



ESF #5 – Information & Planning

TABLE OF CONTENTS

Section	Page
I. Introduction	1
A. Purpose	1
II. Planning Assumptions and Considerations	1
A. Situation	1
B. Assumptions	2
III. Concept of Operations	2
A. General	2
B. Response & Recovery	3
C. Planning	3
D. Core Capabilities	3
IV. Organization and Assignment of Responsibilities	4
A. Organization	4
B. Roles and Responsibilities	4
V. Direction and Control	8
VI. Administration and Logistics	9
VII. Continuity of Government	9
A. Succession of Authority	9
VIII. ESF Development & Maintenance	10
IX. List of Appendices	10
X. Authentication	10
Appendices	Page
Appendix 1 – Rapid Assessment: Data Collection Tool	11
Appendix 2 – Planning P	14
Appendix 3 – Miami County Incident Action Plan (MCIAP)	15
Appendix 4 – Financial Management	16

ESF #5 – Information & Planning

Primary Agency:	Miami County Emergency Management Agency (MCEMA)
Support Agencies:	Miami County Sheriff and Law Enforcement Departments Local Fire/Emergency Medical Services (EMS) Organizations Miami County Health and Medical Organizations Miami County Communication Center (MCCC) Miami County Engineering Department Miami County Sanitary Engineering Department Miami County Auditor Ohio Emergency Management Agency (OEMA) Ohio Department of Public Safety Ohio Department of Transportation US Department of Homeland Security Federal Emergency Management Agency (FEMA)
Related Federal ESFs:	ESF #5: Information and Planning
Ohio Revised Code:	Sections 5502.21 through 5502.521, Emergency Management

I. INTRODUCTION

A. PURPOSE

The purpose of this Emergency Support Function (ESF) is to outline the collection, analysis, and dissemination of information for the coordination and planning of operations in the event of a major incident or disaster.

II. PLANNING ASSUMPTIONS AND CONSIDERATIONS

A. SITUATION

1. During an incident, demands for information will be immediate and continuous. Personnel will be necessary in order to develop documentation. Some examples include intelligence/information summaries, Situation Reports (SITREPS), operational reports, Incident Action Plans (IAP), plans for future operations, and dissemination of information to the operational elements of the Miami County Emergency Operations Center (MCEOC), the Incident Commander(s) (IC), or others in the incident response structure.
2. Personnel in the field will be the best source of accurate information concerning damage and needs assessment, geographical assessment, logistics and resources, and other pertinent incident information.

3. Accurate information is essential in order to effectively support and facilitate multi-agency operations.
4. Crisis and incident action planning requires having accurate information.
5. Incident planning is necessary in order to address changing situations and priorities.

B. ASSUMPTIONS

1. Accurate information is crucial for the coordination of incident management, documentation, response and recovery efforts, and situational awareness.
2. Analysis of information allows decision makers to make educated and informed decisions from the initial MCEMA assessment phase, through the response phase, until the completion of the recovery phase.
3. Information allows for the creation of a common operating picture.
4. The MCEOC is a Multi-Agency Coordination System, where accurate information may be collected and disseminated to the MCEOC representatives and IC, and as appropriate, Township, City, County, State, Military, Federal agencies, and Non-governmental Organizations (NGOs).
5. The MCEMA uses information to support the operational elements of incident response and recovery.
6. Information and documents will be used in planning for future recovery and response operations.

III. CONCEPT OF OPERATIONS

A. GENERAL

1. In responding to an incident, information collected can be communicated to the MCEOC. This information will be analyzed and disseminated as appropriate within the MCEOC, to the IC, and to others in the incident response structure.
2. Information collected from all sources will be analyzed and disseminated to the IC, Executive Group, appropriate ESFs, and others in the incident response structure based upon operational priorities in incident response and recovery.
3. ESF #5 personnel will review and analyze current action plans, SITREPs, and other critical documents to assess future impacts that may affect operational efforts.
4. A working relationship will be maintained between ESF #5 personnel and all MCEOC representatives, and as appropriate, Township, City, County, State, Military, Federal agencies, and NGOs to ensure information and planning activities are identified, prioritized, and addressed.

5. ESF #5 personnel will coordinate, assist in the creation of, and present briefings for the MCEOC staff, the Executive Group, and the Public Information Officer (PIO).
6. ESF #5 personnel, with assistance, will create the MCIAP.
7. ESF #5 personnel will coordinate information sharing within the MCEOC and others in the incident response structure.
8. ESF #5 personnel will coordinate Geographical Information System (GIS) activities.

B. RESPONSE & RECOVERY

1. Individual ESFs will collect, analyze, and disseminate information pertaining to their specialty for the purpose of conducting operations.
2. Individual ESFs will abide by what is outlined within their respective ESF in the Miami County Emergency Operations Plan (MCEOP).
3. ESF #5 personnel will ensure response and recovery operations align with the common operating picture sought out by the MCEMA.

C. PLANNING

1. With the assistance of ESF #5 personnel, the MCEMA will plan for future operational efforts and issues expected of the incident recovery phase.
2. Planning activities will begin early in the assessment and response phase.
3. Priorities will be identified in all operational phases.
4. Communication will be maintained with the IC or other appropriate individuals in the development of the MCIAP.

D. CORE CAPABILITIES

1. Planning
 - a. Perform incident action planning to include organizational and coordination elements, decision making, and consideration of proposed operational actions and tasks.
2. Situational Awareness
 - a. Collect information for situational awareness.
 - b. Creates common operating picture from assessment through incident response and recovery.
 - c. Provides informational link for operational elements of incident response and recovery.
 - d. Central source of information for completing SITREPS, geographic and incident data, and other decision support tools.

3. Public Information and Warning
 - a. ESF #5 personnel will coordinate and communicate with ESF #15 – Public Information & Warning.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. ORGANIZATION

1. ESF #5 personnel become the Planning Group, when applicable.
2. The MCEOC has three levels of activation, with each level of activation being determinate on the scope of the emergency. Please reference Appendix 2, Section 2 of Direction and Control for detailed information on MCEOC activation/emergency level classifications.
 - a. Level I: Notify EMA Staff
 - b. Level II: Partial Activation
 - c. Level III: Full Activation
3. ESF #5 personnel will communicate and coordinate with the MCEOC Command Staff and Communication Officer in collecting information from communication links for the MCEOC. The information will be disseminated to appropriate operational ESFs, Data Entry MCEOC Support Staff, and others in the incident response structure.
4. ESF #5 will remain operational as long as information and planning needs are necessary for supporting incident and recovery operations.

B. ROLES AND RESPONSIBILITIES

Primary Agencies

1. Miami County Emergency Management Agency (MCEMA)
 - a. Maintains and oversees all information being collected, analyzed, and disseminated within the MCEOC and among each individual ESF.
 - b. Maintains common operating picture for response and recovery operations and planning.
 - c. Receives incident information from the IC and other sources.
 - d. When the MCEOC is activated, a Rapid Assessment: Data Collection Tool will be completed (Appendix 1).
 - e. Notifies required elected and essential government officials, selected ESF positions, and essential MCEMA staff of the activation of the MCEOC.

Support Agencies

2. Incident Commander(s) - Field Operations Level
 - a. Assess needs for personnel, equipment and resources, and develops an estimate of the duration of the incident.
 - b. Prepare incident reports and terminate operations at the scene.
 - c. Develop and/or approve the field IAP.
 - d. Request a MCEOC activation from the MCEMA when the incident has or may exceed local resources.
 - e. If a MCEOC is activated, the IC provides incident information.
3. Fire & EMS – MCEOC Level
 - a. Responsible for the overall coordination and tracking of fire and EMS resources requested from the MCEOC. Will coordinate with the IC and all EMS and fire departments on personnel, fire and EMS apparatus, and other required resources.
 - b. Coordinates with the IC on the status of major operational activity.
 - c. Provides periodic briefings to the MCEOC Executive Group on the status of emergency operations and problems confronting the Fire & EMS ESF.
 - d. Submits list to Resource Coordinator of acquired resources and/or any unfulfilled requests.
 - e. Reference ESF #4 – Fire & EMS for a complete and detailed listing of responsibilities.
4. Law Enforcement – MCEOC Level
 - a. Coordinate emergency law enforcement activities within the county.
 - b. Priorities will be established and coordinated between the county and municipal jurisdictions.
 - c. Collect, evaluate, and disseminate intelligence concerning disasters to the operating forces.
 - d. Coordinate mutual aid between local, county, state, and federal law enforcement agencies that will detail the extent of support, and under what conditions support will be given (who, when, where, and how it will be paid for).
 - e. Submits list to Resource Coordinator of acquired resources and/or any unfulfilled requests.

- f. Reference ESF #13 - Law Enforcement for a complete and detailed listing of responsibilities.
5. Damage Assessment – MCEOC Level
- a. Coordinate all damage assessment personnel and activities.
 - b. Responsible for estimating, collecting, recording, evaluating, and disseminating damage assessment information and data to those concerned on the loss, suffering, or harm resulting from a disaster.
 - c. Provides accurate information regarding damage assessment to the MCEOC to ensure the effectiveness of response and recovery operations.
 - d. Provides reports and documentation of public and private damages and location of damages to the Assessment Group, MCEMA Director, and when applicable, the State.
 - e. Assist with briefings concerning procedures, checklists, forms, detailed maps of affected areas, point of contact in affected areas, specifics of the disaster, reporting the assessment information, and procedures for verifying damage assessment information.
 - f. Submits list to Resource Coordinator of acquired resources and/or any unfulfilled requests.
 - g. Reference ESF #14 – Damage Assessment for a complete and detailed listing of responsibilities.
6. Health & Medical – MCEOC Level
- a. Coordinate with other county, state, and federal agencies on potential chemical, biological, radiological, nuclear, explosive (CBRNE) contamination of all property, air, waterways, land sites, and any other areas impacted. Work with other agencies to develop risk analyses and strategies to address issues while communicating with those agencies.
 - b. Responsible for the issuance of health instructions to the general public concerning private water systems, use of private wells, disposal of human waste, food safety, and general welfare. The release of information concerning detailed medical and health operations at the site of the disaster will be the responsibility of the designated PIO.
 - c. Collect vital disease statistics and forward findings to appropriate state officials.

- d. Coordinates with the Tri-County Board of Recovery and Mental Health Services, Northern Miami Valley Chapter of American Red Cross (ARC), or other public services agencies to monitor the mental health issues of disaster survivors, bystanders, responders and their families, and other community caregivers during response and recovery operations.
 - e. Directs operational response of Miami County Public Health personnel.
 - f. Submits list to Resource Coordinator of acquired resources and/or any unfulfilled requests.
 - g. Reference ESF #8 – Health & Medical for a complete and detailed listing of responsibilities.
7. Transportation – MCEOC Level
- a. Coordinates public transportation resources.
 - b. Collects information to manage and complete Transportation Request Order Forms.
 - c. Coordinates with the PIO to disseminate transportation instructions to the public.
 - d. Submits list to Resource Coordinator of acquired resources and/or any unfulfilled requests.
 - e. Reference ESF #1 - Transportation for a complete and detailed listing of responsibilities.
8. Shelter & Mass Care – MCEOC Level
- a. Assesses the disaster emergency situation, reviews the list of available mass care facilities, and reports to the ARC Disaster Director.
 - b. Recommends to the MCEOC the number and location of facilities that should be opened.
 - c. Notifies the appropriate persons/organizations as a mass care resource regarding the possible or actual need of their services or facilities.
 - d. Ensures that the necessary mass care information, such as the number of occupants per facility, meal services, etc. is provided to the MCEOC.
 - e. Mass care or support facilities will maintain communications with the MCEOC in order to maintain up-to-date information pertaining to the current count of evacuees at the facilities, the general condition and needs of the evacuees, and the operating status of the facilities.

- f. Communicate information to the shelter staff regarding incident updates, chemical hazards, and available human services resources.
 - g. Submits list to Resource Coordinator of acquired resources and/or any unfulfilled requests.
 - h. Reference ESF #6 – Shelter & Mass Care for a complete and detailed listing of responsibilities.
9. Engineering & Public Works – MCEOC Level
- a. Develops strategies and priorities of response and recovery efforts to damages or disruption of infrastructure and energy services.
 - b. Submits list to Resource Coordinator of acquired resources and/or any unfulfilled requests.
 - c. Coordinates and prioritizes roadway clearance of debris with local jurisdictions to include identification of disposal sites for debris.
 - d. Identifies, prioritizes, and coordinates work to repair local roads, bridges, and culverts.
 - e. Identifies, prioritizes, and coordinates the work to repair and restore public facilities, where appropriate.
 - f. Coordinate public utilities, with local jurisdictions.
 - g. Maintains contact with all public governmental agencies (Townships, Villages and Cities) for support and needs assessment.
 - h. Reference ESF #3 – Engineering & Public Works for a complete and detailed listing of responsibilities.

V. DIRECTION AND CONTROL

- A. Requests to activate the MCEOC may come from the IC, Fire Chief, Sheriff, Police Chief, Local/County/State government officials, or the MCEMA Director in order to support emergency operations.
- B. The MCEOC Operations Manager will notify MCEOC representatives of new and pertinent information, conduct briefings for staff and key officials, and disseminate information to Ohio Emergency Management Agency (OEMA) and neighboring counties when necessary.
- C. ESF #5 personnel will report to the MCEOC upon its activation. From this location, ESF #5 personnel will maintain coordination over all information and planning activities within the MCEOC.

VI. ADMINISTRATION AND LOGISTICS

A. Administration

1. The MCEMA Director will assign personnel for ESF #5.
2. ESF #5 personnel may be decreased or increased at the discretion of the MCEOC Manager based upon the scope of the emergency and information needs.
3. Upon activation of the MCEOC, a Rapid Assessment: Data Collection Tool should be completed (Appendix I).
4. During an emergency, SITREPS should be completed as needed with a copy sent to the OEMA.
5. The MCIAP (Appendix 3) will be completed using the support of completed MCEOC forms, the Planning P (Appendix 2), and the FEMA Incident Action Planning Guide.
6. An After Action Report (AAR) should be completed at the conclusion of incident activities.
7. Briefings for the MCEOC staff, the Executive Group, and the PIO should be scheduled as needed, or every 4 to 6 hours.
8. An IAP preparation meeting should be scheduled during each operational period.
9. All records completed are to be retained by the MCEMA according to the approved Schedules of Retention and Disposition.

B. Logistics

1. ESF #5 personnel will coordinate and assist the MCEOC Command and Support Staff in maintaining all documentation and missions of the MCEOC.
2. ESF #5 personnel will assist the other ESFs in completing records and reports.
3. Recorders, analysts, and plotters will be designated from available volunteers, and will be under the direction of the MCEMA Director or designee.
4. Requests for resources are to be sent to the appropriate ESF.

VII. CONTINUITY OF GOVERNMENT

A. Succession of Authority

1. The line of succession from the MCEMA Director is by real time designation by the MCEMA Director or Board of Miami County Commissioners.

2. The line of succession to each department head is in accordance with the Operating Guidelines (OGs) established by each department and have been designated in each appropriate ESF.
3. Each staff member shall be responsible for notifying his/her replacement in the line of succession.

VIII. ESF DEVELOPMENT AND MAINTENANCE

1. The MCEMA Director is responsible for annually reviewing and updating this ESF.
2. Each agency, department, and/or organization assigning personnel to the MCEOC for operational purposes are responsible for ensuring that those individuals are adequately trained in conducting information and planning activities, are familiar with the procedures of the MCEOC, and understand any unique operating procedures.
3. All agencies, departments, and/or organizations that support this ESF are responsible for developing their respective OGs for supporting incident operations in the county, or the surrounding municipalities.

IX. LIST OF APPENDICES

- Appendix 1 – Rapid Assessment: Data Collection Tool
- Appendix 2 – Planning P
- Appendix 3 – Miami County Incident Action Plan (MCIAP)
- Appendix 4 – Financial Management

X. AUTHENTICATION

April 25, 2019

Date


Miami County EMA Director

**MIAMI COUNTY EMERGENCY OPERATIONS PLAN
APPENDIX 1 TO ESF #5
RAPID ASSESSMENT: DATA COLLECTION TOOL**

1. Incident Name:		2. Incident Location:	
3. Incident Commander Name:			
4. Communication Link:			
<i>Radio Talk Group:</i>		<i>Phone:</i>	
5. Type of Incident			
<i>Use table below to reference types of incidents</i>			
Natural		Man-Made	Technological
Flood		Fire	Haz-Mat - Building
Wind Storm/Tornado		Bomb/IED	Haz-Mat- Trans Route
Winter Storm		Misc./Other:	
Type of Incident:			
6. Incident Command Location			
Address/Nearest Road Intersection:			
Staging Areas:			
7. Life Safety Operations			
	# Confirmed	# Not Confirmed	# Ambulatory # Non-Ambulatory
Trapped			
Missing			
Injured			
Deceased			
Evacuation			
Needs Shelter			
Special Needs			
8. Hospital Notification (Yes/No):			
9. Hospital Name(s):			

10. Description of Imminent Hazards

Health Hazards, Weather Conditions, Uncontrolled Situations, ect.:

11. Needed Resources/Requests

12. Major Issue Status

Utilities	Functioning	Non-Functioning	Facilities	Functioning	Non-Functioning
Electricity			Fire Dept		
Gas/Pipeline			Police Dept		
Sewer			Dispatch		
Water			Hospital		
Landlines/Cell			Extended Care		
Transportation	Functioning	Non-Functioning	Schools		
Roads/Highways			Government		
Bridges			Dam/Levees		
Railroads			Bulk Storage		
Mass Transit			Haz-Mat		
Airports			Other		

13. Additional Narrative

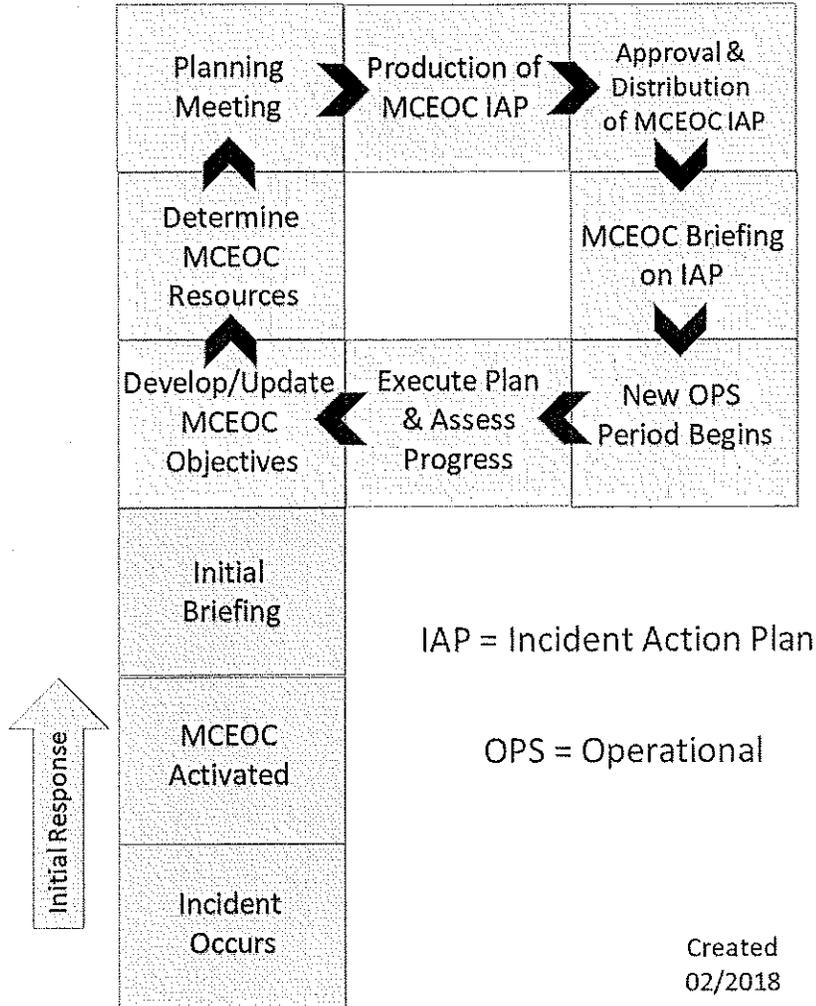
14. Date & Time Prepared:	15. Prepared By:
Date: _____	
Time: _____	

MIAMI COUNTY EMERGENCY OPERATIONS PLAN

APPENDIX 2 TO ESF #5

PLANNING P

Miami County Emergency Operations Center (MCEOC) Planning P



MIAMI COUNTY EMERGENCY OPERATIONS PLAN
APPENDIX 3 TO ESF #5
MIAMI COUNTY INCIDENT ACTION PLAN (MCIAP)

The Miami County Incident Action Plan (MCIAP) may be found under the folders Emergency Management/EOC on the T-drive.

MIAMI COUNTY EMERGENCY OPERATIONS PLAN

APPENDIX 4 TO ESF #5

FINANCIAL MANAGEMENT

A. Purpose

1. The purpose of the Financial Management Annex is to provide financial management guidance for all departments, agencies, organizations, and individuals who provide assistance for incidents that were requested from the MCEOC.

B. Financial Management Guidelines

1. Sound financial management practices are to be followed throughout the entirety of incident response and recovery efforts by all participants who are assisting with the incident at the MCEOC.
2. All departments, agencies, organizations, and individuals are to follow any and all Memorandums of Understanding (MOU), Memorandums of Agreement (MOA), contracts, and any other formalized documentation detailing financial obligations and standards.
3. Any and all local, state, and federal laws, policies, and regulations concerning financial management/funds are to be followed.