

ESF 5

Emergency Operations Plan – Emergency Support Function 5 *Information and Planning*

Section 1: Introduction

1.1 Lead Agency

Department of Defense, Veterans, and Emergency Management - Maine Emergency Management Agency (MEMA)

1.2 Supporting Agencies

- Department of Administrative and Financial Services – Office of Information Technology (OIT)
- American Red Cross (ARC)
- Department of Defense, Veterans, and Emergency Management - Maine National Guard (MENG)
- Department of Labor (DOL)

1.3 Table of Contents

Section 1: Introduction..... 2

- 1.1 Lead Agency 2
- 1.2 Supporting Agencies..... 2
- 1.3 Table of Contents 3

Section 2: Purpose, Scope, Situation, and Assumptions 4

- 2.1 Purpose..... 4
- 2.2 Scope 4
- 2.3 Situation 4
- 2.4 Assumptions 5

Section 3: Concept of Operations 6

- 3.1 General 6
- 3.2 Activities 6

Section 4: Responsibilities..... 8

- 4.1 Lead Agency 8
- 4.2 Supporting Agencies..... 8

Section 5: Supplementary and Procedural Documents..... 9

Section 6: References 10

Section 2: Purpose, Scope, Situation, and Assumptions

2.1 Purpose

The State Emergency Operations Center (SEOC) serves as the central clearinghouse for disaster-related information and requests for deployment of state resources, and as the center for coordinating the state and federal agencies response and initial recovery actions to an emergency event. It provides a framework for coordination and cooperation across state agencies and county emergency management agencies to provide information and planning, analysis, processing, and dissemination of information about a potential or actual incident and to conduct deliberate and crisis action planning to facilitate the overall activities of the SEOC.

2.2 Scope

All policies and procedures for the SEOC can be found in the Procedural Documents for this annex – **Standard Operating Procedures (SOPs) for the SEOC.**

2.3 Situation

The management and coordination of the direction, control, and coordination of the SEOC support during a disaster/emergency incident is complex and may involve multiple agencies and jurisdictions.

A disaster/emergency situation presents a wide variety of needs that must be addressed by emergency management officials and emergency services personnel. The major difficulty in emergency management lies not in dealing with the effects of the disaster itself, but in responding to the needs caused by the disaster/emergency incident.

SEOC activities include, but are not limited to, the following:

- Coordinate and conduct deliberate planning during the steady-state for response mission areas to manage risks and execute support functions; and conduct crisis action planning activities during an actual or potential incident. This coordination includes:
 - Organizational and coordination concepts.
 - Key decisions and corresponding critical information requirements.
 - Tasks and proposed operational actions for considerations.
 - Planning factors and potential capability requirements.
- Maintain situational awareness of an incident.
- Provide an informational link to members of the whole community.
- Serve as the centralized conduit for situational reports, geospatial data, and other decision support tools.
- Provide decision relevant information regarding the nature and extent of an incident, as well as cascading effects, in support of a potential or actual coordinated federal response.
- Coordinate information for the development of credible, culturally appropriate, and accessible messages to inform ongoing emergency services and the public about protective measures and other life-sustaining actions and facilitate the transition to recovery.

2.4 Assumptions

- Federal, state, county, local, and tribal governments have emergency management resources, plans, and procedures already in place.
- Utilization of Memoranda of Understanding (MOU), mutual aid, or other agreements may be necessary to procure needed resources, supplies, and equipment.
- ESF-5 responsible agencies have developed, and may be bound by internal plans and procedures for implementing response activities in their respective areas of responsibility (e.g., contracting procedures).
- Maintaining state-level communication capabilities across agencies with responsibilities detailed in ESF-5 will be critical to maintain situational awareness regarding emergency conditions.

Section 3: Concept of Operations

3.1 General

This annex will be activated at the direction of MEMA when there is the potential for a disaster or an existing disaster requiring statewide coordination of resources. MEMA will be the lead agency for all ESF-5 activities at the time of SEOC activation to provide overall coordination. ESF-5 will provide direction to and work in conjunction with the support agencies to cohesively coordinate SEOC activities.

Each responsible agency/organization supporting this annex shall designate a minimum of four trained persons to serve as a representative for their respective agency/organization at the SEOC to support SEOC activities.

The following are the objectives of ESF-5:

- Facilitate functions that are critical to support and facilitate multiagency planning and coordination for operations involving incidents requiring state coordination.
- Coordinate the development of overall incident situational awareness, including information collection, information management, modeling and analysis, and the development of reports and information analysis on the status of operations and impacts.
- Coordinate the development of state plans to manage and support incident activities. Other state departments participate in the planning processes coordinated by the planning entity. This includes crisis and incident action planning, analysis of risks and capability requirements, and other support as required, including:
 - Logistical and resource support for requirements not specifically addressed in other ESFs.
 - Assemble, update, and track available and committed resources involved in the disaster/emergency incident.
 - Coordinate the activation and use of MOUs and other cooperative agreements involving ESF-5.
 - Share information and coordinate logistical response activities across state agencies in a manner that ensures consistency with established plans, policies, and procedures.
 - Assist federal, state, county, local, and tribal entities in managing and coordinating logistical efforts, to include mobilizing and providing state assistance, as needed.
- Coordinate with other ESFs as incident response needs dictate.

3.2 Activities

Responsible agencies for ESF-5 should conduct the following actions:

a. Prevention

- Communicate and share information across agencies with SEOC responsibilities.
- Collaborate and coordinate on all initiatives.
- Conduct public education and outreach to staff and related agencies on SEOC requirements to better prepare staff for actual conditions during an incident.

b. Preparedness

- Conduct assessments, training, education, and exercise programs for SEOC entities and state, county, local, and tribal governments to improve readiness, increase response capacity, and maximize the management and impact of resources through training and exercises.
- Develop collaborative tools for use by state, county, local and tribal area entities to evaluate current incident readiness, identify areas for targeted improvement, and develop a roadmap to mitigate weaknesses and enhance strengths.
- Convene regular meetings of ESF-5 stakeholders to review and update the ESF-5 and SOPs.
- Develop and maintain internal agency operational plans and procedures to support ESF-5 activities.
- Complete and deliver appropriate training.
- Ensure that ESF-5 has pre-designated staff available to support SEOC operations.

c. Response

See Procedural Documents – SOPs for the SEOC.

d. Recovery

- Coordinate with the Comprehensive Emergency Management Plan, Volume III, Interagency Disaster Recovery Plan.
- Facilitate communications and collaboration among all SEOC support elements in order to minimize recovery efforts in the impacted area and reestablish local and state self-sufficiency as rapidly as possible.
- Participate in after-action reviews.

e. Mitigation

- Identify and conduct assessments of ESF-5 personnel and resource deficiencies and collaborate to develop or recommend plans, protocols, procedures, and policies to prevent or mitigate the situations.
- Develop plans to mitigate identified resource and personnel shortfalls.

Section 4: Responsibilities

4.1 Lead Agency

Department of Defense, Veterans, and Emergency Management - Maine Emergency Management Agency

- See the Procedural Documents for a detailed description of the duties and responsibilities of the SEOC.
- Coordinate and manage the state's response to requests for assistance from county and local governments and requests to the federal government when state assets are not available.
- Identify and coordinate ESF staffing requirements at the SEOC.
- Coordinate with support agencies and MEMA to manage and coordinate resources and personnel requirements and prioritize these according to the incident priorities and objectives.
- Support the actions of other ESFs in accordance with established priorities.

4.2 Supporting Agencies

a. Department of Administrative and Financial Services – Office of Information Technology

Provide communications assistance and emergency relief telecommunications support.

b. American Red Cross

If needed, provide support through synchronization of pre-planning activities and coordination during responses to major disasters.

c. Department of Defense, Veterans, and Emergency Management - Maine National Guard

Provide personnel to support emergency operations coordination and incident command if requested.

d. Department of Labor

- Provide a Safety and Health Officer in support of the SEOC and establish a safety and health plan.
- If necessary, provide safety and health team's on-scene at an incident to assist in the development of a safety and health plan and provide additional equipment to evaluate exposures.

e. Other Agencies

Other agencies (e.g., federal, state, county, local governmental, and non-governmental agencies) not explicitly named in this plan may have authorities, resources, capabilities, or expertise required or needed to support ESF-5 activities. These agencies may be requested to support ESF-5 activities on an as needed basis.

Section 5: Supplementary and Procedural Documents

- Maine EOC SOPs
- MEMA Fire Evacuation Procedures
- State of Maine Administrative Plan FFY15
- Maine Administrative Plan For Public Assistance
- MEMA Emergency Action Plan

Section 6: References

- Maine DAFS Purchases/Services Agreement
- Maine Title 37-B, Chapter 13