

Emergency Support Functions

Appendix 1 to Basic

GENERAL RESPONSIBILITIES EMERGENCY SUPPORT FUNCTION AGENCIES

I. INTRODUCTION

A. Purpose

The ESFs provide the structure for coordinating governmental interagency support in preparation for, during and after a disaster. This structure provides mechanisms for providing governmental support to jurisdictions within the County, between Counties, or from the county to the State both for declared disasters and emergencies under the Stafford Act and for non-Stafford Act events. Each ESF group is responsible for identifying and coordinating resources necessary to accomplish emergency management missions during the response, recovery and mitigation phases of a disaster event.

B. Scope

The resources may be used under any level of disaster activation: incident, minor, major or catastrophic.

C. Standard Operating Guidance

Each ESF should develop standard operating guidance that ensures capability to carry out their respective missions.

D. Resource Identification

1. Necessary resources are defined as those that would be required for optimal response to an emergency or disaster.
2. Available resources are defined as those that are currently in the possession of or under the purview of Collier County. They include personnel, technology, equipment and supplies.
3. Obtainable resources include personnel, technology, equipment, facilities, materials, and supplies that are obtainable from contractors, vendors, suppliers, and related agencies. The business, agency or department resources that are not under the purview of the county structure shall be coordinated through Memoranda of Understanding (MOU). The MOU will specify the resources that will be provided and reimbursement mechanisms.
4. Resource shortfalls shall be defined as the difference between available and obtainable resources vs. the necessary resources to accomplish the ESF missions. Resource shortfalls shall be projected as part of each ESF's standard operating procedures, by disaster level (minor, major or catastrophic), to ensure that specific requests to the State Emergency Operations Center can be quickly made.

E. Policies

Each ESF should use resources available and obtainable to accomplish missions/tasks within its defined purpose. Resource shortfalls will be coordinated through the Collier County EOC, so that a formal request may be made for additional resources through the most appropriate means.

II. CONCEPT OF OPERATIONS

A. General

1. Duty rosters shall be maintained by each ESF. The responsible agency shall ensure that notification points of contacts lists are maintained and available at the EOC. All ESF agency representatives shall notify their agency, region or district of emergency operations activations.
2. Each ESF should notify its team of actual or pending emergencies or disaster events. In the case of a pending event, personnel shall be placed on standby notification, and provided duty station information.
3. Each ESF team shall be prepared to review and assess emergency situations, by planning to provide the following information:
 - a. Periodic situation reports;
 - b. Potential problems and corrective measures;
 - c. Response and short-term recovery plans of action;
 - d. Resource requests based on short-term and long-term needs;
 - e. Financial management; and
 - f. Mutual aid options.
4. Each on-duty ESF team shall prepare and file situation reports with ESF-5 upon request.
5. Each on-duty ESF should track the status of resources: available/obtainable and committed.
6. Each on-duty ESF agency shall maintain personnel, expense records and appropriate ICS forms, especially the ICS Form 214, Activity Log.
7. Each person assigned to the EOC and/or ESF shall complete WebEOC training provided by the Emergency Management Division before assignment to an activated EOC as the organizational representative.

B. Organization

1. Collier County Emergency Management has adopted the Incident Command System as its management structure. Each ESF will be managed under one (or more) of the four management categories: Operations, Planning, Logistics, and/or Finance (see the Emergency Organization Structure organizational chart). Each ESF acts as a functional group within the ICS structure. Within the Operations Group, the following ESF are in each of the following Branches:
 - a. Human Service: ESFs 6, 8, 11, 15, 17 & 18
 - b. Infrastructure: ESFs 1,2,3 & 12
 - c. Public Safety: ESFs 4, 8, 9, 10 & 16
2. The Collier County Time-Delineated Schedule (incorporated into this document by reference) shall serve as a timeframe for response and recovery actions.
3. **ESF Lead/Coordinator:** The Operations Section Chief shall designate each ESF Coordinator, if the lead agency is not present, for each incident or incident period. The ESF lead/coordinator has ongoing responsibilities throughout the prevention, preparedness, response, recovery and mitigation phases of incident management. The role of the ESF lead/coordinator is filled through a “unified command” approach if agreed upon by the primary agencies. Responsibilities of the ESF coordinator include:
 - a. Coordinating ESF activities as appropriate relating to catastrophic incident planning and critical infrastructure preparedness.
 - b. Pre-incident planning and coordination;
 - c. Maintaining ongoing contact with ESF agencies;
 - d. Conducting periodic ESF meetings and conference calls;
 - e. Coordinating efforts with corresponding private sector organizations; and
 - f. In concert with Collier County Emergency Management, annual review and revision of ESF procedures, protocols and/or policies;
 - g. Maintenance and annual update of available and obtainable resources database; and
 - h. Maintenance and annual update of duty roster.
4. ESF agency representatives shall have the authority of their respective agencies to commit available and obtainable resources without a requirement of additional managerial approval.
5. In the event that a mission assignment (tasking) requires resources beyond the scope of a given ESF, coordination with the other ESFs shall be made through the Operations Section Chief.
6. **Supporting Agencies:** When an ESF is activated in response to an incident, support agencies are responsible for:
 - a. Conducting operations, when requested, using their own authorities, subject-matter experts, capabilities or resources;

- b. Participating in planning for short-term and long-term incident management operations and the development of supporting operational plans, standard operating procedures, checklists or other job aids, in concert with existing first responder standards;
- c. Assisting in conducting situational assessments;
- d. Furnishing available personnel, equipment or other resource support as requested by DHS or the ESF primary agency;
- e. Providing input to periodic readiness assessments;
- f. Participating in training and exercises aimed at continuous improvement of prevention, response, and recovery capabilities;
- g. Identifying new equipment or capabilities required to prevent or respond to new or emerging threats and hazards or to improve the ability to address existing threats; and
- h. Nominating new technologies to the Emergency Management Director for review and evaluation that have the potential to improve performance within or across functional areas.

C. Preparedness Phase

Basic preparedness actions include the following for all ESFs.

- 1. Contact shall be made to all agency points of contact;
- 2. Twenty-four-hour staffing shall be scheduled, when necessary;
- 3. Personnel shall report to the Collier County EOC upon confirmation of EOC activation;
- 4. Each ESF coordinator should contact and liaison with their appropriate counterpart at the State EOC;
- 5. Preliminary vulnerability assessments shall be made and reported to the Collier County EOC Operations Manager, with estimated repair time frames; and
- 6. Confirm operational status of all relevant systems outside the EOC.
- 7. Insure ESF staff have attained the appropriate level of NIMS training and understand how to prepare the associated ICS paperwork.
- 8. Complete WebEOC training conducted by the Emergency Management Division.

D. Response Actions

Each ESF agency shall be prepared to:

- 1. Receive, distribute, evaluate and act upon resource requests;
- 2. As appropriate, make preliminary arrangements for participation in formal damage assessments;

3. Provide information (verbal and/or written) for situation reports, action plans, and EOC briefings;
4. Monitor team rosters to ensure 24-hour staff coverage;
5. Maintain ICS Form 214, Activity Log; and,
6. Assess recovery phase requirements and initiate phase-over when and as required.

E. Recovery

The above actions shall be continued as appropriate during EOC activation, which may extend well beyond the initial 72-hour response phase. ESF representatives shall remain aware of the need for relief teams and make request for it based on the magnitude of the event and projected EOC activation time frames.

F. Mitigation

Each ESF team shall consider mitigation strategies.

G. Direction and Control

The Collier County Emergency Management EOC policies and procedures shall govern the processing of resource requests, mutual aid and memoranda of understanding.