ESF-5: PLANNING AND INTELLIGENCE

RESPONSIBLE AGENCIES

Lead Agency: Collier County Emergency Management Division

Collier County Communications,
Government & Public Affairs Division

Collier County Growth Management
Community Development Department

Mutual Aid

All jurisdictions that have entered into the Statewide Mutual Aid Agreement

PURPOSE

1.   Collect, interpret and distribute information to assist government agencies, private business and the general public with response and recovery operations. Disseminate the process for how missions/assignments and resources will be coordinated between agencies and levels of government.

2.   Provide impact and damage assessment information to all pertinent state and federal agencies.

CONCEPT OF OPERATIONS

ESF 5 acts as the central point of contact for gathering information/intelligence and producing the incident action plan and maintaining the communication and coordination linkage with the SEOC. This function also provides the external communications and coordination between the EOC and FEMA, SEOC, Collier's municipalities, etc.

ORGANIZATION

The ESF-5 lead agency representative reports to the Response and Recovery Managers. Groups under ESF-5 include: Geographic Information Services (GIS), Emergency Satellite Communications/Warning, Damage/Impact Assessment, Redevelopment, documentation, emergency planning and other technical planning specialists.

RESPONSIBILITIES

The Lead Agency will:

1.   Obtain a summary of resources and agencies currently involved in response to the incident.

2.   Prepare an initial strategy for the immediate operational period (e.g., the next four hours, the next 24 hours).

3.   Establish time intervals for the operation period.

4.   Prepare a list of all agencies, department, and/or individuals with whom contact must be made for representation in the EOC.

5. Compile and display incident assessment and status information.

6. Assemble information on alternative strategies.

7. Identify the need for specialized resources and activities, e.g., DRCs and PODs.

8. Provide periodic predictions on incident potential.

9. Prepare and distribute Response/Recovery Manager's Incident Action Plans.

10. Maintain communications and coordination processes with the State Emergency Operations Center.

11. Prepares geographical depictions of the disaster impact.

12. Prepare an EOC phase-down/demobilization plan.

Support Agencies will provide staff to train in assist in emergency operations center.

ACTIONS

Preparedness

Emergency Management Division will:

1. Perform a hurricane vulnerability analysis of the threatening emergency event and revise as situation warrants.

2. Monitor NOAA Weather Radio information.

3. Maintain the capability to trigger Civil Emergency Message (CEM) activation and to include local statements in NOAA Weather Radio advisories with NWS – Miami.

4. Maintain and update needed computer data and programs, maps, critical facility information, evacuation studies, demographics and critical county data.

5. Periodically review and update procedures, forms and the proper application of information and data.

6. Determine method of assessing damages and activate damage/impact assessment team(s).

7. Complete and report, as required, information addressed in Attachment 1, Essential Elements of Information for Situation Reports if access to the State's WebEOC account is not available.

Public Utilities Department (Facilities) will implement interior and exterior security systems and plans for EOC.

Response

Human Resources Division will provide augmentation staff for the EOC support and manage the Collier Emergency Information Hotline.

Information Technology Division will:

- Provide and display mapping and spatial analysis.

Communication, Government and Public Affairs Division will:

1.   Establish the EOC's Joint Information Center (JIC), when necessary.

2.   Perform duties as the County Public Information Officer

3.   Monitor social media.

4.   Maintain the Collier Emergency Web page.

5.   Maintain coordination and communication channels with the Collier Emergency Information Hotline.

Emergency Management Division will:

1.   Develop Incident Action Plans through meetings and review of the IAP worksheets (see Attachment 3 – INCIDENT ACTION PLAN/SITREP WORKSHEET) from EOC members.

2.   Staff the planning cell similar to Attachment 4.

3.   Complete and transmit situation and impact report(s) to the Florida Division of Emergency Management either through WebEOC, e-mail or telephone. Initial situation report will be sent to the SEOC within the first four hours of "an event." Situation/Impact reports thereafter will be transmitted to the FDEM by 5:00 pm daily until no longer required.

4.   Monitor storm characteristics and provide periodic predictions on incident potential.

5.   Activate the warning/information communication networks.

6.   Determine initial mutual aid requirements, State/Federal resource requirements and request assistance from State EOC. Use Attachment 2, Resource Request Form, if the State's WebEOC account is not available.

7.   Compile and display incident assessment and status information.

8.   Maintain communications with the State Emergency Operations Center.

Recovery

The County Manager will activate and mobilize the Recovery Task Force to perform duties in accordance with Post Disaster Recovery Ordinance.

Emergency Management will:

1.   When warranted, initiate the request to the State Emergency Operations Center (SEOC) for the Joint State/FEMA Preliminary Damage Assessment (PDA).

2.   As necessary, make requests to the State for assistance not available locally. The State will coordinate this/these request(s) with FEMA should the assistance not be available within the State.

3.	Collect and process information regarding recovery activities while the response phase of the disaster is ongoing. If warranted, request FEMA Disaster Recovery Centers and coordinate their placement.

4.	Determine Information and Referral Services data for disaster recovery centers, individual assistance and temporary housing programs.

5.	**ECONOMIC INJURY ASSESSMENT**: Gather information from the damage/impact assessment teams regarding the disaster's impact to businesses to begin building a case regarding an Economic Injury to a community. At a minimum, the planning section needs to know the business name, address and type damages noted. Based on the information gathered, the Plans Chief may transmit a request, via WebEOC or telephonically, to the SEOC and request a SBA assessment team.

6.	Compile information to support recovery activities.

7.	Develop IAPs to identify projected operational objectives and requirements for the recovery phase.

8.	Establish Disaster Recovery Information Centers and coordinate other support activities.

9.	Anticipate the types of recovery information the Operations Section will require.

10.	Establish staging areas.

11.	Establish emergency distribution centers and coordinate other support activities upon receiving a Presidential Declaration.

12.	Coordinate emergency relief assistance.

13.	Distribute FEMA information provided at briefing.

14.	Prepare EOC phase down/demobilization plan.

Communications, Government and Public Affairs Division will:

1.	Maintain the Collier County Emergency Web page.

2.	Monitor social media.

Information Technology Division will provide and display mapping and spatial analysis to determine physical and economic disaster impact.

All Departments and Governmental agencies having disaster related expenses and damages:

1.	Should attend the public officials briefing for Federal Public Assistance.

2.	Developing project worksheets for their areas of responsibility.

3.	Coordinate documentation of emergency work (daily activity reports; personnel, equipment and materials expense logs; and data on damage eligible for Federal reimbursement).

Growth Management Community Development Department will:

1.   Prepare maps showing disaster damage locations as determined by the Emergency Management Department.

2.   Aid in identifying temporary housing sites.

3.   Transition Recovery activities from the Emergency Operations Center to another facility to ready the EOC for the next disaster event.

4.   Initiate local damage/impact assessment activities.

Mitigation

1.   Assess the County and its municipalities' emergency management programs, with assistance from State and Federal agencies.

2.   Aid in the establishment and coordination of State/Federal hazard mitigation programs.

3.   Perform hazard mitigation projects or programs to reduce the community's hurricane susceptibility and vulnerability.

INTERFACE

ESF-5 interfaces with all personnel and agencies in the EOC in obtaining relevant information.

Attachment 1

State Emergency Response Team
Essential Elements of Information

Event Information Form	Event:				
County: Collier		County Contact:			
Completed By:		Phone Number:			
E-mail Address:		Date and Time:			
SERT Liaison:		Report #:		Pre-Event	Post Event
1. EOC Activation Level:		2. Local State of Emergency Date and Time:			
3. PIO Activated:		Media Releases:			
4. Rumor Control / Hotline Phone Number:		Date and Time:			
5. Confirmed Fatalities:		Confirmed Injured:		Confirmed Missing:	
6. Incident Command Post Location:				Latitude Longitude	
7. Staging Area Location:				Latitude Longitude	
8.Evacuation Order:		Date and Time:		Est. Number Evacuated:	
9. Curfew Orders:		Date and Time:			
10. Local Government Office Closing Date:					
11. School Closing Date:					
12. Boil Water Order (ESF 8):					
13. Other Health Orders (ESF 8):					
14. Hospital Closed (ESF 8):					
15. Animal Issues:					

Homes and Businesses	Destroyed	Major Damages (>50%)	Minor Damages (<50%)
16. Single Family Dwellings:			
17. Multi-Family Dwellings:			
18. Businesses Impacted:			
19. Total Homes and Businesses:			
Public Assistance			
20. Critical Facilities Impacted:			
21. Water and Sewer Structures Impacted (ESF 3):			
22. Other Structures Impacted (ESF 3):			
23. Vehicles Impacted:			
24. Communications Impacted (ESF 2):			
25. Hotel / Motel Sheltering Status:			
Additional Comments:			

Attachment 2 – Resource Request/ Message Form

Collier County Emergency Management
Emergency Operations Center Message Form

EM/EOC Directors Use Only

Informational: ☐

Resource/Action Request: ☐

TO:_____

FROM:_____

TIME:_____ Date:_____ Sender's Phone:_____ E-mail/Fax:_____

Subject and/or Ref. Message #_____

Circle One.........**Information Message** or **Resource Request**

(blank message lines)

Resource Request Information must include: *Mission Description, Resource Quantity, Date/Time Needed, Staging or Reporting Location, On-Scene Contact, Supporting Needs, and Days Needed. (FDEM RRF_____)*
A =Action or Coordination.....N =Notification

A	N	Routing	A	N	Routing	A	N	Routing
		ESF-1 Transp.			ESF-7 Resource Support			ESF-13 Military Support
		ESF-2 Commo.			ESF-8 Health/Medical			ESF-14 Public Information
		ESF-3 Pub Wrk.			ESF-9 Search & Rescue			ESF-15 Volunteers & Donation
		ESF-4 Fire/Res.			ESF-10 Haz/Materials			ESF-16 Law Enforcement & Sec.
		ESF-5 Info/Plan.			ESF-11 Food & Water			ESF- 17 Veterinary Services
		ESF-6 Mass Care			ESF -12 Energy			ESF-18 Business & Industry

Approved: ESF: Date/Time/Logistics: Arrival/Demobilization: Message #:_____

_____

| Orginal to EOC Director | Pink Copy to EOC Recorder | Canary - Sender |

Attachment 3 – INCIDENT ACTION PLAN/SITREP WORKSHEET

INCIDENT BRIEFING	1. INCIDENT NAME	2. DATE PREPARED	3. TIME PREPARED
4. SECTION/FUNCTIONAL GROUP/AGENCY COMPLETING FORM			
5. OPERATIONAL PERIOD:			

6. SUMMARY OF CURRENT SITUATION, OPERATIONS, AND OBJECTIVES

☐
No change from previous report

7. PROBLEMS ENCOUNTERED OR POTENTIAL OBSTACLES

☐
No change from previous report

8. ASSISTANCE REQUIRED OR REQUESTED

☐
No change from previous report

9. PROJECTED INCIDENT OBJECTIVES

☐
No change from previous report

10. PREPARED BY (Name and Position)	11. APPROVED BY (Name and Position)

Attachment 4 – Planning Structure

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                          │   Planning   │
                          └──────┬───────┘
          ┌──────────────┬───────┼───────────┬──────────────┐
   ┌──────┴──────┐ ┌─────┴──────────┐ ┌──────┴──────┐ ┌─────┴──────┐
   │   SITREP    │ │Resources/Tracker│ │Documentation│ │ Technical  │
   └─────────────┘ └────────────────┘ └─────────────┘ └─────┬──────┘
                                          ┌──────────────────┼──────────────────┐
                                   ┌──────┴──────┐    ┌──────┴──────┐    ┌──────┴──────┐
                                   │   Weather   │    │     GIS     │    │  Modeling   │
                                   └─────────────┘    └─────────────┘    └─────────────┘
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