INFORMATION AND PLANNING

PRIMARY: Office of The Adjutant General, South Carolina Emergency Management Division

SUPPORT: Office of The Adjutant General; SC National Guard; SC State Guard; Budget and Control Board; Department of Health and Environmental Control, Office of Public Health Preparedness and Bureau of Water, Dams and Reservoirs Safety Section; Department of Natural Resources, Land, Water, and Conservation Division, Climatology Section and Hydrology Section; Department of Parks, Recreation and Tourism; Department of Public Safety; Department of Motor Vehicles; SC Educational Television Network; Department of Mental Health; Department of Education; Department of Transportation; Department of Social Services

I.   **INTRODUCTION**

ESF-5 compiles, analyzes, and coordinates overall information and planning activities in the State Emergency Operations Center (SEOC) in support of emergency operations. ESF-5 is also responsible for providing disaster information to citizens of and visitors to South Carolina.

II.   **PURPOSE**

ESF-5 collects, processes, and disseminates information concerning a potential or actual disaster or emergency; identifies problems, plans, and recommends solutions; coordinates Public Information Phone System (PIPS) operations; and plans and coordinates with the Federal Emergency Management Agency (FEMA)/Incident Management Assist Teams (IMATs) for Joint Field Office (JFO) transition.

III.   **CONCEPT OF OPERATION**

A.   The South Carolina Emergency Management Division (SCEMD) is responsible for the coordination of all ESF-5 administrative, management, planning, training, preparedness, mitigation, response, and recovery activities, PIPS coordination and management, and developing, coordinating, and maintaining the ESF-5 and PIPS SOPs. All ESF-5 supporting agencies will assist SCEMD in the planning and execution of the above. ESF-5 personnel must be trained on the principles of the National Incident Management System (NIMS) and Incident Command and integrate those principles into ESF-5 planning and response operations. SCEMD will coordinate with all supporting agencies and other organizations to ensure continual operational readiness.

B. ESF-5 will:

1. Perform Information Processing using WebEOC and Microsoft (MS)Word, collect, process, and consolidate information from Emergency Support Functions (ESFs), local governments, and other information sources, as appropriate, into the State Situation Report (SITREP) and disseminate the information for use by the Operations Group. The following includes, but is not limited to, information that may form a part of the overall SITREP:

   a. Boundaries of the disaster area and designation of an area of operations

   b. Infrastructure status (transportation, communications, energy, and medical, etc.)

   c. Weather data and/or Hazard-specific information

   d. Activated emergency management facilities

   e. Fires reported in impacted area

   f. State Emergency Operations Center Status

   g. Declarations and Status

   h. Local Emergency Operations Center Status

   i. County Status Situation Summary

   j. Mass Care Information (Shelters, Special Medical Needs, Feeding Sites)

   k. Medical Information (deaths, injuries, hospital damages)

   l. Missing Persons

   m. Aerial Reconnaissance Reports

   n. Damage assessment information from damage assessment teams

   o. Planning and Disaster Documentation

   p. Provide PIPS activation status and call volume information, when activated.

2. Ensure ESFs maintain and update status boards with current information, maps, charts, and other means such as computer displays, as available.

3. Coordinate the operation of the statewide Public Information Phone System (PIPS), when required by the SEOC Chief of Operations.

    a. PIPS will disseminate disaster related information to include, but not be limited to, shelter locations, current situation, and re-entry via a toll-free telephone line and TTY (telephone typewriter or teletypewriter).

    b. During a hurricane scenario, PIPS normally becomes operational upon the declaration of a State of Emergency by the Governor or upon his request for a voluntary evacuation. Although originally designed primarily for a hurricane scenario, PIPS may be activated for any emergency.

4. Provide weather and climate information during emergencies and disasters as required.

5. Provide staff supervision for hazard-specific advisory teams (i.e. hydrology, dam failure, etc).

6. Consolidate and disseminate State Assessment Team (SAT) and FEMA Rapid Needs Assessment (RNA) Team information and other damage related reports.

7. Provide WebEOC data management support operations during activations. ESF-5 will rely upon WebEOC and the SCEMD internal computerized information systems as the primary tools for gathering event information.

8. Develop computer projection displays using Power Point and other tools as necessary to display ESF event information within the SEOC. All information will be coordinated with the Assistant Operations Information Officer. The information displays will be posted with current available information every 4 hours.

9. Use the SCEMD Website to disseminate event information.

10. Provide Geographic Information System (GIS) spatial mapping needs for the Chief of Operations, the Operations Information Officer or the ESF-5 Leader or secondarily for the various ESFs.

11.   Develop, manage, and provide daily incident action plans and conduct other incident action plans as requested.

12.   Based on requirements from Chief of Operations (operations desk) ESF-5 will task, as required to include liaison officers.

IV.   **ESF ACTIONS**

A.   Preparedness

1.   Develop procedures and formats for information gathering and reporting to include procedures for SITREP format and submission.

2.   Train support agencies on roles and responsibilities.

3.   In coordination with the SCEMD Operations Support Section, develop information displays within the SEOC.

4.   Ensure weather products are up to date and available.

5.   Coordinate with hazard-specific advisory teams for response actions.

6.   Identify and provide supervision for hazard-specific advisory teams.

7.   In coordination with SCEMD Recovery Section, develop plans for the JFO transition.

8.   Participate in state exercises to validate this annex and supporting SOPs.

9.   Ensure all ESF-5 personnel integrate NIMS principles in all planning. All ESF-5 personnel must complete all required NIMS training, as outlined in the Department of Homeland Security (DHS) training guidance.

10.   Ensure procedures are in place to document costs for any potential reimbursement.

11.   Provide ESF representation on the Recovery Task Force.

B.   Response

1.   Notify all ESF-5 supporting agencies upon activation.

2.   Assign duties to support agency personnel and provide training as required.

3.   Coordinate SEOC effort in collecting, processing, reporting, and displaying essential information to include development and publication of the SITREP.

4.   Use various hazards modeling tools (to include, but not limited to, HAZUS, and GIS) to determine potential hazard areas, to collect data for hazards analysis, and to characterize the consequences of the risk.

5.   Conduct planning, such as incident action plans, to identify priorities, develop approaches, and devise recommended solutions for future state level support operations.

6.   Coordinate with PIPS, as required.

7.   In coordination with the Chief of Operations, activate hazard-specific advisory teams, as required.

8.   Provide weather information and briefings to the SEOC and/or the Governor as required.

9.   Monitor locations and assist as requested, in set-up, operation, and demobilization of mobilization sites, staging areas, and distribution points.

10.   Coordinate the reception of FEMA IMATs personnel.

11.   Plan for transition to the JFO and recovery operations.

C.   Recovery

1.   Continue information gathering and processing.

2.   Collect and process information concerning recovery activities to include anticipating types of recovery information the SEOC and other government agencies will require.

3.   Anticipate and plan for the support and establishment of a JFO, Disaster Recovery Center (DRCs), and other local, state and/or federal emergency work teams and activities in the impacted area.

4.   Assist in the transition of direction and control from the SEOC to the JFO.

5.   Operate ESF-5 cells in the SEOC and JFO, as required.

6.   Perform ESF-14 planning functions in the SEOC until ESF-14 is established at the JFO.

7.   Ensure that ESF-5 team members or their agencies maintain appropriate records of costs incurred during the event.

8.   ESF-5 will support long-term recovery priorities as identified by the Long-Term Recovery Committee and Recovery Task Force.

D.   Mitigation

1.   Support and plan for mitigation measures including monitoring, recommending, and updating mitigation actions in the State Hazard Mitigation Plan.

2.   Review, evaluate and comment on proposed State Hazard Mitigation Plan amendments, upon initiation and within review period.

3.   Support requests and directives from the Governor and/or FEMA concerning mitigation and/or re-development activities.

4.   Document matters needed for inclusion in agency or state/federal briefings, situation reports, and action plans.

V.   **RESPONSIBILITIES**

A.   Office of The Adjutant General

1.   South Carolina Emergency Management Division

a.   Identify, train, and assign SCEMD personnel to staff ESF-5 in the SEOC. Identify, train, and assign an SCEMD LNO to PIPS.

b.   In coordination with other state agencies, develop procedures and formats for information gathering, reporting, and SEOC displays.

c.   Provide regular information updates to PIPS.

d.   Develop and conduct training to ensure support agencies understand roles and responsibilities to include PIPS staff training.

e.   Identify hazard-specific advisory team requirements.

f.   Develop plans, procedures, and manning rosters for the JFO transition.

g.   Coordinate state agency, PIO, Hispanic Outreach, and SC Commission for Minority Affairs to support PIPS to include dissemination of PIPS phone numbers through appropriate news media.

h.   Maintain /update ESF-5 Standard Operating Procedures in support of Emergency Operations Plans.

i.   Coordinate scientific and technical expertise.

j.   Coordinate information gathering and sharing across emergency support functions.

k.   Provide data and analysis of potential hazard areas through the use of various models which include, but not limited to:

     1)   HAZUS-MH Models

     2)   Geographic Information System (GIS)

     3)   Roadway Path Analyses (by Transportation)

l.   Collect, evaluate, and disseminate incident specific situation information.

m.   Prepare status reports and display situation information about incident.

n.   Support identification and determination of potential hazards and threats, including mapping, modeling, and forecasting.

o.   Based on requirements from Chief of Operations (operations desk) ESF-5 will task, as required to include liaison officers.

p.   Characterize consequences and risks.

q.   Collect and maintain data for hazard analysis.

r.   Collect assessment information from damage assessment teams, as well as other sources, and assist with other planning activities to include incident action plans.

s.   Recognize, identify, analyze, confirm, and evaluate the immediate consequences of an incident.

2.   SC State Guard

a.   Identify, train, and assign State Guard personnel to maintain contact with and prepare to execute missions in support of ESF 5 during periods of activation.

b.   Provide personnel to support ESF-5 operations.

c.   Provide personnel to support ESF-5 (Information and Planning). Personnel will provide Liaison, Administrative, and Action Officer support to ESF-5.

3.   SC National Guard

Provide GIS personnel and imagery support as requested.

B.   Budget and Control Board

1.   Identify, train, and assign personnel to staff ESF-5.

2.   Provide personnel to support ESF-5 operations.

3.   Provide personnel to support the Operations Tasking Group (OTG), warning point, county desk, and data entry operations.

4.   Provide GIS assistance, as coordinated.

C.   Department of Health and Environmental Control

1.   Office of Public Health Preparedness

Identify and assign personnel to attend PIPS training and staff PIPS as team leaders and operators. Develop internal notification procedures to notify personnel of PIPS activation.

2.   Bureau of Water, Dams, and Reservoirs Safety Section

      a.   Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of ESF-5. On order, staff ESF-5 in SEOC.

      b.   Organize an advisory team to assess the situation, project requirements, and provide information in the event of a dam failure emergency.

      c.   Provide GIS assistance and data, as coordinated.

D.   Department of Natural Resources, Land, Water, and Conservation Division

    1.   Climatology Section

      a.   Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of ESF-5. On order, staff ESF-5 in the SEOC.

      b.   Develop and disseminate weather data, forecasts, and emergency information related to land, air, and maritime resources and conditions.

      c.   Provide weather information and briefings to the SEOC and/or the Governor as required.

    2.   Hydrology Section

      a.   Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of ESF-5. On order, staff ESF-5 in the SEOC.

      b.   Organize an advisory team to assess the situation, project future requirements, and provide information in the event of a flood emergency.

      c.   Plan and coordinate flood mitigation grant programs.

      d.   Coordinate with local floodplain administrators to ensure compliance with National Flood Insurance Program (NFIP) regulations.

      e.   Provide technical assistance at Disaster Recovery Centers (DRCs) in regards to NFIP regulations.

      f.   Conduct outreach activities on floodplain management and flood insurance as deemed appropriate based on the event.

g.   Participate in the development of flood recovery maps.

h.   Provide technical assistance on floodplain management and mitigation.

E.   Department of Parks, Recreation, and Tourism

Provide personnel to support ESF-5 operations and provide tourist occupancy data.

F.   Department of Public Safety

1.   Identify and assign personnel to attend PIPS training and staff PIPS as team leaders and operators. Develop internal notification procedures to notify personnel of PIPS activation.

2.   Provide Highway Patrol officers at PIPS location to issue updated information on road conditions, road closings, and evacuation routes during all shifts.

G.   Department of Motor Vehicles

Identify and assign personnel to attend PIPS training and staff PIPS as team leaders and operators. Develop internal procedures to notify personnel of PIPS activation.

H.   SC Educational Television Network

1.   Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of ESF-5.

2.   Provide personnel, equipment, and facilities to support PIPS operation to include:

a.   Set up a phone bank with up to 24 phone lines within four hours of notification to include desks and chairs. Restrict access to the PIPS area.

b.   Provide PIPS toll-free and local numbers.

c.   Provide on hand or on call technical support.

d.   Advertise PIPS phone numbers on SCETV and radio in coordination with SCEMD PIO.

e.   Provide audio-visual, VCR, fax, and copier support.

f.   Develop internal plans to support PIPS to include identification of personnel and equipment resources.

g.   Ensure availability to allow TTY (telephone typewriter or teletypewriter), users to access the PIPS.

I.   Department of Mental Health

Identify and assign personnel to attend PIPS training and staff PIPS as team leaders and operators. Develop internal procedures to notify personnel of PIPS activation.

J.   Department of Education

Identify and assign personnel to attend PIPS training and staff PIPS as team leaders and operators. Develop internal procedures to notify personnel of PIPS activation.

K.   Department of Transportation

Provide GIS assistance and data, as coordinated.

L.   Department of Social Services

Identify, train, and assign personnel to maintain contact with and prepare to execute missions in support of ESF-5.

VI.   **FEDERAL ASSISTANCE**

A.   This annex is supported by the National Response Framework, ESF-5, Emergency Management. ESF-5–Emergency Management is responsible for supporting overall activities of the Federal Government for domestic incident management. ESF-5 provides the core management and administrative functions in support of National Response Coordination Center (NRCC), Regional Response Coordination Center (RRCC), and the JFO operations. Federal response for this function will be limited to the provision of representatives from federal agencies as requested by the Director, SCEMD. These representatives are authorized to provide emergency/disaster assistance available under statutory or secretarial authorities. The Federal Coordinating Officer (FCO), under the direction of the Principal Federal Official (PFO) if assigned, will coordinate the provision of federal assistance subsequent to an emergency or major disaster declaration, in conjunction with the State Coordinating Officer (SCO).

B.   Federal ESF-5 personnel will normally deploy to the state as a part of the IMATs, and later staff the JFO. When feasible, Federal ESF-5 will collocate with State ESF-5. Once established in the JFO, Federal ESF-5 executes five functions:

1.   Command: Provides Incident Action Planning, information coordination, administrative, logistics, and financial support.

2.   Operations: Provides staff supervision for ESFs activated for Human Services, Infrastructure Support, Emergency Services, and Mitigation and Community Recovery branches; processes requests for assistance; and initiates and manages the mission assignment process. Regional Disaster Operations and Assistance staff members make initial contact with the affected State(s) and identify capabilities and shortfalls as a means of determining initial response requirements for Federal support. The RRCC coordinates the resourcing and delivery of required resources.

3.   Planning: Leads the planning function that includes the collection, evaluation, dissemination, and use of information regarding the incident and the status of resources. The Planning Section, also works with other staff sections, develops the initial Incident Action Plan at the JFO based on objectives established by the Unified Coordination Group and Staff and coordinates with other staff sections to implement the plan.

4.   Logistics: Provides staff supervision for managing the control and accountability for supplies and equipment; resource ordering; delivery of equipment, supplies, and services; resource tracking; facility location and operations; transportation coordination; and information technology services and other administrative services.

5.   Finance/Administration: Provides staff supervision for monitoring funding requirements, incident costs, and security of personnel, facilities, and assets.

C.   All ESF-5 personnel will be familiar with the NRF and the corresponding annex with Federal counterpart concepts, actions, and responsibilities. This familiarization will include but not be limited to the make up, functions and responsibilities of the IMATs, Interagency Incident Management Groups (IIMG) and the JFO.

D.   ESF-5 ensures that there are trained and experienced staffs to fill appropriate positions in the NRCC, RRCCs, Interim Operating Facilities (IOFs), and JFO, when activated or established. The NRCC: staffed by

ESF-5 and other ESFs when activated, monitors potential or developing incidents and supports the efforts of regional and field operations. In the event of a no-notice event, the Secretary of Homeland Security or his or her designee may direct execution of the Catastrophic Incident Supplement depending on the size of the incident.

E.   ESF-5 supports the activation and deployment of emergency response teams. The RRCC, staffed by ESF-5 and other ESFs as required, coordinates operations and situational reporting to the NRCC until the JFO is operational. Once JFO is operational, the RRCC assumes a monitoring role.

F.   ESF-5 operations transition from the RRCC to the JFO when a JFO is established. When the JFO begins to stand down operations ESF-5 operations will transition back to the RRCC, as required.

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