EMERGENCY SUPPORT FUNCTION (ESF) #5 annex – INFORMATION AND PLANNING

**[Insert County Name]**

Emergency Operations Plan (EOP)

ESF Annex

[Date]

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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 an Emergency Operations Plan (EOP).

This template provides ***SAMPLE*** language based off the State Emergency Operations Plan, but IDHS has tailored it for a more county-specific approach. Included are charts and diagrams to assist county emergency managers with identifying and documenting their specific needs. This template follows Federal Emergency Management Agency (FEMA) Comprehensive Preparedness Guide (CPG) 101 and National Incident Management System (NIMS) 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. The goal is to provide county stakeholders with best practices and the most comprehensive product for county EMAs and stakeholders in their planning initiatives.

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

# PLANNING AGENCIES

Within each Emergency Support Function (ESF) annex, an agency or organization has been given the designation of primary, supporting, non-governmental or local agency based on their authorities, resources and capabilities. The primary agency identifies the appropriate support agencies that fall under this annex. The primary agency 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 county Emergency Operations Center (EOC) and impacted areas. Though an agency may be listed as a primary agency, it does not control or manage those agencies identified as supporting agencies. The agencies listed below are members of the Whole Community Planning Team for this annex.

## PRIMARY AGENCY

**[Insert County Emergency Management Agency Name]**

## SUPPORTING AGENCIES

All county, state, federal and other public, private and non-governmental agencies that are charged with providing situational awareness and executing missions to assist in response to and/or recovery from incidents and events in **[Insert County Name]**. This includes all agencies and organizations that provide information and expertise to assist in the development of information and planning products.

# PURPOSE, SCOPE, SITUATION AND ASSUMPTIONS

## PURPOSE

The purpose of Emergency Support Function #5 (ESF-5) – Information and Planning, is to collect, process, analyze, display and report information to create a common operating picture and to support state-level decision-making processes.

In executing its function, the county Emergency Operations Center (EOC) collects and analyzes real-time information from local, state, federal, tribal, non-governmental and private-sector partners and by any other means deemed appropriate. Information is used to maintain situational awareness throughout **[Insert County Name]** and support informed decision-making for incident response and/or recovery activities in the EOC.

## SCOPE

**[Insert County Name]** and the county Emergency Operations Center (EOC) recognize fifteen (15) Emergency Support Functions (ESF). This annex focuses on ESF-4, Firefighting. This annex focuses on ESF-5, Information and Planning. The ESF-5 Annex is intended to be utilized in conjunction with the **[Insert County Name]** Emergency Operations Plan (EOP).

ESF-5 is continuously functioning in **[Insert County Name]**. The county Emergency Management Agency (EMA) maintains situational awareness and identifies any potential and impending threats by monitoring all available information sources.

Any event or incident in **[Insert County Name]** that requires activation of the EOC and/or use of county resources will result in the activation of ESF-5. ESF-5’s primary task is to monitor response and recovery activities and compile information to develop situational reports.

## SITUATION

ESF-5 may be needed in any of the five (5) phases of emergency management (prevention, protection, mitigation, response and recovery). In the event the county Emergency Management Agency (EMA) Director determines the need for ESF-5 regarding any of the five (5) phases of emergency management, **[Insert Agency Name]** will act as the primary agency.

The EMA Director and the county EOC support the initial and ongoing assessment of potential and developing incidents and the identification of overall priorities for county-level emergency activities by conducting research and developing displays and briefings to make informed decisions. When needed, EOC information and planning staff will include subject-matter experts (SME) from local, county, state, federal and private-sector partners.

### Mission Areas and Core Capabilities

The National Preparedness Goal (NPG) identifies 32 core capabilities that are essential for the execution of the five (5) mission areas of prevention, protection, mitigation, response and recovery. ESF-5 supports the overarching core capabilities of Planning, Operational Coordination and Public Information and Warning, which apply to all mission areas. ESF-5 also supports the core capabilities of Situational Assessment and Intelligence and Information Sharing. Table 1 describes the core capability actions that ESF-5 most directly supports.

Table . ESF-5 CORE CAPABILITY ACTIONS

|  |  |
| --- | --- |
| **CORE CAPABILITY** | **ESF #5 – INFORMATION AND PLANNING** |
| **PLANNING** | Conduct a systematic process engaging the whole community, as appropriate, in the development of executable strategic, operational and/or community-based approaches to meet defined objectives. |
| **OPERATIONAL COORDINATION** | Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of core capabilities. |
| **PUBLIC INFORMATION AND WARNING** | Deliver coordinated, prompt, reliable and actionable information to the whole community using clear, consistent, accessible and culturally and linguistically appropriate methods to effectively relay information regarding any threat or hazard and, as appropriate, the actions being taken and the assistance being made available. |
| **SITUATIONAL ASSESSMENT** | * Maintain situational awareness of the incident. * Provide an informational link to members of the whole community. * Serve as the centralized conduit for situation reports, geospatial data and other decision support tools. * Provide decision-relevant information regarding the nature and extent of an incident, as well as cascading effects, in support of a potential or actual coordinated response. * Coordinate the production and dissemination of modeling and effects analysis to inform immediate emergency management actions and decisions. * Maintain standard reporting templates, information management systems, essential elements of information and critical information requirements. |
| **INTELLIGENCE AND INFORMATION SHARING** | * Provide timely, accurate and actionable information resulting from the planning, direction, collection, exploitation, processing, analysis, production, dissemination and evaluation of available information. * Information sharing is the ability to exchange intelligence, information, data or knowledge among government or private sector entities, as appropriate. |

## PLANNING ASSUMPTIONS

For successful preparedness and response operations to take place, the following key assumptions are listed to gauge participation and support provided by **[Insert County Name]** stakeholders and those at the state and federal levels:

* 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 does not release information directly to the public. The ESF may provide information to ESF-15, External Affairs, for dissemination as appropriate.
* Local and county personnel in the field, such as county EMA and volunteer staff, are the best source of vital information regarding damage assessments, needs assessments and geographical, logistical and other necessary site-area information.
* Personnel from county agencies and departments that support the information and planning efforts will receive regular training in their functions.
* Sufficient personnel will be available to fill all necessary positions for short-term and long-term activations.

# CONCEPT OF OPERATIONS

## GENERAL CONCEPT

The role of **[Insert County Name]** during emergency response is to supplement local efforts before, during and after a disaster or emergency. Emergency Support Function #5 (ESF-5) shall coordinate the use of available information and planning resources and equipment in areas impacted by emergencies or disasters, to manage and support the immediate and long-term needs of the county and local jurisdictions.

ESF-5 shall ensure and promote a common operating picture (COP) through communicating with ESFs, the county Emergency Operations Center (EOC) Operations Section and private sector partners, as applicable.

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 for supporting briefings, producing 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 identifying reporting requirements.

If federal assistance is requested and received by the state, ESF-5 will integrate its efforts with state and federal ESF-5 counterparts. In such cases, information and planning efforts will integrate regarding incident action planning, situational reporting, advanced planning, and demobilization planning. County, state and federal information will be shared through WebEOC and the Indiana Department of Homeland Security (IDHS) District Liaisons.

## county eoc activation

During an EOC activation, ESFs may be activated depending on the incident and activation level. During a disaster response, each ESF representative in the county EOC will remain under the administrative control of their agency head; however, they will function under the supervision of the county Emergency Management Agency (EMA) Director. Notification of activation will be made via **[EDIT: phone, email and/or text message]**.

The EOC is always activated at a Level IV for Daily Operations; however, the activation level will be elevated for planned events, incidents, disasters or other response operations as needed. Activation level details are outlined in the county Emergency Operations Plan (EOP) Base Plan.

## demobilization of the county eoc

Emergency Support Functions will be demobilized from emergency response as objectives are accomplished and the need for their participation diminishes. During demobilization, it is the responsibility of the ESF primary agency to ensure all paperwork, such as equipment time records, personnel time records, accident reports and mechanical inspections have been completed, are accurate and are submitted to the appropriate EOC personnel.

# organization and assignment of responsibilities

## organization

Emergency Support Function #5 (ESF-5) – Information and Planning works directly under the county Emergency Management Agency (EMA) Director in the county Emergency Operations Center (EOC). This position is staffed by the trained county staff or volunteers. In the event of any incident or heightened level of EOC operations, local, county, state, federal agencies and private sector organizations will coordinate response and recovery activities through the EOC and develop situation reports.

Each primary and supporting agency shall maintain internal Standard Operating Procedures (SOPs) and/or Standard Operating Guides (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:

## ASSIGNMENT OF RESPONSIBILITIES

### Primary Agency Responsibilities

* Designate and train personnel to serve as the ESF-5 representative in the EOC.
* Provide the coordination of information and planning resources to assist in critical functions and tasks before, during and after emergency events and disaster situations.
* Execute tasks identified to inform, track the incident and provide status updates, as requested.
* Work with other county, local or municipal departments to determine the impact of the incident and resource gaps that may exist.
* Provide training for essential personnel who may be called upon to work in potentially impacted areas.
* Coordinate and implement emergency-related response and recovery functions, as required, under statutory authority.

### Supporting Agency Responsibilities

* Assist in developing situation reports and readiness assessments that will provide an accurate Common Operating Picture (COP).
* Identify new equipment, technologies or capabilities required to prepare for or respond to new or emerging threats and hazards.
* Provide information or intelligence regarding trends and challenges to any Emergency Support Function’s capabilities within **[Insert County Name]**.

### EOC ESF-5 Responsibilities

Please see primary agency responsibilities above and additional responsibilities below:

* Activate and staff the EOC, as requested.
* Coordinate and request assistance from various supporting agencies.
* Collect, assess and provide EOC staff with the most current information and develop accurate situation reports.
* Actively gather raw data and information through internet sources, media sources, WebEOC, radio, telephone and email traffic.
* Conduct planning meetings, as needed.
* Work closely with the Logistics Section Chief to identify potential resource needs.
* Assist in identifying incident objectives and develop strategies for attaining those goals.
* Create accurate and realistic incident action plans during EOC activations.
* Assist in the completion of the special projects, when required.
* Participate in briefings, as needed.
* Manage the financial aspects of ESF-5.

# EMERGENCY SUPPORT FUNCTION GENERAL TASKS

The following tables are comprised of essential tasks that may need to be completed by Emergency Support Function #5 (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 in **[Insert County Name]**. 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.

Table . ESF-5 PREVENTION TASKS

|  |  |
| --- | --- |
| **ESF #5 – PREVENTION TASKS** | |
| **TASK #** | **TASK SUMMARY** |
| **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 the 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 . ESF-5 PROTECTION TASKS

|  |  |
| --- | --- |
| **ESF #5 – PROTECTION TASKS** | |
| **TASK #** | **TASK SUMMARY** |
| **1** | Develop, validate and maintain SOPs for both routine and emergency operations. Key operational concerns include but are not limited to:   * Identify 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:   * Assessing 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 is captured. |
| **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** | Coordinate 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 . ESF-5 MITIGATION TASKS

|  |  |
| --- | --- |
| **ESF #5 – MITIGATION TASKS** | |
| **TASK #** | **TASK SUMMARY** |
| **1** | Monitor situation with ESF-2 or IT Support 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, county, local and municipal entities that share emergency management responsibilities. |
| **5** | Identify gaps in and coordinate 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 statewide. |
| **8** | Assist in developing 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 . ESF-5 RESPONSE TASKS

|  |  |
| --- | --- |
| **ESF #5 – RESPONSE TASKS** | |
| **TASK #** | **TASK SUMMARY** |
| **1** | Activate SOPs or guidelines for emergency operations that consider:   * Staging, usage and status of equipment, supplies and resources. * Assessing 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 dispatching 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** | Work with ESF-15 to 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 persons with special needs. |
| **9** | Work with ESF counterparts at the local, state, regional and national levels, as well as NGOs and the private businesses/industries, as needed. |

Table . ESF-5 RECOVERY TASKS

|  |  |
| --- | --- |
| **ESF #5 – RECOVERY TASKS** | |
| **TASK #** | **TASK SUMMARY** |
| **1** | Work with county 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, county, local and municipal entities that were impacted by the emergency or disaster and assist in their overall efforts for recovery operations. |
| **5** | Assess 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. |

# COMMUNITY LIFELINES [remove if county is not using lifelines]

**[Insert County Name]** has adopted the Federal Emergency Management Agency’s (FEMA) eight (8) community lifelines into our prevention, protection, mitigation, response and recovery activities. 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.

Table . COMMUNITY LIFELINES AND SUBCOMPONENTS

|  |  |  |  |
| --- | --- | --- | --- |
| **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, HYDRATION, SHELTER** | | **HEALTH AND MEDICAL** |
| * + Law Enforcement / Security   + Fire Services   + Search and Rescue   + Government Service   + Community Safety | * + Food   + Drinking Water   + Shelter     - Agriculture | | * + Medical Care   + Public Health   + Patient Movement   + Fatality Management   + Medical Supply Chain |
| **ENERGY** | **COMMUNICATIONS** | | **TRANSPORTATION** |
| * + Power (Grid)   + Fuel   + Pipeline | * + Infrastructure     - Responder Communications   + Alerts, Warnings, Messages     - Financial Services     - 911 & Dispatch | | * + Highway / Roadway Motor Vehicle   + Mass Transit   + Railway   + Aviation   + Maritime |
| **HAZARDOUS MATERIAL** | | **WATER SYSTEMS** | |
| * + Facilities   + Hazardous Debris   + Pollutants   + Contaminants | | * + Potable Water Infrastructure   + Wastewater Management | |

# Appendix A – REFERENCES, RELATED PLANS AND PROCEDURES

## references

* [FEMA’s ESF #3– Public Works and Engineering Annex](https://www.fema.gov/sites/default/files/2020-07/fema_ESF_3_Public-Works-Engineering.pdf)
* State of Indiana ESF #5 – Information and Planning Annex, 2025

## related plans

* **[Insert County Name]** Emergency Operations Plan (EOP), year
* **[List related plans]**

## STANDARD OPERATING PROCEDURES

* **[List related SOPs]**

# Appendix B – ACRONYMS [ADD TO AS NEEDED]

|  |  |
| --- | --- |
| **ACRONYM** | **FULL DESCRIPTION** |
| **COP** | Common Operating Picture |
| **EMA** | Emergency Management Agency |
| **EOC** | Emergency Operations Center |
| **EOP** | Emergency Operations Plan |
| **ESF** | Emergency Support Function |
| **FEMA** | Federal Emergency Management Agency |
| **GIS** | Geographic Information System |
| **IAP** | Incident Action Plan |
| **IDHS** | Indiana Department of Homeland Security |
| **IT** | Information Technology |
| **NGO** | Non-Governmental Organization |
| **NIMS** | National Incident Management System |
| **NPG** | National Preparedness Goal |
| **SEOC** | State Emergency Operations Center |
| **SME** | Subject Matter Expert |
| **SOG** | Standard Operating Guide |
| **SOP** | Standard Operating Procedure |
| **WebEOC** | Web Emergency Operations Center |