higher Education Assistance Agency
PA Department of Corrections
PA Public School Building Authority
PA Office of General Counsel
PA Office of Administration

PA Department of Military & Veterans Affairs
PA Historical & Museum Commission
PA Public Utility Commission
PA Fish & Boat Commission
PA Office of Attorney General
PA Probation & Patrol
PA Department of Banking and Securities
PA Governor's Office of Communications/Press

I. Introduction

A. Purpose

1. Emergency Support Function (ESF) #5 is responsible for supporting the overall activities of the Commonwealth of Pennsylvania for incident management. ESF #5 provides the unity of effort described in the National Response Framework as well as the framework for the core planning, coordination, management and administrative functions in support of the State Emergency Operations Center (SEOC) and associated field operations of state and municipal resources.

B. Scope of Operations

1. Information and Planning (ESF #5) serves as the support ESF for all state agencies and supporting organizations. Support includes collecting, processing, analyzing and disseminating information to State, local, and private sector officials involved in emergency response preparedness or operations, as well as the federal government when federal representatives are involved in response and recovery activities. ESF #5 provides the core management and administrative functions to support the SEOC, the state Incident Manager and the local site Incident Commander. Typically, ESF #5 is the first to be activated and the last to be de-activated.
2. The ESF #5 mission involves operations through all the phases of emergency management (prevention, preparedness, response, and recovery). The mission is further supported by the activities of preparedness: planning, organizing, equipping, training, exercising and evaluating. ESF #5 facilitates information flow in the pre-incident prevention or preparedness phases in order to solve problems, avoid deaths, injuries or damages or place assets on alert.
3. During the response, ESF #5 assists with situational awareness by assembling data and compiling reports, and ESF #5 is responsible for operational planning, coordinating the efforts of involved departments and agencies.
4. During the post-incident response phase, ESF #5 transitions and is responsible for support and planning functions to implement the Commonwealth Disaster Recovery Plan and lean forward to a Joint Field Office, if necessary.

5. ESF #5 will support emergency management and response operations in the SEOC and other local or regional Multi-Agency Coordination Centers (MACCs), County and Municipal Emergency Operations Centers (EOCs) or Incident Command Posts through the dispatch of Liaison Officers or Incident Management Teams, as required.

II. Situation and Assumptions

A. Situation

1. The Commonwealth is a unique form of government and comprised of nearly 3,000 distinct municipalities where primary disaster preparedness and response lies at the most local form of government.
2. The Commonwealth is vulnerable to a wide variety of hazards and threats.
3. To assure effective coordination of information and resources in advance of or in response to hazard and threat emergencies or disasters, an emergency management system must be in place.

B. Assumptions

1. Many of the preparedness functions of ESF #5 remain activated 24 hours a day, seven days a week, through the SEOC.
2. Planning, organizing, equipping, training, and exercising/evaluating are essential activities of preparedness.
3. During and after emergencies or disasters, the demands for the collection, analysis and distribution of information and the deployment of resources are heavy.
4. Adequate communications and technology exist between and among the SEOC, PEMA Area Offices, state departments and agencies, field teams, Regional Task forces, county emergency management agencies and federal counterparts to facilitate coordination of information and resources.
5. The extent of damage to transportation, public utility, and communications infrastructure of the affected area will influence the strategy or pattern of data collection practiced by the ESF #5 team.

III. Concept of Operations

A. General

1. ESF #5 conducts disaster mitigation and preparedness activities year-round.
2. During non-disaster time or time of limited activation, the response functions of ESF #5 are performed by the PEMA watch officers.

3. PEMA Watch Staff maintain Standard Operating Procedures for disaster response.
4. ESF #5 staffing increases to coordinate the efforts of the incident management system in the SEOC at Activation Level III or higher.
 - a. At SEOC Activation Level II, an Incident Action Plan is crafted and distributed throughout the EOC. Operations to support it are conducted in accordance with The Planning P at Figure 1.
 - b. For situation reports, operational needs and unity of effort, the fundamental information the ESF team will seek to gather and depict during an incident (using GIS tools to the largest extent possible) includes:
 - 1) Geographic boundaries of the affected area;
 - 2) Social, physical, economic, and political impacts of the disaster;
 - 3) Status of transportation, communication, energy and other critical infrastructure or key resources in the affected area;
 - 4) Status of critical facilities in the affected area;
 - 5) Access/entry points to the affected area;
 - 6) Hazard-specific data and information regarding the disaster;
 - 7) Current and forecast weather conditions for the affected area;
 - 8) Scope of emergency activation by local governments in the affected area;
 - 9) Decisions regarding emergency declarations by appropriate jurisdictions;
 - 10) State agency activities and deployments of all teams;
 - 11) Resource needs and unmet 'service' needs;
 - 12) Response and recovery priorities in jurisdictions and of the state;
 - 13) Status of pending ESF operations;
 - 14) Parameters of the donations management strategy for the incident;
 - 15) Parameters of the debris management strategy for the incident; and
 - 16) Relevant historical information regarding the affected jurisdictions.
 - c. Documents developed by the ESF #5 team will not be released directly to the public but will be widely available and on display in the SEOC.
 - d. Documents developed by the ESF #5 team will be shared immediately with ESF #15.

B. Organization

1. ESF #5 is the primary vehicle for coordinating with county emergency managers before, during and recovering from an incident. The PEMA Area Offices will provide the primary means for this, including provision of liaison officers. When the area offices are fully committed, they may be augmented by additional PEMA staff or others as needed.
2. The ESF #5 team in the SEOC will be comprised of PEMA staff under the supervision of the Incident Manager. The number of persons assigned to work in ESF #5 will be determined by the Incident Manager based on the complexity of the incident response. Most ESF #5 work at the state level will be done in the SEOC.
3. Incident Management Team (IMT)
 - a. ESF #5 includes coordination of the activities of an Incident Management Team (IMT) made up of employees from PEMA and other state agencies whose experience and expertise may assist with incident management functions at municipalities or incident sites.
 - b. The IMT is comprised of members from agencies/departments of state government who have been trained in the principles of incident command and who are prepared to deploy to a local EOC or to an Incident Command Post (ICP) in order to provide assistance. The IMT is trained and maintained by the Office of the State Fire Commissioner (OSFC).
 - c. The IMT will be configured to fit the situation. It may contain technical experts from throughout state government.
 - d. The IMT will be dispatched by the State Incident Manager in consultation with the OSFC.
 - e. The IMT will not assume command or responsibility for the actual conduct of emergency operations in an incident location; that responsibility remains with the local elected officials and their designees.

C. Policies

1. Disaster preparedness is everyone's responsibility: preparedness must include and involve government, communities, families, non-governmental organizations, voluntary organizations, the private sector and Citizen Corps.
2. PEMA and its sister State departments and agencies will consider conducting preparedness activity year-round through outreach and websites.
3. The State Emergency Operations Plan (SEOP) and local emergency operations plans are revised biennially or after lessons learned in a more recent disaster.
4. ESF #5 provides the informational link between the mitigation phase of emergency management and the preparedness, response and recovery phases.

5. The response function of ESF #5 will be activated at the PEMA Headquarters and/or Area Offices in anticipation of or immediately following a major incident, emergency or disaster.
6. The Governor's declarations of disaster and requests for federal assistance are coordinated through ESF #5.
7. ESF #5 identifies and resolves resource allocation issues identified at the SEOC or PEMA Area offices or from deployed Incident Management Teams or other specialized teams.
8. All Section Chiefs (Planning, Operations, Logistics and Administration and Finance) involved in a SEOC activation participate in the Incident Action Plan process coordinated by ESF #5.
9. Emergency management mutual aid and implementation of the Emergency Management Assistance Compact (EMAC) are facilitated by ESF #5.
10. Other ESFs provide reports through ESF #5 as the centralized conduit for situation reports to the Governor and the Commonwealth.
11. ESF #5 ensures the establishment of required field facilities and arranges for supplies and equipment to support state activities related to the management of an incident.
12. The SEOC is responsible for notifying state departments and agencies and local emergency operations or 9-1-1 centers of potential or imminent threats and hazards in order to enable the elevation of response postures, a combined unity of effort and the pre-positioning of assets.

IV. Responsibilities

A. Coordinating Agency

1. The Pennsylvania Emergency Management Agency (PEMA)
 - a. Maintain the State Emergency Operations Plan and the ESF #5 annex.
 - b. Maintain Commonwealth-wide compliance with the National Incident Management System.
 - c. Act as the lead emergency planning organization for the Commonwealth.
 - d. Provide guidance and protocols for collection of disaster response costs and financial management of federal and state disaster funds.
 - e. Provide and train personnel to perform functions in the SEOC, field, and/or as members of the IMT.
 - f. Develop team procedures and policies, as necessary.

- g. Act as the coordinating agent for all related resources, develop operations assignments and coordinate deployment of state resources and specialized response or strike teams.
- h. Ensure team members receive shift-relief from their respective organizations at appropriate intervals, as additional personnel are available.

B. Support Agencies

1. Collect, compile and report disaster related information to the SEOC.
2. Provide and train personnel needed to perform functions in the SEOC, field, and/or as members of the IMT.
3. Provide staff assistance and technical and subject-matter expertise for Situation Analysis, including GIS, as needed.
4. Make resources of their respective organizations available for planning and operations.
5. Track the use of resources from their respective organizations and share that information with the ESF #5 lead agency.