**EMERGENCY SUPPORT FUNCTION (ESF) #5 ANNEX**

**INFORMATION AND PLANNING**

[INSERT NAME OF COUNTY]

Emergency Operation Plan (EOP) ESF Annex {Template}

[INSERT MONTH AND YEAR]

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**DISCLAIMER**

This template was created by the Indiana Department of Homeland Security (IDHS) to assist Indiana County Emergency Management Agencies (EMAs) and their stakeholders in the development of their County Emergency Support Function (ESF) annex.

This template provides SAMPLE language based off the State ESF Annex, but IDHS has tailored it for a more county-specific approach. We have included charts and layout diagrams to assist county Emergency Managers with identifying and documenting their specific needs for the update of their ESF Annex. This template is constructed off the State of Indiana’s Emergency Operations Plan and ESF Annex and follows FEMA CPG 101 guidance.

This template can be scaled up or down and modified to follow each county’s unique organizational structure, activation protocol, threat and hazard assessments, and current capability and capacity gaps. This template follows all federal, state and Emergency Management Accreditation Program (EMAP) guidance.

IDHS welcomes feedback on this template. Our goal is to provide our county stakeholders with best practices and the most comprehensive product for our county EMAs and stakeholders in their planning initiatives.

***REMOVE THIS PAGE PRIOR TO PUBLISHING COUNTY DOCUMENT***

# pLANNING AGENCIES

Within each Emergency Support Function (ESF) annex, the designation of primary, supporting, or non-governmental agencies are identified as the whole community planning committee. These determinations are based on their authorities, resources, and capabilities to the ESF. The primary agency point of contact (POC) identifies the appropriate support agencies that fall under this plan. The primary agency POC collaborates with each entity to determine whether they have the necessary resources, information, and capabilities to perform the required tasks and activities within each phase of emergency management. This includes activations in the Emergency Operations Center (EOC), and impacted areas. Though an agency may be listed as a primary agency, they do not control or manage those agencies identified as supporting agencies. The agencies listed below are members of the Whole Community Planning Committee for this annex.

## Primary Agency

**[INSERT NAME OF COUNTY PRIMARY AGENCY]**

## Supporting Agencies

|  |  |
| --- | --- |
| [Insert supporting agencies/organizations] |  |
|  |  |
|  |  |
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|  |  |

# **PURPOSE, SCOPE, SITUATION, AND ASSUMPTIONS**

## **Purpose**

The purpose of the Emergency Support Function (ESF) #5 – Information and Planning Annex is to collect, analyze, process, and disseminate information about a potential or actual incident, and conduct deliberate and crisis action planning activities to facilitate the overall activities and assist the whole community.

This annex provides guidance to agencies within the county with a general concept of potential emergency assignments before, during, and following emergency situations. It also provides for the systematic integration of emergency resources when activated and does not replace county or local emergency operations plans or procedures.

## **Scope**

* ESF #5 activities include functions that are critical to support and facilitate multiagency planning and coordination for operations involving incidents requiring state coordination.
* ESF #5 coordinates 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.
* ESF #5 coordinates the utilization of county plans to manage and support incident activities. Departments and agencies participate in the planning processes coordinated by the planning entity. This includes crisis and incident action planning, capability requirements, logistical support, and other support as required.

## **Situation**

* In the event that **[INSERT NAME OF COUNTY]** determines the need to activate the county EOC, **[INSERT PRIMARY AGENCY]** will act as the primary agency.
* ESF #5 will be responsible for implementing internal SOPs and/or SOGs to ensure the goals and objectives of planning are maintained during incident response efforts in the State EOC.
* ESF #5 personnel will collect, analyze, and share information regarding the actual emergency or disaster and coordinate the county’s emergency management needs, as defined by this ESF, that support activities in prevention, protection, mitigation, response, and recovery efforts.
* Effective response, as well as ongoing recovery efforts, will be contingent upon the availability of resources and the extent/impact of the incident upon the county.

### Hazard and Threat Assessments

There are several plans and preparedness assessments the county uses to identify and evaluate local threats, hazards, risks, capabilities, and gaps. The National Preparedness Goal (NPG) has identified 32 core capabilities tied to the 5 Mission Areas of Protection, Prevention, Mitigation, Response and Recovery. Table 1 provides a detailed list of each of the capabilities based on five mission areas. The highlighted capabilities are associated with this annex.

table 1. mission areas and core capabilities

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PREVENTION** | **PROTECTION** | **MITIGATION** | **RESPONSE** | **RECOVERY** |
| **Planning** | | | | |
| **Public Information and Warning** | | | | |
| **Operational Coordination** | | | | |
| **Intelligence and Information Sharing** | | **Community Resilience** | **Infrastructure Systems** | |
| **Interdiction and Disruption** | | **Long-Term Vulnerability Reduction** | **Critical Transportation** | **Economic Recovery** |
| **Screening, Search and Detection** | | **Risk & Disaster Resilience Assessment** | **Environmental Response/Health and Safety** | **Health and Social Services** |
| **Forensics and Attribution** | **Access Control and Identify Verification** | **Threats and Hazards Identification** | **Fatality Management Services** | **Housing** |
|  | **Cybersecurity** |  | **Fire Management and Suppression** | **Natural and Cultural Resources** |
| **Risk Management for Protection Programs and Activities** | **Logistics and Supply Chain Management** |  |
| **Supply Chain Integrity & Security** | **Mass Care Services** |
| **Physical Protective** | **Mass Search and Rescue Operations** |
|  | **On-Scene Security, Protection, & Law Enforcement** |
| **Operational Communications** |
| **Public Health, Healthcare, and Emergency Services** |
| **Situational Assessment** |

### Capability Assessment - Core Capabilities

The following table lists the core capability actions that ESF #5 directly supports.

TABLE 2. ESF #5 CORE CAPABILITY ACTIONS

|  |  |
| --- | --- |
| **CORE CAPABILITY** | **ESF 5 – INFORMATION AND PLANNING** |
| PLANNING | * Coordinates and conducts deliberate planning during the steady state for the Response Mission Area to manage risks and execute support functions, and crisis action planning activities during an actual or potential incident. This includes, among other things:   + Organizational and coordination constructs.   + Key decisions and corresponding critical information requirements.   + Tasks and proposed operational actions for consideration.   + Planning factors and potential capability requirements. |
| **SITUATIONAL ASSESSMENT** | * Maintains situational awareness of an incident. * Provides an informational link to members of the whole community. * Serves as the centralized conduit for situation reports, geospatial data, and other decision support tools. * Provides 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. * Coordinates the production and dissemination of modeling and effects analysis to inform immediate emergency management actions and decisions. * Maintains standard reporting templates, information management systems, essential elements of information, and critical information requirements. |
| **PUBLIC INFORMATION AND WARNING** | * Provides information for the development of credible, culturally appropriate, and accessible messages to inform the public of ongoing emergency services, protective measures, and other life-sustaining actions that facilitate the transition to recovery. |

## Planning Assumptions

**[ADD, REMOVE, OR CHANGE TO COUNTY DETAILS OR PROTOCOLS]**

* There will be an immediate and continuing need to collect, process, and disseminate situational information and identify urgent response requirements before, during, and immediately following a disaster or emergency.
* In the early stages of a disaster, only limited information may be available, and the information that is available will need to be confirmed.
* Reporting of information may be delayed due to damaged infrastructure and the interruption of standard methods of communication.
* ESF #5 may request plume modeling capabilities from other agencies or ESFs operating in the county EOC. This request may be directed to ESF #10 – Oil and Hazardous Materials and/or the Geographic Information System support, radiological plume modeling, among many other types of information and support.
* County agencies and field personnel will be most vital sources of information regarding initial response needs.
* ESF #5 does not release information directly to the public. The ESF may provide information to ESF #15 – External Affairs for dissemination as appropriate.

# CONCEPT OF OPERATIONS

## GENERAL CONCEPT

The role of **[INSERT NAME OF COUNTY]** during emergency response is to supplement local efforts before, during, and after a disaster or emergency. If the county anticipates that its needs may exceed its resources, the EMA Director can request assistance from other counties through mutual aid agreements and/or from the state government.

As an incident develops, **[INSERT NAME OF COUNTY]** will determine the level of activation and which ESFs will be activated. If ESF #5, otherwise known as the Planning Section, is activated, the EOC will determine the level of representation required by this ESF to support the incident. **[INSERT PRIMARY AGENCY NAME]** is the primary agency in managing this ESF. Other county agencies and the NWS could be requested to support the ESF as warranted to serve as technical specialists and/or operate in a multi-agency situation unit.

If federal assistance is requested and received by the State, ESF #5 will integrate its efforts with Federal ESF #5. In such cases, Planning Section efforts will integrate regarding incident action planning/plans, situational reporting, advanced planning, and demobilization planning.

Initial emphasis will be focused on characterizing the incident to inform leadership of the situation. ESF #5 will make use of all available information sources and will be responsible to support briefings, produce reports and display/update key information. ESF #5 will also be required to attend EOC meetings necessary to coordinate incident action planning. A determination will be made by EOC leadership as to what type(s) of reports will be needed, the frequency of such reports, and identify reporting requirements.

ESF #5 will be required to maintain continuous data and information collection and analysis to have accurate and up to date situational awareness. Continuous information assessment activities include efforts to:

* Develop and maintain the Incident Action Plan (IAP) and EOC Battle Rhythm.
* Coordinate on time, up-to-date reporting and displaying of information.
* Assess status of deployed agencies and personnel.
* Report weather data, exposure levels, and areas of concern.
* Track and manage status of proclamations and or declarations.
* Display critical information on maps, flow charts, and in WebEOC.
* Information produced should be relevant, reliable, accurate, and timely (RRAT).

ESF #5 is responsible for preparation of Situation Reports utilizing ESF and field reports. Executive Summary reports are also generated from the information collected and analyzed by ESF #5.

## OPERATIONAL PRIORITIES DURING RESPONSE AND RECOVERY OPERATIONS

1. Life, safety, and health (highest priority)
2. Incident stabilization
3. Protection of property, economy, and the environment
4. Restoration of essential infrastructure, utilities, functions, and services
5. Unity of effort and coordination among appropriate stakeholders

## ACTIVATION OF COUNTY EMERGENCY OPERATIONS CENTER

The county Emergency Operations Center (EOC) is the primary hub for **[INSERT NAME OF COUNTY]**’s emergency support and coordination efforts to gather and disseminate event information, respond to requests for assistance from local and county departments, identify and coordinate priority actions and allocate resources.

The activation of the EOC begins with the activation of the Emergency Operations Plan (EOP)/CEMP Base Plan and, if directed, this annex. The activation of the EOP establishes the emergency operations framework and structure needed to deliver a coordinated emergency response.

In most cases, the decision to activate will be made by the Chairman of the Board of Commissioners (their successor), the **[Insert County EM Agency Name]** Director or their deputies. The following are considerations for activating the EOC:

* An incident has occurred that has the potential for rapid escalation.
* The emergency will be of a long duration and requires sustained coordination.
* Major policy decisions may be required.
* The volume of county requests for assistance is increasing and expected to continue.
* Pre-deployment of local or state assets is occurring in anticipation of the emergency.
* Managing the situation requires urgent, high-level, non-routine coordination among multiple jurisdictions, state departments or other external agencies.
* **[INSERT NAME OF COUNTY]** shall communicate and collaborate with other response/support agencies and integrate their response plans into the overall response.
* Activation of the EOC will be advantageous to the successful management of the event.

The EOC is managed by the EMA Director and is the physical location where multi-agency coordination occurs whether it is at the primary or alternate undisclosed sites. The EOC can be configured to expand or contract as necessary to respond to the different levels of incidents requiring county assistance. The EOC has designated four activation levels as outlined in Table 3. Each elevated level assumes the requirements and conditions of the previous, lower activation level.

During an EOC activation, ESFs may be activated depending on the incident and activation level. During a disaster response, each county ESF representative in the EOC will remain under the administrative control of his/her agency head; however, he/she will function under the supervision of the EOC Manager. Notification of activation will be made via phone, email, and/or text message.

table 3. COUNTY EOC RESPONSE ACTIVATION LEVELS

|  |  |  |
| --- | --- | --- |
| **LEVEL**  **NUMBER** | **NAME OF LEVEL** | **DESCRIPTION** |
| **IV** | **Daily Ops** | Normal daily operations. Monitoring special events and weather alerts. |
| **III** | **Active Emergency** | A situation has or may occur which requires an increase in activation of the EOC, to include EOC Section Chiefs. |
| **II** | **Significant Emergency** | An incident that is likely to require the activation of mutual-aid agreements. Section Chiefs, Advisory Council or Policy Group are activated and all ESF agencies are alerted or required to report to the EOC. |
| **I** | **Full Emergency** | An incident that will likely require state and/or federal assistance |

## demobilization OF THE EOC

Demobilization is the process by which facilities scale back their emergency operations as the objectives set by leadership are achieved. This usually entails the release of the ESF representation involved in response operations as objectives are accomplished and the need for their participation diminishes. Part of the demobilization process ensures that all paperwork, such as personnel evaluations, equipment time records, personnel time records, accident reports, and mechanical inspections have been completed and are accurate. Demobilizing the most expensive excess equipment and resources first saves funding.

## Local Coordination

In executing its ESF 5 duties, the Planning Section will collect information from all partners including local, state, and federal agencies, private and volunteer organizations, open sources, and media. The ESF 5 representative will partner with locals to maintain a single point of contact, develop a team to coordinate information sharing between the whole community, and a common operating picture. Local personnel are one of the most important sources of information during an incident. Utilizing WebEOC is critical as well to have that one depository information.

Figure 1 - Incident Command Structure



## RESOURCE SUPPORT

During an incident, requests for resource support originate from the site Incident Command (IC), Area Command (AC) or Unified Command (UC) and are directed to the local emergency management agency (EMA). As local resource capabilities become overwhelmed, the local jurisdiction’s EMA requests support from the State EOC based on the projected needs of the local Incident Action Plan (IAP). A request exceeding State capability can be fulfilled using mutual aid, federal assistance, or other appropriate means. The State Resource Request Process as outlined in Figure 2, is designed to meet the varying needs of local jurisdictions throughout the life of an emergency event. The process may require alteration, activation of mutual-aid agreement(s), or assistance from federal agencies as needed.

State resources may also be requested by local jurisdictions for activation in exercises, testing or training. Participation in these activations allows for the continued development and improvement of public safety programs and resources.

**FIGURE 2. STATE RESOURCE REQUEST PROCESS**

****

## INCLUSION, ACCESS, AND FUNCTIONAL NEEDS

**[INSERT NAME OF COUNTY]** works with public, private, and non-profit organizations to build a culture of preparedness and readiness for emergencies and disasters that goes beyond meeting the legal requisites of people with disabilities as defined by the most current version of the Americans with Disabilities Act (ADA)or for individuals with access and functional needs.

**[INSERT NAME OF COUNTY]** integrates the Federal Emergency Management Agency’s (FEMA)’s access and functional needs guidance, which identifies an individual’s actual needs during an emergency and awareness of not using negative labels such as “handicapped,” “crippled,” or “abnormal.”

****This annex planning guidance is inclusive, as it also encompasses people with temporary needs or those who do not identify themselves as having a disability. This includes women who are pregnant, children, older adults, individuals with limited English communication, people with limited transportation access and those with household pets and service animals. Additional awareness which helps ensure inclusive emergency preparedness planning include addressing the needs of children and adults in areas such as:

**SELF-DETERMINATION** – Individuals with access and functional needs are the most knowledgeable about their own needs.

**NO “ONE-SIZE-FITS-ALL”** – Individuals do not all require the same assistance and do not all have the same needs.

**EQUAL OPPORTUNITY, INTEGRATION AND PHYSICAL ACCESS** – All individuals must have the same opportunities to benefit from emergency programs, services, and activities.

**NO CHARGE** – Individuals with access and functional needs may not be charged to cover the costs of measures necessary to ensure equal access and nondiscriminatory treatment.

**EFFECTIVE COMMUNICATION** – Individuals must be given information that is comparable in content and detail to the information given to those without functional needs.

For more information, please refer to the indiana Access and Functional Needs Annex.

# ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

This section describes how ESF #5 relates to other elements of the whole community. Basic concepts that apply to all members of the whole community include State, Tribal Territorial, Insular Area Governments, Private Sector and Non-Governmental Organizations (NGOs).

Each primary and supporting agency shall maintain internal SOPs and/or SOGs or other documents that detail the logistical and administrative priorities deemed necessary to assist in overall county prevention, protection, mitigation, response, and recovery operations.

Specific roles and responsibilities of primary and supporting agencies during an incident or event are described below. Tasks include but are not limited to:

## **Primary Agency** Responsibilities

The primary agency is responsible for the following:

* Ensures appropriate staffing in the EOC and field settings and manages and directs mission assignments that come through the EOC.
* Coordinates tasks for all phases of emergency management within the scope of their ESF position.
* Notifies and requests assistance from various supporting agencies.
* Plans for short and long-term incident management and recovery operations.
* Ensures financial and property accountability for ESF activities.
* Provide the coordination of personnel and equipment resources to assist in critical functions and tasks before, during, and after emergency events and disaster situations.
* Provide appropriate training and operational period scheduling to and for essential personnel who may be called upon to work in county EOC activations.
* Work with other county or local departments to provide hazard assessments in impacted areas and analyze this information to determine the impact of the incident and resource gaps that may exist.
* Receive reports from other ESFs that update response efforts and assist these ESFs if issues are unresolved and/or information is needed for support during EOC activations.
* Provide lifesaving and mission essential services related directly to fire suppression and EMS.
* Submit situation reports according to the established EOC operational schedule.
* Coordinate and implement emergency-related response and recovery functions, as required, under statutory authority.

## Supporting Agency Responsibilities

* Assist in prevention, protection, mitigation, response, and recovery operations when requested by the county.
* Participate, as needed, in the EOC supporting the coordination of fire and EMS resources and personnel during response and/or recovery operations.
* Assist the primary agency in the development and implementation of policies, protocols, SOPs, checklists, or other documentation necessary to carry out mission essential tasks.
* Assist in developing situation reports and readiness assessments that will provide for an accurate COP.
* Participate in training and exercises aimed at continuous improvement of prevention, protection, mitigation, response, and recovery capabilities.
* Identify improvements/projects needed in the firefighting infrastructure to prepare for or respond to new or emerging threats and hazards.

## county Planning Section

The Planning Section is responsible for collecting, evaluating, and disseminating information pertaining to the incident. Planning Section personnel may include:

* Planning Section Chief
  + Documentation Unit Leader
  + Situation Unit Leader
  + Advanced Planning Unit Leader
  + GIS / Mapping Unit Leader

### Planning Section Chief

* Collects, assesses, and provides EOC staff with the most current information and develops accurate situation reports.
* Anticipates potential needs and tasks for upcoming operational periods and predicts the probable course of the incident.
* Assists in identifying incident objectives and develops strategies for attaining those goals.
* Creates accurate and realistic incident action plans during EOC activations.
* Provide input into the development of incident objectives outlined in the Incident Action Plan.
* Liaise with subject matter experts for hazard-specific information.
* Liaise with PIO for accurate public information distribution.
* Maintains comprehensive incident-specific file(s).
* Conducts planning meetings, as needed.
* Creates Executive Summaries for Policy Group members.
* Works closely with Logistics Chief to identify potential resource needs.
* Provides technical assistance and planning guidance to the EOC Manager and EOC General Staff.

### Documentation Unit Leader

* Actively gathers raw data and information through internet sources, media sources, WebEOC, radio, telephone, and email traffic.
* Provides information to the Situation Unit Leader for further analysis.
* Assists with the development of the Incident Action Plan, Executive Summaries, and Situation Reports.
* Maintains comprehensive incident-specific file(s).
* Assists in the completion of special projects, when required.

### Situation Unit Leader

* Analyzes information gathered by the Documentation Unit and develops raw data into useable incident intelligence.
* Responsible for maintaining overall situational awareness and developing a common operating picture.
* Responsible for creating Executive Summaries, Situation Reports, and assists in developing the Incident Action Plan.
* Works with the Documentation Unit to identify and fill gaps in information.
* Works with the Documentation Unit, Planning Section, Operations Section, Logistics Section, Finance Section, and Air Operations (when activated) personnel to research and correct contradictory and inaccurate information.

### Advance Planning Unit Leader

* Reviews and analyzes incident related information.
* Creates incident related hazard analysis and threat assessments.
* Responsible for creating the Incident Action Plan.
* Assists in the development of Situation Reports and Executive Summaries.
* Oversees special project activities such as incident related executive level briefs, information briefs for the Governor’s Office, and activities in support of the Public Information Officer (or ESF #15 representative).

### Geographic Information System (GIS) Unit Leader

* Employing a variety of geospatial software applications and gathers information from various sources to create incident related GIS products such as mapping, database management, and the exporting and projection of GIS models.
* Works with other geospatial partners in local, state, federal agencies, and the private sector to collect additional GIS information.

FIGURE 3. state emergency operations center organizational structure

Timeline

Description automatically generated

# Emergency Support Function GENERAL Tasks

The following tables are comprised of essential tasks that may need to be completed by ESF #5 in all phases of emergency management. These tasks have been created as a guide to follow for the primary and support agencies of ESF #5. They have been developed as a tool to address potential challenges and unique risks that may be faced during times of emergency and disaster here in **[INSERT NAME OF COUNTY]**. It will be the responsibility of ESF #5 to ensure the tasks outlined here are accurate and reflect their overall ability to manage, support and deploy resources.

***Please note, that the mission areas of Prevention and Protection have***

***replaced the Preparedness mission area****.*

table 4. esf #5 PREVENTION tasks

|  |  |
| --- | --- |
| **ESF #5 – PREVENTION TASKS** | |
| **1** | Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of core capabilities. |
| **2** | Provide public awareness information to inform the general public on how to identify and provide threat related information to the appropriate authorities. |
| **3** | Provide public awareness information on how to prevent/minimize loss due to specific hazards and/or incidents. |
| **4** | Anticipate and identify emerging and/or imminent threats through observation and situational awareness. |
| **5** | Ensure the security of equipment, facilities, and personnel through continual assessments of capabilities and vulnerabilities. |
| **6** | Continue to upgrade and improve prevention capability through planning, training, and exercise. |
| **7** | Continue to monitor changing trends in activity and aggressive behavior at the local, state, and federal level and adjust prevention tasking as it applies to this Emergency Support Function. |
| **8** | Establish and maintain partnership structures among protection elements to support networking, planning and coordination. |
| **9** | Share relevant, timely, and actionable information and analysis with local authorities through a pre-established reporting system. |

table 5. esf #5 PROTECTION tasks

|  |  |
| --- | --- |
| **ESF #5 – PROTECTION TASKS** | |
| **1** | Develop, validate, and maintain SOPs for both routine and emergency operations. Key operational concerns include but are not limited to:   * Identification of equipment, resources, and critical infrastructure. * Alert, notify, and activate personnel for work within the EOC. * Assist agencies in developing emergency plans and procedures. * Test and evaluate emergency communications procedures. * Use geographic information systems (GIS) to produce base map(s). * Develop and maintain standardized format for information and intelligence gathering and reporting documents (e.g., WebEOC). |
| **2** | Develop and conduct training and education programs for ESF #5 personnel. Key program considerations include but are not limited to:   * Assessment of critical infrastructure, equipment, and resources. * Engineering principles and practices. * Working in the field during emergency operations. * Working in the EOC during emergency activations. * WebEOC or other specialized computer applications. * Emergency communications and reporting procedures. * National incident Management System / Incident Command. * Continuity of Operations. * Emergency transportation and evacuation planning. |
| **3** | Develop and maintain a roster of essential contacts for ESF #5. Ensure critical information (telephone, cell, Office of Homeland Security, etc.) are listed. |
| **4** | Develop and maintain standardized format for information and intelligence gathering and reporting documents. |
| **5** | Develop and maintain a database or system to collect information on resources and equipment utilizing NIMS resource typing standards. |
| **6** | Develop lists of resource needs and work toward eliminating shortfalls by securing funding, identifying partnerships, or taking other activities. |
| **7** | Update mutual aid agreements, letters of understanding or contracts that may offer rapid deployment of resources or services. |
| **8** | Train ESF #5 personnel on routine and emergency safety standards for both field operations and EOC activities. |
| **9** | Identify alternate equipment and resources for continuity of operations and essential emergency management statewide. |
| **10** | Train ESF #5 in the appropriate legislation, policies, and administrative rules that relate directly to emergency management during emergencies or disasters. |

Table 6. ESF #5 Mitigation TAsks

|  |  |
| --- | --- |
| **ESF #5 – MITIGATION TASKS** | |
| **1** | Monitor situation with ESF #2 to ensure procedures and protocols are in place for utilizing the WebEOC system. |
| **2** | Identify areas that have been or are currently prone to significant and specific hazards and determine the impact on emergency management. |
| **3** | Identify new partnerships or funding sources to reduce or eliminate resource shortfalls or gaps for emergency management problems, issues, and concerns. |
| **4** | Establish partnerships with other federal, inter/intra state, local and municipal entities that share emergency management responsibilities. |
| **5** | Identify gaps in and maintain mutual aid agreements, letters of understanding or contracts with departments, organizations or private entities that may offer rapid deployment or resources or services as they relate to short and long-term emergency management needs. |
| **6** | Identify, establish, and maintain routine and emergency safety standards for all emergency management personnel that comply with federal and state requirements and policies. |
| **7** | Identify, establish, and maintain alternate emergency management facilities, equipment, and assets for continuity of operations to provide essential emergency management services. |
| **8** | Assist in the development of legislation, policies and administrative rules that mitigate identified hazards that relate directly to emergency management, this ESF and its ability to provide emergency resources or equipment. |
| **9** | Identify training gaps and needs relating to emergency management during emergencies or disasters. |
| **10** | If appropriate, develop recommendations regarding pieces of legislation, policies and/or administrative rules that relate directly to emergency management, and hinder ESF #5’s ability to provide emergency response. |
| **11** | Work with the PIO to develop and maintain public outreach programs aimed at eliminating or reducing the risks associated with disasters and/or emergency events. |

table 7. esf #5 response tasks

|  |  |
| --- | --- |
| **ESF #5 – RESPONSE TASKS** | |
| **1** | Activate SOPs or guidelines for emergency operations that consider:   * Staging, usage, and status of equipment, supplies and resources. * The assessment of critical infrastructure which includes structures, buildings, equipment, supplies and resources. * The alert, notification, and activation of personnel for work in the field or within the EOC. * Activate call-down list. * Emergency communications and reporting procedures. |
| **2** | Activate personnel for such mission essential tasks as:   * The assessment of critical infrastructure which includes structures, equipment, supplies, and resources following emergencies or disasters. * Assisting with or dispatch personnel to an identified emergency management situation, including the need for equipment. * Responding to the field for emergency operations. * Working in an EOC during emergency conditions. * Supporting local, district or statewide Incident Command structures. * Activate continuity of operations plans. * Collect, gather, verify, analyze, and disseminate incident information. |
| **3** | Coordinate activities between incident command and the EOC. |
| **4** | Collect and process information received from rapid damage assessment teams, analyze this information, and share with appropriate partners. |
| **5** | Collect and analyze intelligence in support of the overlapping phases of disaster operations: pre-event, impact assessment, and immediate response; and sustained response and initial recovery. |
| **6** | Ensure that copies of all news releases are transmitted to the EOC. |
| **7** | Post situation reports and critical information in WebEOC during EOC activations, as needed. |
| **8** | Work with appropriate emergency management agencies and state and local agencies/departments to communicate and assist with persons of special needs. |
| **9** | Work with ESF counterparts at the local, state, regional, and national levels, as well as NGOs and the private businesses/industry, as needed. |

table 8. esf #5 RECOVERY tasks

|  |  |
| --- | --- |
| **ESF #5 – RECOVERY TASKS** | |
| **1** | Work with State and local entities to maintain alternate means of response and monitor deployed personnel, equipment, and resources. |
| **2** | Work to aggressively eliminate shortfalls or resource gaps that were identified in response to an emergency or disaster. |
| **3** | Establish partnerships and identify funding sources to address resource shortfalls or gaps for emergency/disaster issues and concerns. |
| **4** | Maintain open and ongoing communication with other federal, state, local and municipal entities that were impacted by the emergency or disaster and assist in their overall efforts for recovery operations. |
| **5** | Asses mutual aid agreements, letters of understanding or contracts with departments, organizations, or private entities that may have been utilized during the response and determine if those agreements need to be updated or revised. |
| **6** | Assess the current level of training on emergency safety standards to determine the appropriate application and compliance with federal and state requirements and policies. |

# lifeline and esf ojectives and tasks timeline

Table 9. ESF #5 Tasks for Safety and Security

|  |  |  |  |
| --- | --- | --- | --- |
| **LIFELINE OBJECTIVE** | **ESF OBJECTIVE** | **SUPPORT NEEDED FROM** | **MISSION-ESSENTIAL TASKS** |
| **0 – 24 HOURS** | | | |
| To begin and continue rescue efforts until all missing people have been accounted for | \_\_ \_\_ | ESF 9 | Request Indiana Task Force One (IN-TF1), and request their members report to their deployment site at the Indianapolis International Airport and remain on standby for deployment. |
| \_\_ \_\_ | ESF 9 | Other search and rescue resources from throughout the state will also want to be deployed regardless of their actual qualifications. Closely consider whether to use Resources. (Deploying untrained or unqualified people may result in significant injuries/deaths of resources). |
| To provide effective firefighting capabilities | \_\_ \_\_ | ESFs 4, 7 | Activate mutual-aid firefighters and request fire strike teams and resources from the state. |
| To ensure availability of government services | (Same as lifeline objective) | \_\_ \_\_ | Assume command on behalf of local governments, but only at their request. Supplement area commands using a unified command structure, if required. |
| \_\_ \_\_ | Coordinate state assistance through the emergency management director for each affected county. If, and only if, this is not possible, coordinate through the local chief executive or the incident commander. |
| ESFs 1, 12 | Consider using rotary aircraft for forward teams that could, if possible, land in the most affected areas and attempt to determine the local command structure. The teams would then contact designated commanders and serve as liaisons with the EOC. Personnel should be prepared to remain in this capacity until relieved. Confirmed sources for refueling will be imperative before undertaking this task. |
| * ISP * INNG * INDOT * DNR * IDOH * IDEM * BOAH | Ascertain the status of all employees of critical agencies in the affected area and their ability to perform assigned duties. The agencies to undertake this task include ISP, INNG, INDOT, DNR, IDOH, IDEM, BOAH, and IDHS. |
| **24 – 72 HOURS** | | | |
| To determine any need for EMAC and federal resources and request such assets in the first 30 hours | To provide life-sustaining services and emergency assistance to the affected population | ESF 7 | Ask ESF 7 to order resources requested by ESFs 3, 4, 9 and 13. |

Table 10. ESF #5 tasks for Food, water, and sheltering

|  |  |  |  |
| --- | --- | --- | --- |
| **LIFELINE OBJECTIVE** | **ESF OBJECTIVE** | **SUPPORT NEEDED FROM** | **MISSION-ESSENTIAL TASKS** |
| **24 – 72 HOURS** | | | |
| To deliver mass care services | \_\_ \_\_ | ESF 1 | Disseminate information on evacuation routes to local governments. |
| \_\_ \_\_ | \_\_ \_\_ | Determine evacuation needs and priorities. |

Table 11. ESF #5 Tasks for Transportation

|  |  |  |  |
| --- | --- | --- | --- |
| **LIFELINE OBJECTIVE** | **ESF OBJECTIVE** | **SUPPORT NEEDED FROM** | **MISSION-ESSENTIAL TASKS** |
| **0 – 24 HOURS** | | | |
| To assess roads, bridges, and other pieces of INDOT-maintained transportation infrastructure that may hinder movement of the public and response personnel. | \_\_ \_\_ | ESF 1, 13 | Request that INDOT immediately implement its plan for safety evaluation of roads and bridges. ISP should also be providing information on the status of roads and bridges. |
| To begin stabilizing critical infrastructure functions for transportation | \_\_ \_\_ | ESF 1 | Restrict traffic flow into the impacted areas. ESF 1 will barricade unsafe roadways. |
| **24 – 72 HOURS** | | | |
| To clear and repair primary routes | \_\_ \_\_ | ESF 1 | Establish priority land routes for emergency responders based on air reconnaissance. |

Table 12. ESF #5 Tasks for Energy

|  |  |  |  |
| --- | --- | --- | --- |
| **LIFELINE OBJECTIVE** | **ESF OBJECTIVE** | **SUPPORT NEEDED FROM** | **MISSION-ESSENTIAL TASKS** |
| **0 – 24 HOURS** | | | |
| To activate the Indiana Fuel Plan | \_\_ \_\_ | ESF 7 | Request fuel using established contracts through ESF 7. |
| **24 – 72 HOURS** | | | |
| To stabilize critical infrastructure | \_\_ \_\_ | ESFs 1, 12 | Disseminate information on open routes to energy crews. |

Table 13. ESF #5 Tasks for Health and Medical

|  |  |  |  |
| --- | --- | --- | --- |
| **LIFELINE OBJECTIVE** | **ESF OBJECTIVE** | **SUPPORT NEEDED FROM** | **MISSION-ESSENTIAL TASKS** |
| **0 – 24 HOURS** | | | |
| To ascertain status of hospitals, EMS providers, and medical transport services | To deploy IDOH personnel to the area of the incident to provide an on-scene presence and to provide immediate updates | \_\_ \_\_ | Configure and rapidly deploy damage assessment teams of IDHS staff. |
| To determine the total patients at each impacted healthcare facility requiring immediate transport to another facility | \_\_ \_\_ | ESF 8 | Support the coordination of hospital evacuation plans if a hospital administrator deems the facility to be out of service. |
| To provide public health and medical services to people in need throughout the disaster area | To deploy IDOH personnel to the area of the incident to provide an on-scene presence and to provide immediate updates | \_\_ \_\_ | Configure and rapidly deploy medical teams. |
| \_\_ \_\_ | District Mass Casualty Teams | Request that all district mass casualty teams be placed on stand-by status prepared for immediate deployment to a damage area or a forward mobilization site. |
| To assist with fatality management in the disaster area | To deploy IDOH personnel to the area of the incident to provide an on-scene presence and to provide immediate updates | \_\_ \_\_ | Request that the Indiana Disaster Portable Mortuary Unit (I-DPMU) be activated to a standby status. |
| \_\_ \_\_ | Activate I-DPMU and mass casualty teams and direct them to area of high impact where multiple fatalities have been reported. |
| **24 – 72 HOURS** | | | |
| To evacuate level 3 casualties | \_\_ \_\_ | ESFs 1, 8 | Disseminate information on evacuation routes to local long-term care facilities, ambulatory surgical centers, rural health clinics, and community health centers and hospitals. |
| \_\_ \_\_ | ESF 1 | Continue to establish priority land routes for medical evacuation based on air reconnaissance. |
| **BEYOND 72 HOURS** | | | |
| To finish transporting all patients requiring evacuation | \_\_ \_\_ | \_\_ \_\_ | \_\_ \_\_ |

Table 14. ESf #5 Tasks for Communications

|  |  |  |  |
| --- | --- | --- | --- |
| **LIFELINE OBJECTIVE** | **ESF OBJECTIVE** | **SUPPORT NEEDED FROM** | **MISSION-ESSENTIAL TASKS** |
| **0 – 24 HOURS** | | | |
| To assess critical communications infrastructure, including structures, equipment, supplies, and resources deemed necessary | \_\_ \_\_ | ISP | Determine the communications capabilities of all ISP districts beginning with the southwestern part of the state and proceeding northward to include the entire state. |
| \_\_ \_\_ | * ESF 2 * IPSC | Prioritize key locations and activities requiring emergency communications. |
| \_\_ \_\_ | ESF 2 | The overall status of communications in each affected county is important. From a state perspective, the immediate priority is the establishment of communications between each affected county, the EOC, and each area command. Consider recalling satellite radio/ telephone units from non-emergency response agencies for deployment to the affected area. |
| To deploy IDOH personnel to the area of the incident to provide on-scene presence and to provide immediate updates | \_\_ \_\_ | Configure and rapidly deploy damage assessment team. |
| **24 – 72 HOURS** | | | |
| To continue providing public information and warning | \_\_ \_\_ | ESFs 3, 4, 6, 8, 13, 15 | *Advanced Planning:* Reassess life-safety needs to determine any additional public information releases or resources required. |
| **BEYOND 72 HOURS** | | | |
| To continue providing public information and warning | \_\_ \_\_ | ESFS 3, 4, 6, 8, 13, 15 | *Advanced Planning:* Reassess life-safety needs to determine any additional public information releases or resources required. |
| \_\_ \_\_ | * ESFs 3, 12 * MISO * REMCs | Coordinate with ESF 3, ESF 12, MISO, and local REMCs for utility updates. |

Table 15. ESF #5 General Tasks

|  |  |  |
| --- | --- | --- |
| **OBJECTIVE** | **SUPPORT NEEDED FROM** | **MISSION-ESSENTIAL TASKS** |
| **0 – 24 HOURS** | | |
| To activate and fully staff the EOC for response to a catastrophic event | * USGS * IGWS | *Watch Desk:* Upon notification that an earthquake has been felt in Indiana or a contiguous state, immediately ask USGS or IGWS for the epicenter and magnitude. |
| \_\_ \_\_ | *Watch Desk:* Brief the IDHS Operations Branch director or deputy director. |
| \_\_ \_\_ | Implement this plan. |
| \_\_ \_\_ | *Operations Branch Director:* Activate the EOC to Level I. |
| Governor’s Office | *IDHS Executive Director:* Coordinate with the FEMA regional administrator on a federal disaster declaration. |
| \_\_ \_\_ | Advise FEMA Region V of Level I activation and advise when SEOC is operational. |
| \_\_ \_\_ | Deploy IDHS staff to the SEOC. |
| Governor | Notify the Governor and request a disaster emergency declaration for the entire state. |
| \_\_ \_\_ | Open an event in the EMAC Operations System and request that an EMAC A-Team deploy to the SEOC. |
| \_\_ \_\_ | *IDHS Executive Director:* Assemble a state policy group to provide overall direction and control of the state’s response to a catastrophic earthquake. Include the heads of all agencies and departments that will respond to the incident, including the Governor and/or the Lieutenant Governor, or their designated representatives. Set a meeting location for the group near the SEOC. |
| * FEMA * USACE | Inform FEMA Region V of actions taken, and request deployment of all appropriate initial federal support including a federal IMAT, as appropriate. Also, specifically request that a USACE representative be sent to the SEOC as a liaison and for technical assistance. Currently, the Louisville District of the great Lakes and Ohio River Division cover most of Indiana. The Corps’ Chicago District will serve as the primary backup to the Louisville District. |
| IFCA | Request that IFCA send a liaison to the SEOC for possible implementation of the Association’s mutual aid plan. |
| IGWS | Request that the IGWS send a liaison to the SEOC for technical assistance. |
| \_\_ \_\_ | Inform all counties when the SEOC has become fully functional. The initial focus of the SEOC should be gathering information for lifesaving and the status of critical infrastructure. |

|  |  |  |
| --- | --- | --- |
| **OBJECTIVE** | **SUPPORT NEEDED FROM** | **MISSION-ESSENTIAL TASKS** |
| To publish a situational awareness report to maintain the common operating picture (COP) every 4 hours, beginning within 12 hours of the incident, and to create plans | \_\_ \_\_ | *District coordinators:* Contact local officials in impacted counties to gain situational awareness. |
| All | Exchange information about the situation with all ESFs in the impacted counties. |
| \_\_ \_\_ | Collect, evaluate, disseminate, and document all information about the assessment of damage and the response actions of state agencies. |
| \_\_ \_\_ | *Planning Section:* Create the COP. |
| \_\_ \_\_ | *Planning Section:* Add damage assessments to the COP as information is received at the EOC. |
| All | *Planning Section:* Gather intel from all reporting agencies and NGOs. |
| \_\_ \_\_ | Publish and forward situational awareness report. |
| \_\_ \_\_ | *Planning Section:* Complete an IAP and COP for EOC operations for first operational period. |
| \_\_ \_\_ | Constantly update the IAP and prepare strategies for distributing state resources. |
| \_\_ \_\_ | *Planning Section:* Develop an incident strategic plan (ISP) to set goals, objectives, and milestones for longer-term operations. |
| To deploy IDOH personnel to the area of the incident to provide an on-scene presence and to provide immediate updates | \_\_ \_\_ | Report to designated duty stations. |
| \_\_ \_\_ | Activate the state IMAT with orders to deploy to Five Points within 3 hours and to remain on standby there. |
| FEMA | *SEOC Logistics Chief:* In concert with FEMA, designate forward mobilization sites. |
| \_\_ \_\_ | Notify and activate pre-determined state staging areas. |
| * ESF 1 * Local Incident Commands | *District Liaisons:* Ascertain information about staging area(s) for each county by working with the local incident command structure. Consider the status of roads, bridges, railroads, and river ports. |
| * ESF 1 * FEMA | *SEOC Logistics Chief:* In concert with FEMA, designate forward mobilization sites. Consider the status of roads, bridges, railroads, and river ports. |
| \_\_ \_\_ | Configure and rapidly deploy the mobile command center (MCC), the state IMAT, and any other specialized teams or task forces required. |

|  |  |  |
| --- | --- | --- |
| **OBJECTIVE** | **SUPPORT NEEDED FROM** | **MISSION-ESSENTIAL TASKS** |
| To deploy state aviation assets | CAP | Mission-assign the CAP to reconnaissance. |
| * INNG * ISP * CAP | Activate all the state’s aviation assets to a standby status. This includes all rotary and fixed-wing aircraft of the INNG that could be used for damage assessment and civilian transport, rotary, and fixed-wing aircraft of the Indiana State Police and all other assets available through the State Aviation Division. There may be a request that the CAP send a liaison to the EOC. |
| * INNG * ISP * CAP | Deploy the state’s aviation assets, as directed. |
| * INNG * ISP * CAP | Consider deploying aerial damage assessment and liaison teams. These teams will assess conditions generally, identify critical needs, and report their findings. |
| \_\_ \_\_ | Retain at least one aircraft for use by the Governor, Lieutenant Governor, and IDHS executive director. |
| To manage logistical support | ESF 7 | Control and account for state supplies and equipment, order and track resources, and coordinate delivery, as required. Coordinate transportation services, and initiate EMAC requests. |
| **24 – 72 HOURS** | | |
| To continue publishing a situational awareness report every 4 hours to maintain the COP and to continue creating plans | All | *Planning Section:* Gather intel from all reporting agencies and NGOs. |
| \_\_ \_\_ | Continue to verify, analyze, and develop reports to provide a common operating picture for the incident. |
| \_\_ \_\_ | Prepare an IAP for each operational period outlining response strategies, resource allocation, and prioritization. Focus on critical support required from the federal government. |
| \_\_ \_\_ | Share executive summary and findings from the situational report to all necessary. |
| \_\_ \_\_ | As FEMA, EMAC, and other mutual aid resources begin to arrive, revise or add to the IAP. |
| \_\_ \_\_ | Put together an advance planning team to analyze and obtain situational awareness. |
| IGWS | *IGWS liaison:* Provide technical assistance to the EOC. |
| To provide life-sustaining services and emergency assistance to the affected population | \_\_ \_\_ | Continue to assign regional and state assets to support operations in the impacted counties. |
| \_\_ \_\_ | Coordinate all ESF activities to support identified and prioritized needs. |
| \_\_ \_\_ | Coordinate the provision of state assistance through the command structures for each county. |
| ESF 7 | Request mutual aid or EMAC resources, where needed. |
| \_\_ \_\_ | Father county capabilities available and prioritize requests for additional support. |
| ESF 7 | As conditions allow, deploy state resources, based upon priorities. |

|  |  |  |
| --- | --- | --- |
| **OBJECTIVE** | **SUPPORT NEEDED FROM** | **MISSION-ESSENTIAL TASKS** |
| To coordinate incident management with FEMA | \_\_ \_\_ | Designate a state coordinating officer (SCO) to work with the federal coordinating officer (FCO). |
| \_\_ \_\_ | Establish a regular reporting schedule with FEMA Region V for all damage estimates and needs for assistance. |
| \_\_ \_\_ | *SCO and FCO:* Designate locations for a joint field office (JFO), area field offices, logistical staging areas (LSAs), and disaster recovery centers (DRCs) |
| **BEYOND 72 HOURS** | | |
| To continue publishing a situational awareness report every 4 hours to maintain the COP and to continue creating plans | All | *Planning Section:* Gather intel from all reporting agencies and NGOs. |
| \_\_ \_\_ | Continue to publish and forward a situational awareness report. |
| \_\_ \_\_ | Prepare an IAP for each operational period outlining response strategies, resource allocation, and prioritization. Focus on critical support required from the federal government. |
| \_\_ \_\_ | As federal and EMAC resources continue to arrive, revise or add to the IAP. |
| To begin the transition from response to recovery | FEMA | Establish DRCs and begin public assistance. |
| \_\_ \_\_ | As the focus of the SEOC moves from the status of critical infrastructure and sustaining life to emergency repairs and service, shift control of resources to the appropriate ESF primary agencies. |
| \_\_ \_\_ | Coordinate state assistance through the established command structures for each county. |
| ESF 7 | Request additional resources through EMAC or the federal government, as necessary. |

# Communication

ESF #5 shall ensure communication is established and maintained with the EOC and participating agencies to promote an accurate common operating picture (COP) through the use of situation reports and assessments. Such communication may include but is not limited to:

## EOC ESF #15 Communication Methods

**[ADD, REMOVE, OR CHANGE TO COUNTY DETAILS OR PROTOCOLS]**

* Data
  + WebEOC, Email, Text, social media, and Cisco Jabber
* Landline telephone and Cellular

## Oversight, Coordinating instructions, and Communications

ESF #5 is required to talk to each department and division. Means are in place to allow for a broad range of communications both in the EOC and offsite in the alternate EOC.

The EOC uses WebEOC, a secure internet-based software system for forming a common operating picture. WebEOC currently has more than 4,000 registered users. Each of these users act as a “sensor” with the ability to provide timely and critical information. WebEOC is an information-sharing system that provides the ability to effectively communicate, coordinate, and support emergency response across the state. A primary objective of WebEOC is to provide key personnel with a platform to share, analyze, and manage emergency management and homeland security information through the state. WebEOC also serves as a collaborative tool and provides a common operating picture through situational awareness.

Communications and warning systems, such as the Emergency Alert System (EAS), National Oceanic and Atmospheric Administration (NOAA) Weather Radio, and the National Warning System (NAWAS) will be important for disseminating of essential information to the public that can be critical to saving lives, reducing human suffering, and maintaining the public’s confidence in its government. However, following a significant disaster, these systems may not remain functional. In this case, expedient methods of disseminating essential public information will need to be devised. These may include the distribution of flyers in populated areas or the use of high-power AM/FM radio stations to provide critical information to disaster victims who have portable radios or who can still use their car radios.

# P3820#y1appendix a - COMMUNITY LIFELINES

Lifelines are services that enable the continuous operation of critical government and business functions and are essential to human health and safety or economic security.

**Stabilizing community lifelines is the primary effort during response activities.**

**ESFs deliver core capabilities to stabilize community lifelines for an effective response.**

The seven community lifelines represent only the most basic services a community relies on and which, when stable, enable all other activity within a community. The lifelines are designed to enable emergency managers, infrastructure owners and operators, and other partners to analyze the root cause of an incident impact and then prioritize and deploy resources to effectively stabilize the lifeline. This construct maximizes the effectiveness of federally supported, state managed, and locally executed response.

Similar to the ESFs, other whole community organizations can work together to stabilize lifelines and meet disaster needs. The community lifelines do not directly cover all important aspects of community life that can be affected by an incident, including impacts to natural, historical, and cultural resources. For example, financial and economic issues important to the life and safety of affected individuals may also arise indirectly from impacts to lifelines during an incident. If disrupted, rapid stabilization of community lifelines is essential to restoring a sense of normalcy. Recent disasters have illuminated two underlying features of community lifelines that highlight opportunities to strengthen response planning and operations.

First, community lifelines are interdependent and vulnerable to cascading failures. For example, communications and electric power systems rely on each other to function; severe damage to one will disrupt the other. Most lifelines also rely on complex supply chains. Water and wastewater service depend on the resupply of a broad array of chemicals and—if power goes out—fuel for emergency generators. However, in a severe natural or human-caused incident, those supply chains themselves may be broken.

Second, community lifeline stabilization relies on businesses and infrastructure owners and operators who have the expertise and primary responsibility for managing their systems in emergencies. Accordingly, **[INSERT NAME OF COUNTY]** is working with developing planning coordination mechanisms needed to enable the private sector to play a larger, more comprehensive role in preparedness and response activities. The community lifelines are composed of multiple components that encompass infrastructure, assets, and services.

TABLE 16. COMMUNITY LIFELINE COMPONENTS AND SUB-COMPONENTS

|  |  |  |
| --- | --- | --- |
| All community Lifeline Components AND SUB-COMPONENTS | | |
| Multiple components establish the parameters of and key assessment elements for each of the lifelines; component-level analysis is required to determine if each lifeline is stable | | |
| **SAFETY AND SECURITY** | **FOOD, WATER, SHELTERING** | **HEALTH AND MEDICAL** |
| * + Hazard Mitigation   + Law Enforcement / Security   + Responder Safety   + Search and Rescue   + Fire Services   + P3844L59C6T19#y1Government Service | * + Evacuations   + Food / Potable Water   + Shelter   + Durable Goods     - Water Infrastructure     - Agriculture Infrastructure   P3854L59C7T19#y1 | * + Medical Care   + Patient Movement   + Public Health   + Fatality Management   + Medical Industry   P3860C8T19#y1 |
| **ENERGY** | **COMMUNICATIONS** | **TRANSPORTATION** |
| * + Power (Grid)   + Temporary Power   + Fuel   P3869L60C12T19#y1 | * + Infrastructure     - 911 & Dispatch     - Responder Communications   + P3873L60C13T19#y1Alerts, Warnings, Messages | * + Highway / Roadway Motor Vehicle   + Mass Transit   + P3878L60C14T19#y1Railway   + Aviation   + Maritime   + Pipeline |
| **HAZARDOUS MATERIAL** | | |
| * + P3884C16T19#y1Facilities   + Incident Debris, Pollutants, Contaminants   + Conveyance | | |

TABLE 17. INDIANA LIFELINES / ESF / CORE CAPABILITIES CROSS WALK

| **LIFELINE SYMBOL** | **LIFELINE** | **COLLABORATIVE PLANNING TEAM** | | **RELATED CORE CAPABILITIES** |
| --- | --- | --- | --- | --- |
| P3844L59C6T19#y1 | **Safety and Security**   * Law enforcement, security * Search and rescue * Fire services * Government service * Responder safety * Imminent hazard mitigation | * **ESF 13\*** * ESF 4 * ESF 5 * ESF 7 * ESF 9 * ESF 14 * ESF 15 * INNG * Private security | | * Planning * Public Information and Warning * Operational Coordination * Environmental Response/ Health and Safety * Fire Management and Suppression * Mass Search and Rescue Operations * On-scene Security, Protection, and Law Enforcement * Situational Assessment |
| P3854L59C7T19#y1 | **Food, Water, Sheltering**   * Evacuations * Food, potable water * Shelter * Durable goods * Water infrastructure * Agriculture | * **ESF 6\*** * ESF 3 * ESF 11 * ESF 5 * ESF 7 * ESF 13 * ESF 14 * ESF15 * INNG * VOAD | | * Planning * Public Information and Warning * Operational Coordination * Critical Transportation * Infrastructure Systems * Logistics and Supply Chain Management * Mass Care Services * Situational Assessment |
| P3860C8T19#y1 | **Health and Medical**   * Medical care * Patient movement * Public health * Fatality management * Healthcare supply chain * Fire service | * **ESF 8\*** * ESF 4 * ESF 5 * ESF 7 * ESF 14 * ESF 15 * INNG | | * Planning * Public Information and Warning * Operational Coordination * Environmental Response/Health and Safety * Fatality Management Services * Logistics and Supply Chain Management * Public Health, Healthcare, and Emergency Medical Services * Situational Assessment |
| P3869L60C12T19#y1 | **Energy**   * Power (grid) * Temporary power * Fuel | * **ESF 12\*** * ESF 3 * ESF 5 * ESF 7 * ESF 14 * ESF 15 * INNG | | * Planning * Public Information and Warning * Operational Coordination * Infrastructure Systems * Logistics and Supply Chain Management * Situational Assessment |
| **= COORDINATING UNIT**  **\*** | | | | |
| P3873L60C13T19#y1 | **Communications**   * Infrastructure * Alerts, warnings, messages * 911 and dispatch * Responder communications * Financial services | * **ESF 2\*** * ESF 5 * ESF 7 * ESF 14 * ESF 15 * INNG | * Planning * Public Information and Warning * Operational Coordination * Infrastructure Systems * Operational Communications   Situational Assessment | |
| P3878L60C14T19#y1 | **Transportation**   * Highway, roadway * Mass transit * Railway * Aviation * Maritime * Pipeline | * **ESF 1\*** * ESF 5 * ESF 7 * ESF 14 * ESF 15 * INNG | * Planning * Public Information and Warning * Operational Coordination * Critical Transportation * Infrastructure Systems * Situational Assessment | |
| P3884C16T19#y1 | **Hazardous Material**   * Facilities * Hazardous debris * Pollutants/Contaminants | * **ESF 13\*** * ESF 4 * ESF 5 * ESF 7 * ESF 10 * ESF 14 * ESF 15 * INNG | * Planning * Public Information and Warning * Operational Coordination * Environmental Response/Health and Safety * Situational Assessment | |

Table 18. Organizations that support ESF #5 during response

| **ORGANIZATION** | **ESF 5** |
| --- | --- |
| ESF 1: Transportation |  |
| ESF 2: Communications |  |
| ESF 3: Public Works and Engineering |  |
| ESF 4: Firefighting |  |
| ESF 5: Information and Planning |  |
| ESF 6: Mass Care, Housing, and Human Services |  |
| ESF 7: Logistics Support and Resource Management |  |
| ESF 8: Public Health and Medical Services |  |
| ESF 9: Search and Rescue |  |
| ESF 10: Oil and Hazardous Materials Response |  |
| ESF 11: Food, Agriculture, and Natural Resources |  |
| ESF 12: Energy |  |
| ESF 13: Public Safety and Security |  |
| ESF 15: External Affairs | ü |
| Governor of Indiana |  |
| Indiana Department of Natural Resources (DNR) |  |
| Indiana Fire Chiefs Association (IFCA) |  |
| Indiana Geological and Water Survey (IGWS) |  |
| Indiana National Guard (INNG) |  |
| Local Incident Commands |  |
| Midcontinent Independent System Operator, Inc. (MISO) |  |
| Rural Electric Membership Cooperatives (REMCs) |  |
| United States Army Corp of Engineers (USACE) |  |
| United States Geological Survey (USGS) |  |

# 

# COLORS INDICATE LIFELINE OR COMPONENT STATUS

**STABLE: Green**

* Minimal or no disruption in services to survivors
* ***Note: Green components may still be severely impacted***

**STABILIZING: Yellow**

* Disruption to services provided by component capabilities is causing limited impacts to response efforts and survivors.
* A solution to the disruption has been identified, and has it been converted into a plan of action, resourced, and implemented.
* Limiting factors may inhibit response.

**UNSTABLE: Red**

* Disruption to services provided by component capabilities is causing significant impacts to response efforts and survivors.
* Requirements and solutions are not identified and/or there is no plan to deliver the solutions.
* Significant limiting factors may inhibit response.

**UNKNOWN: Grey**

* Impacts are unknown and/or extent of situation or necessary response is unknown.

## ASSIGNING A LIFELINE STATUS

Green

Assign lifeline statuses as incident circumstances evolve and through the course of response operations.

Grey

Stabilization targets will provide the baseline against which lifelines can be compared.

Green

The flowchart shows an example of how responders may think through assigning lifelines a color status.

FIGURE 4. STATUS ASSIGNMENT FLOWCHART



**Yellow**

# APPENDIX B - AUTHORITIES

## Local Jurisdiction

[Indiana Code 36-1-3, Home Rule](http://iga.in.gov/legislative/laws/2019/ic/titles/036#36-1-3)

Indiana’s Home Rule grants municipalities the ability to govern themselves as them deem fit.

**[ADD or CHANGE TO COUNTY DETAILS OR PROTOCOLS]**

## State

[Executive Order 17-02, January 2017](https://www.in.gov/gov/files/EO_17-02.pdf)

The Director of IDHS shall act as the chairperson of the Governor’s Emergency Advisory Group.

[Indiana Code 10-19-2, Department of Homeland Security Established](http://iga.in.gov/legislative/laws/2019/ic/titles/010#10-19-2)

The Indiana Department of Homeland Security was established, and the governor shall appoint an executive director.

## Federal

[National Incident Management System (NIMS), October 2017](https://www.fema.gov/media-library-data/1508151197225-ced8c60378c3936adb92c1a3ee6f6564/FINAL_NIMS_2017.pdf)

NIMS provides a consistent nationwide template for partners to work together to prevent, protect against, respond to, recover from, and mitigate the effects of incidents.

[Robert T. Stafford Disaster Relief and Emergency Assistance Act, August 2016](https://www.fema.gov/media-library-data/1519395888776-af5f95a1a9237302af7e3fd5b0d07d71/StaffordAct.pdf)

The Stafford Act is a United States federal law that provides a means of natural disaster assistance for state and local governments.

[Sandy Recovery Improvement Act, 2013](https://www.congress.gov/113/plaws/publ2/PLAW-113publ2.pdf)

The Sandy Recovery Improvement Act is a law that authorizes changes to the way FEMA delivers disaster assistance.

[Post-Katrina Emergency Management Reform Act, 2006](https://www.doi.gov/sites/doi.gov/files/uploads/Post_Katrina_Emergency_Management_Reform_Act_pdf.pdf)

The Post-Katrina Emergency Management Reform Act provides FEMA guidance on its mission and priorities; including its partnership with state and local governments.

# APPENDIX C – REFERENCE LIST

**[ADD, REMOVE, OR CHANGE TO COUNTY DETAILS OR PROTOCOLS]**

|  |  |
| --- | --- |
| **REFERENCE** | **TITLE / DESCRIPTION** |
| **STATE** | [Disaster Declaration Process](http://www.in.gov/dhs/files/Disaster_Declaration_Process_Brochure.pdf) |
| **STATE** | [IDHS EOC Operations Webpage](https://www.in.gov/dhs/2405.htm) |
| **FEMA** | [FEMA's ESF #5 - Information and Planning Annex, 2016](https://www.fema.gov/sites/default/files/2020-07/fema_ESF_5_Information-Planning.pdf) |
| **FEMA** | [FEMA Resource Typing Definition for Response Operational Coordination, 2017](https://www.fema.gov/media-library-data/1517245784438-0438c1119f1cd4be1f7065244ef67d74/NIMS_508_2_Incident_ManagementTeam.pdf) |
| **FEMA** | [FEMA Resource Typing Definition for the National Qualification System Emergency Management, 2017](https://www.fema.gov/media-library-data/1507480595081-c03057a7e8423fac8eb6b85a5976a645/NQS_509_PublicInfoOfficer_FINAL.pdf) |
| **ALL-HAZARDS INCIDENT MANAGEMENT** | [Incident Management Training and Consulting All-Hazards Incident Management Team Response and Planning Guide, Second Edition 2019](https://www.ahimta.org/) |

# APPENDIX D – ACRONYMS

**[ADD, REMOVE, OR CHANGE TO COUNTY DETAILS OR PROTOCOLS]**

|  |  |
| --- | --- |
| **ACRONYMS** | **FULL DESCRIPTION** |
| **AAR** | After Action Report |
| **ADA** | Americans with Disabilities Act |
| **ARC** | American Red Cross |
| **ARES** | Amateur Radio Emergency Service |
| **CEMP** | Comprehensive Emergency Management Plan |
| **CERT** | Community Emergency Response Team |
| **C-MIST** | Communication Medical Independence Supervision Transportation |
| **COOP** | Continuity of Operations Plan |
| **COP** | Common Operating Picture |
| **EAS** | Emergency Alert System |
| **EMA** | Emergency Management Agency |
| **EOP** | Emergency Operations Plan |
| **ESF** | Emergency Support Function |
| **FEMA** | Federal Emergency Management Agency |
| **FSSA** | Family and Social Services Administration |
| **GETS** | Government Emergency Telecommunications Service |
| **HSEEP** | Homeland Security Exercise and Evaluation Program |
| **IBOAH** | Indiana Board of Animal Health |
| **IC/UC** | Incident Command/Unified Command |
| **ICS** | Incident Command System |
| **IDEM** | Indiana Department of Environmental Management |
| **IDHS** | Indiana Department of Homeland Security |
| **IDNR** | Indiana Department of Natural Resources |
| **IDOA** | Indiana Department of Administration |
| **IDOE** | Indiana Department of Energy |
| **IDOL** | Indiana Department of Labor |
| **IMAT** | Incident Management Assistance Team |
| **IMT** | Incident Management Team |
| **INDOT** | Indiana Department of Transportation |
| **INNG** | Indiana National Guard |
| **IN-VOAD** | Indiana Volunteers Active in Disaster |
| **IOSHA** | Indiana Occupational Safety and Health Administration |
| **IOT** | Indiana Office of Technology |
| **IPAWS** | Integrated Public Alert and Warning System |
| **IPSC** | Integrated Public Safety Commission |
| **IS** | Independent Study |
| **ISDA** | Indiana State Department of Agriculture |
| **ISDH** | Indiana State Department of Health |
| **ISP** | Indiana State Police |
| **IT** | Information Technology |
| **IURC** | Indiana Utility Regulatory Commission |
| **JFO** | Joint Field Office |
| **JIC** | Joint Information Center |
| **JIS** | Joint Information System |
| **MRC** | Medical Reserve Corps |
| **NGO** | Non-Governmental Organization |
| **NIMS** | National Incident Management System |
| **NJIC** | National Joint Information Center |
| **NOAA** | National Oceanic and Atmospheric Administration |
| **NWS** | National Weather Service |
| **PIO** | Public Information Officer (or Office) |
| **POETE** | Planning Organization Equipment Training Exercise |
| **SEOC** | State Emergency Operations Center |
| **SOG** | Standard Operating Guideline |
| **SOP** | Standard Operating Procedure |
| **SPD** | State Personnel Department |
| **SPR** | Stakeholder Preparedness Review |
| **THIRA** | Threat Hazard Identification Risk Assessment |
| **VIPS** | Volunteers in Police Service |
| **WEA** | Wireless Emergency Alerts |

# APPENDIX E – DEFINITIONS

**[ADD, REMOVE, OR CHANGE TO COUNTY DETAILS OR PROTOCOLS]**

|  |  |
| --- | --- |
| **TERM** | **DEFINITION** |
| **AMATEUR RADIO** | The Amateur Radio Emergency Service (ARES) is a division of the American Radio Relay League and consists of licensed amateurs who have voluntarily registered themselves and their equipment for public communications service to the federal, state, county or local level government as well as to nonprofit organizations. |
| **EMERGENCY ALERT SYSTEM** | The Emergency Alert System (EAS) is a nationwide emergency alert program. |
| **GETS CARD** | The Government Emergency Telecommunications Service (GETS) provides a card to national security and emergency preparedness personnel that significantly increases the probability of completion for their phone calls when normal calling methods are unsuccessful. |
| **HIGHWAY ADVISORY RADIO STATIONS** | Highway Advisory Radio Stations (HARS) are licensed low-power AM stations set up by local transport departments that provide bulletins to motorists and other travelers regarding traffic and other delays. |
| **INCIDENT MANAGEMENT ASSISTANCE TEAM (IMAT)** | A team consisting of state employees capable of supporting local jurisdictions with onsite incident management, Emergency Operations Center management, resource coordination, technical support, subject matter expertise, and management capabilities, or functions as a state coordinating element |
| **INCIDENT MANAGEMENT TEAM** | A team that provides on-scene incident management support during incidents or events that exceed a jurisdiction’s or agency’s capability or capacity |
| **INCIDENT PIO** | The PIO that is in charge of overall messaging. The Incident PIO changes depending on the incident (example: IBOAH was designated as the Incident PIO during the Highly Pathogenic Avian Influenza Response in 2016) |
| **INTEGRATED PUBLIC ALERT AND WARNING SYSTEM** | The Integrated Public Alert and Warning System (IPAWS) is a modernization and integration of the nation’s alert and warning infrastructure. |
| **JOINT INFORMATION CENTER (JIC)** | Forms under Unified Command to effectively manage communication resources and public messages when multiple organizations are involved in incident response or multi-agency event planning for major meetings and events |
| **NOAA ALL-HAZARD WEATHER RADIO** | The NOAA all-hazard weather radio is a 24-hour a day, 7-day a week continuous broadcast of weather information. |
| **PUBLIC INFORMATION OFFICER (PIO)** | Disseminates community information to the public |
| **STATE EMERGENCY OPERATIONS CENTER (SEOC)** | Functions as a central coordination center for subject matter experts and key organization personnel who facilitate an effective, direct, and coordinated response to the needs of the citizens of Indiana in the event of a natural disasters or significant events |
| **WIRELESS EMERGENCY ALERTS (WEA)** | Wireless Emergency Alerts (WEA) is a public safety system that allows customers who own certain wireless phone models and other enabled mobile devices to receive geographically-targeted, text-like messages alerting them of imminent threats to safety in their area. |