

Emergency Operations Plan

Emergency Support Function – 5

Information and Planning

I. PURPOSE

This Emergency Support Function (ESF) Annex describes expected mission execution for the preparedness and response phases and identifies the responsibilities assigned to its members. This Annex is utilized in conjunction with the Emergency Operations Plan which provides an overview of Horry County's approach to emergency operations and the emergency management organization. The ESF-5 Annex describes the rapid system for situation reporting and analyzing the effects of emergencies or disasters during the response phase of a disaster.

II. MISSION

ESF-5 collects, evaluates, displays and disseminates incident information. They will also provide anticipatory appraisals, identify problems, plans, recommend solutions and develop the EOC Action Plan to support the response and recovery phases of a disaster.

III. SITUATION AND ASSUMPTIONS

Horry County is susceptible to a multitude of natural and man-made disasters. These disasters, depending on their magnitude, have the ability to damage structures and lifelines that will rapidly overwhelm the capacity of Horry County to assess the disaster and respond effectively to the basic and emergency human needs.

The collection and organization of the incident status, situation information and the evaluation, analysis and display of that information for use by the Emergency Operation Center (EOC) will be critical for decision making in the emergency organization.

IV. PARTICIPATING COUNTY DEPARTMENTS AND SUPPORT AGENCIES

A. Primary: Horry County Planning and Zoning

B. Support:

1. Horry County Assessor's Office
2. Horry County IT/GIS

V. NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) REQUIREMENTS

All ESF personnel will be trained on the principals of the National Incident Management System in accordance with current guidance from the Department of Homeland Security. Refer to the website <http://training.fema.gov/IS/crslist.asp> for more information. The minimum requirements are as follows:

- A. IS-100.a Introduction to the Incident Command System
- B. IS-200.a ICS for Single Resources and Initial Action Incidents
- C. IS-700.a An Introduction to NIMS
- D. IS-800.b An Introduction to the National Response Framework (NRF)

VI. CONCEPT OF OPERATIONS

- A. When the EOC is activated, the Planning Section Liaison will confirm that the ESF-5 Coordinator position has been staffed.
- B. The ESF-5 Coordinator will establish and maintain lines of communication to facilitate coordination of activities and resources with all Horry County EOC ESFs, the South Carolina EOC and other agencies/representatives who may provide assistance during major response operations.
- C. Agencies and representatives assigned to ESF-5 will be alerted according to EOC Activation procedures as stated in the EOP.
- D. All ESF-5 personnel will report to their pre-designated locations unless otherwise directed by their supervisor at the time they are notified of the emergency. Pre-designation of duties and responsibilities will facilitate a reduction in response time.

E. Situation Reports (SITREP)

A Situation Report (SITREP) will be produced for each Operational Period. The initial SITREP will be completed within the first hour after activation. The Situation Analysis Unit Leader will coordinate with Section Liaisons and Branch Directors to receive timely SITREPs to coincide with the EOC briefings and the Executive Group Planning Meetings.

1. Each EOC position will complete their part of the ESF SITREP, providing a comprehensive and accurate report, and turn it into their respective ESF Coordinator for completion by 06:00 and 16:00. The ESF Coordinator will then provide the completed ESF SITREP to the Planning Section Liaison no later than 06:30 and 16:30.
2. The Planning Section Liaison will review the ESF SITREPs and complete the Planning Section SITREP by 7:30 and 17:30. The Section SITREP is then given to the Situation Analysis Unit Leader.
3. The Situation Analysis Unit Leader will generate the EOC SITREP and provide copies to the EOC Manager for approval at 08:30 and 18:30 in preparation of the Executive Group Planning Meetings.
4. Once the SITREP has been reviewed and approved by the EOC Manager or Assistant Manager, the Situation Unit Leader will send the SITREP to the State Emergency Operations Center (SEOC) by 09:00 and 19:00 each operational period.

F. Information Display and Management

1. ESF-5 will evaluate the content of all data on WebEOC, incoming field situation and major incident reports and summarize information and maintain current charts, maps and displays of locations and types of incidents.
2. During the Horry County EOC activation, all agencies, departments and representatives will use WebEOC for systematic information sharing and documentation efforts. Reference the WebEOC User's Guide from more information on proper program operation.
3. To maintain documentation redundancy, hardcopy documents for all forms utilized in the perspective ESFs will be located in a file box or binder at each ESF position.

4. The successful development of the Action Plan will strongly depend on how involved and effective each agency/representative is in the planning process.
5. A local list of available infrastructure resources, to include assets and personnel, should be maintained in the EOC.
6. Coordination between information and planning agencies/representatives is necessary to ensure emergency operational readiness. Each department, agency and/or representative responsible should develop standard operational procedures, instructions and resource listings to support this plan.

G. EOC Forms

ESF-5 will maintain accurate and complete incident files providing duplication services to incident personnel, and pack and store incident files for legal, analytical and historical purposes. Perform the collection of documentation from all EOC Sections maintaining accurate and complete files, position logs, and special reports.

H. EOC Action Plan

1. Action plans are an essential part of emergency management at all levels. Action planning is an effective management tool involving two essential items:
 - a. A process to identify objectives, priorities, and assignments related to emergency response or recovery actions
 - b. Plans, which document the priorities, objectives, tasks, and personnel assignments, associated with meeting the objectives
2. The primary focus of the EOC Action Plan should be county issues. The plan sets overall objectives for the county and may establish the priorities as determined by the Executive Group. The initial EOC Action Plan may be a verbal plan put together in the first hour after EOC activation. The EOC Manager in concert with the EMD Staff usually completes it. Once the EOC is fully activated, EOC Action Plans should be written.
3. The EOC Action Plan may also include mission assignments to ESF's, agencies / departments, policy and cost constraints, inter-agency considerations, etc. The EOC Action Plan should generally cover the following elements:
 - a. Listing of objectives to be accomplished (should be measurable).
 - b. Statement of current priorities related to objectives.
 - c. Statement of strategy to achieve the objectives (identify if there is more than one way to accomplish the objective and which way is preferred).
 - d. Assignments and actions necessary to implement the strategy.
 - e. Operational period designation - the time frame necessary to accomplish the actions.
 - f. Organizational elements activated to support the assignments; also, later EOC Action Plans may list organizational elements that will be activated during or at the end of the response.
 - g. Logistical or other technical support required.
4. For more specific information regarding the EOC Action Plan and the process, please refer to the EOC Action Plan SOP and the EOC Briefings SOP.

I. Coordination

Coordination is required for passing information to and cooperating with other units and elements

of the emergency organization. The dissemination of information, establishment of priorities, and distribution of resources cannot be done by any one person - and probably not by any one agency or department. A concerted effort on the part of many individuals in many agencies or departments will be required.

J. Recovery Planning and Transition

ESF-5 will be the first ESF to transition from response to recovery efforts. ESF-5 will conduct all initial recovery operations and prepare the EOC organization for transition to a recovery operations organization activating the recovery plan and the Recovery Support Functions (RSF).

K. Existing mutual aid agreements may be able to augment and satisfy a temporary increase in local needs. If local capabilities are exceeded, support may be available from state and federal resources. These requests should be channeled through the Horry County EOC, ESF-7 Resource Support.

VII. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Primary

1. Horry County Planning and Zoning Department

- a. Serving in the primary role in ESF-5, the Planning and Zoning Department representative will perform as the ESF-5 Coordinator and have the following responsibilities:
 - i. Exercise overall responsibility for the coordination of ESF-5 activities.
 - ii. Serve as the ESF-5 representative in all EOC briefings and meetings.
 - iii. Coordinate and complete the ESF-5 SITREP and give to the Planning Section Liaison.
- b. The county employee(s) representing the Planning and Zoning Department in ESF-5 will maintain the Advance Planning Coordinator position.
- c. Assess damage and impacts for recovery planning.
- d. Develop recovery and restoration planning.
- e. Conduct all initial recovery operations and prepare the EOC organization for transition to a recovery operations organization.
- f. Liaison with the state and federal ESF-14 Long-Term Community Recovery representatives until the Recovery Plan has been activated and the EOC as moved into the recovery operations organization.

B. Support

1. Horry County Assessor's Office

- a. The county employee(s) representing the Assessors Office in the ESF-5 will maintain the Disaster Intelligence Coordinator position. Specific tasks are included in the associated SOP.
- b. Forecasts the potential physical and fiscal impacts based on NWS forecasting, SLOSH, wind degradation fields, assessed values, population and geospatial information.
- c. Collect, organize and analyze assessment information.

- d. Coordinate with ESF-23 and collect damage assessment information and prepare appropriate reports.

2. Horry County IT/GIS

The Horry County IT/GIS Department will provide employees to serve in the following positions:

- a. Resource Status Unit Leader
 - i. Maintains and updates the database and Cityworks application that contains all county owned resources.
 - ii. Maintains detailed tracking records of all resources being utilized in support of the incident.
 - iii. Works closely with the Operations Section to determine resources currently in place. To do this requires performing the following functions:
 1. Prepare and maintain displays, charts and lists, which reflect the current status and location of controlled resources.
 2. Establish a resources reporting system for field and EOC staff.
 3. Prepare and process resource status change information.
 - iv. Provide information to assist the Situation Analysis and Documentation Unit Leaders in strategy planning and the development of the EOC Action Plan.
 - v. Coordinates with the Base Camp managers to
 - b. GIS Unit Leader
 - i. Collect, analyze, and graphically display disaster conditions and critical information obtained from various sources.
 - ii. Convert requests into GIS products quickly and effectively.
 - iii. Anticipate requirements and needs and assemble or prepare supporting referential data.
 - iv. Utilize WebEOC for data and mapping board.
3. The following positions are assigned to specific county employees from various departments. These employees have been identified and trained for these significant positions.
 - a. Situation Analysis Unit Leader
 - i. Collect, organize, and analyze situation information from EOC sources.
 - ii. Develop and maintain current charts and maps of locations and types of incidents utilizing WebEOC and other resources.
 - iii. Develop Situation Reports (SITREP) for dissemination to the Planning Section Liaison, EOC Manager and other section liaisons for the action planning process.

- iv. Provide a formal EOC SITREP to the EOC Manager or Deputy Manager for distribution to the SEOC.
 - v. Assess, verify and prioritize information into situation briefings and situation status reports.
 - vi. Evaluate the content of all incoming field situation and major incident reports; provide incoming intelligence information directly to appropriate EOC sections; and summarize and provide current information on planning section charts and maps.
 - vii. Monitor and ensure the orderly flow of disaster information within the EOC.
- b. Documentation Unit Leader
- i. Collect documentation from all EOC sections, and maintain accurate and complete record of significant disaster events and response efforts.
 - ii. Collect from all sections and organize written/printed forms, logs, and reports at the completion of each shift (07:00 & 19:00).
 - iii. Maintain and preserve disaster files for legal, analytical, fiscal, and historical purposes.
 - iv. Maintain and distribute all emergency proclamations, resolutions, and ordinances.
 - v. Compile, copy, and distribute the EOC Action Plan as directed by the Planning Section Liaison.

VIII. ANNEX MAINTENANCE

The Planning Section Liaison has the responsibility for coordinating, developing, and maintaining their section ESF Annexes with the associate Branch Directors and designated ESF Primary Departments. The Annex is updated in conjunction with the Response – EOP as stated in Section 6, Plan Development and Maintenance.

Emergency Support Function (ESF)-5 Information and Planning

General ESF Actions

Horry County Emergency Management takes a comprehensive approach to emergency planning; therefore, ESF actions for recovery and mitigation are included in those specific plans.

Primary:

- Horry County Planning and Zoning Department

Support:

- Horry County Assessor's Office
- Horry County IT/GIS Department

**Please refer to the EOP, IV, B, 8 for general preparedness and response actions.*

Preparedness

- Ensure all applications and data are kept up to date and backups are produced.
- Coordinate with EOC Section Liaisons to develop procedures and formats for information gathering and reporting to include procedures for SITREP format and information.
- Assist in developing displays within the EOC.
- Ensure procedures are in place to document costs for any potential reimbursement.
- Assist in developing plans for the arrival of FEMA and the establishment of Disaster Recovery Centers (DRC).

Response

- Forecast and report the impact on citizens, the community, and Horry County services.
- Initiate the Action Planning process to produce an EOC Action Plan each operational period.
- Collect and analyze initial assessment and damage information to include:
 - Locations of injuries, deaths and damages.
 - Types and extent of damages.
 - Impact on people.
 - Identify immediate victim needs (need for shelters, water availability, etc.)
 - Identify resource requirements (assistance needed) in the affected areas.
 - Identify local resources available.
- Provide preliminary status reports required by state and federal governments to determine eligibility for a Presidential Disaster Declaration.
- Coordinate with ESF-22 for Aerial Reconnaissance Reports
- Provide initial damage assessment data and information to the Executive Group.
- Prepare an initial situation map illustrating the "footprint" (location, size, etc) of the affected area to aid in deploying response and recovery resources.
- Make recommendations as to actions to be taken based on the assessment information.
- Provide a consolidated, overall SITREP for EOC Staff.
- Provided necessary information to the PIO.