

ST. JOHNS COUNTY
COMPREHENSIVE EMERGENCY
MANAGEMENT PLAN

2016

NIMS | ESF Emergency Support Functions
Information and Planning



NATIONAL INCIDENT MANAGEMENT SYSTEM FUNCTIONS

NIMS Function: **PLANNING SECTION**
Emergency Support Function 5 (ESF-5)

I. GENERAL

- A. Coordinating Agency:** St. Johns County Emergency Management
Section Chief: Emergency Management Planner
- B. Primary Agency:** St. Johns County Emergency Management
- C. Support Agencies:** SJC Property Appraiser (Damage Assessment), NWS Jacksonville, Northeast Florida Regional Council, St. Johns County Planning Department, Geographic Information Systems (GIS), Information Systems (MIS), all ESF's and supporting agencies within this plan. All primary and support agencies are considered support for ESF-5 by virtue of their ability to furnish needed information and to assist in the planning process.

II. ORGANIZATION

The Information and Planning Section works under the direct supervision of the Emergency Management Director in the Emergency Operations Center, and coordinates with all ESF's to gather, collate and disseminate information.

III. INTRODUCTION

A. Purpose

The purpose of the Planning Section is to collect, analyze, process and disseminate essential information for use by local, state, and federal authorities in response to a disaster situation.

B. Scope

This section applies to natural or human-caused disasters or emergencies, whenever local emergency response is required, in either a declared or undeclared emergency. This includes, but is not limited to, information sharing and performing necessary actions to:

1. Collect, process and disseminate essential elements of information for use by local, state, and federal authorities.
2. Provide and collect input for reports, briefings, displays, and plans.

3. Consolidate key information into reports and other materials, describe and document overall response and recovery activities and keep appropriate authorities informed on the status of the overall response and recovery operations.
4. Maintain displays of key information such as maps, charts, and status boards in the EOC.
5. Create and distribute Situation Reports, Incident Action Plans and other pertinent information to response and recovery agencies.
6. Provide periodic briefings, as requested, to the public officials.
7. Participate in planning and information sharing meetings with the department heads, supporting agencies, and other local response and recovery agencies.
8. Conduct conference calls with department heads and / or selected supporting agencies.

C. Planning Assumptions

1. A significant natural or human-caused disaster, emergency condition, or other major incident will be of such severity and magnitude as to require state assistance to supplement local government's efforts to save lives and protect property.
2. The local response elements will be the best available source of vital information regarding damage and initial unmet needs assessments.
3. There will be an immediate and continuous demand for information on which decisions will be made to conduct response and recovery operations.
4. There may be delays in establishing full information processing capabilities.
5. During a disaster, information flow may bottleneck in the EOC due to the tremendous volume of information being received.

IV. CONCEPT OF OPERATIONS

A. General

During an emergency or disaster, the Emergency Management Planner

will be the Planning Section Chief in charge of ESF-5 Information and Planning. The EMD is the overall coordinator for all ESF's. In the initial response following impact of a disaster, the ESF's will collect, sort and process essential information. The Information and Planning Section is responsible for directing message flow within the EOC, displaying information and data, tracking mission assignments and providing technical data in support of response and recovery operations.

B. Organization

1. Upon receipt of a message in the EOC it will be logged into the computer Messaging System for action. The Planning Section Chief will determine which ESF is responsible for the action and will pass it on accordingly through the St. Johns County Emergency Operations Center Messaging System. The appropriate ESF will work the action to completion and will return the message through the EOC Messaging System to the Emergency Management Staff for close out. In working the action the ESF representative will coordinate as required with other ESF's and, if necessary, will brief the Emergency Management Director and / or public officials for information or decision making purposes.
2. The Information and Planning Section will ensure that status boards, information charts, and maps are displayed in the EOC to provide current operational and planning status. Maintenance of status boards and maps are the responsibility of the Planning Section Chief. Status boards and maps are used to ensure all EOC personnel are kept current on operations and for briefing purposes. Displays prepared by the Planning and Information Section may include, but are not limited to:
 - a) EOC Log Board: Used to list major incidents / problems occurring during an emergency event that need to be shared immediately when received and may need to be referenced later. Mission assignments to specific ESF's and emergency declarations may be recorded on this board.
 - b) Resource Request / Status Board: Used to list the status of assets, which are committed and not committed, and all requests for assistance during emergency operations that are beyond the County's resources and capabilities. These requests may be for equipment, services and / or personnel received from municipalities or supporting agencies in the field.
 - c) Evacuation / Shelter Status Board: Used to list the activated shelters and their current status during an emergency event.

The Planning Section Chief or Designee maintains this board. Major road closures in the county and the location / cause of the closing are also displayed on this board.

- d) Maps: Used to illustrate areas of evacuation, SAR, damage assessment and any other issues that need to be graphically illustrated.
3. The Information and Planning Section staff will be responsible for message flow, mission tracking, response planning, and status board. ESF-5 staff will operate from a designated location within the EOC.
4. Due to the critical nature of information during a disaster, the Information and Planning Section will coordinate with all Sections and ESFs to obtain the most recent and reliable information regarding response and recovery actions. This information will be compiled into Situation Reports, Flash Reports and/or Incident Action Plans. In addition, the Section will promptly provide any information to the other Sections and ESF's that will potentially impact their assigned tasks.

C. Notification

1. If a disaster occurs in St. Johns County, the St. Johns County EOC will notify the State Watch Office using operational protocols.
2. St. Johns County Emergency Management will request mutual aid from the SEOC using established protocols.
3. The SEOC will notify St. Johns County Emergency Management if mutual aid is being requested for a situation occurring outside St. Johns County.

V. EMERGENCY SUPPORT FUNCTIONS

A. Consolidation and Dissemination of Key Information

Periodic meetings, briefings, and other discussions between EOC staff, Emergency Management Director, County Administrator and public officials, when required, will be conducted during the response and recovery phases. The purpose of such meetings is for information sharing and for the consolidation and development of plans, reports and other material needed for tasking of response and recovery agencies and continuity of efficient operations. In these meetings objectives for incident operations will be established. In addition, such information may be used

for reports to Florida Division of Emergency Management and FEMA, and in some cases for release to the media by the PIO. In addition, the following specific briefings will occur at the appropriate time:

1. Shift change briefing of incoming EOC staff.
2. News media briefing (backgrounds) or news conferences as needed.
3. Special briefing (VIPs, visitors, officials, etc.)
4. Incident Action Plan briefing at beginning of a new Operational Period, which will include:
 - a) Objectives
 - b) List of mutual aid (resources loaned and / or borrowed)
 - c) Shelter status (capacity, availability, resource support issues, etc.)
 - d) Road closures (with anticipated reopening times, etc.)
 - e) Reentry issues (areas ready or not ready, etc.)
 - f) Critical issues (significant unresolved issues, resource support problems, coordination, etc.)
 - g) Staff Listing

B. Procedure for Coordination of Information

After collection and consolidation of key information by the Planning Section Chief, as indicated in Section V, Part A, the Emergency Management Director will determine which information should be coordinated with or provided to the Florida Division of Emergency Management and other supporting or assisting agencies. The establishment of a joint information processing capability will be in accordance with these instructions and Section V, Part A (above). The FDEM Regional Coordinator or other FDEM representative will be a key participant in the collection, consolidation, coordination and distribution of key information.

C. Tracking of Assistance and Resource Request

Request for assistance and resources will be received in the EOC and will be placed in the computer Messaging System and will be processed and tracked in the same manner as indicated in Section IV, Part A. If resources are overwhelmed from within the County, or from local inter-agency agreements, the request will be submitted by St. Johns County Emergency Management to the State EOC via EMConstellation for action. The appropriate ESF and / or ESF-5 will track the request to completion.

The Emergency Management Director, County Administrator and appropriate public officials will be kept informed on status of request.

D. Staffing Pattern for Continuous Collection and Dissemination of Information

The Planning Section Chief on duty in the EOC, in coordination with the Emergency Management Director, will ensure a 24-hour staffing pattern is in place to ensure continuous collection and dissemination of information for response and recovery planning.

VI. RESPONSIBILITIES

A. Primary Agency: St. Johns County Emergency Management

Responsibilities:

1. Coordinate the overall efforts to collect, process, report, and display essential elements of information.
2. Facilitate support for planning efforts in response operations.
3. Creation of Situation Reports for immediate updated information.
4. Creation of the Incident Action Plan to relay updated information and to give an overview for the following operational period and what needs to be accomplished.

B. Support Agencies: Damage Assessment, GIS, MIS, ESFs and other agencies that may provide needed information to assist in the planning and information gathering process

Responsibilities:

1. Creation of necessary maps and status boards.
2. Identify and provide staff representatives to support the Information and Planning Section in gathering and consolidating operational information.
3. Provide needed information to support response and recovery operations.