

EMERGENCY SUPPORT FUNCTION 5 INFORMATION ANALYSIS AND PLANNING

PRIMARY AGENCY:

Sequim Emergency Management

SUPPORT AGENCIES:

Sequim Police Department
Fire District No. 3
PenCom
Department of Public Works
Amateur Radio
American Red Cross

I. INTRODUCTION

- A. Purpose: To ensure effective communication and information exchange, and dissemination of information in order to effectively analyze situations so that an appropriate action plan can be created.
- B. Scope: This Emergency Support Function affects all agencies/departments involved in emergency operations. It is necessary to ensure that all information is coordinated and correct so that effective planning is done.

II. POLICIES

- A. All incident information shall be forwarded to the EOC or other location established by Emergency Management.
- B. Emergency Management will provide for information coordination through the EOC or other established location. They will ensure that information is passed to the various agencies involved in disaster response/recovery.
- C. Emergency Management will keep the State Emergency Management Division informed of the situation, as appropriate and coordinate with Clallam County Emergency Management to the extent possible.
- D. Media relations will be handled by the Incident Commander or the Public Information Officer according to plan.

III. SITUATION

- A. Emergency/Disaster Hazards and Conditions: Emergency or disaster situations that would

effect the ability of agencies to communicate are, but not limited to:

1. Power outages
2. Lightening strikes
3. Electromagnetic pulse (EMP)
4. Equipment failure

B. Planning Assumptions:

1. Information coordination will be limited at the onset of an incident.
2. The Emergency Operations Center, or secondary EOC will be used as the point of contact for information coordination.
3. There will be misinformation and rumors to contend with.

IV. CONCEPT OF OPERATIONS

A. General

1. Information will be coordinated from the city EOC or other designated point, as appropriate to the incident.
2. Gathered information will be used for planning purposes and to keep all involved agencies current on actions that are occurring.
3. Information shall be distributed only to those agencies that are involved in the response operations. Information shall not be given out to non-involved agencies without the permission of the Incident Commander and/or Public Information Officer (PIO).
4. The EOC shall review and coordinate received information, verify for accuracy and use it to avoid potential rumor situations.
5. Information should be communicated in hard copy form, such as fax, amateur radio packet system, or written reports. All involved response agencies should provide situation reports to the EOC or designated location at least once every 12 hours, or upon request from the EOC.
6. The EOC, or designated point, shall provide situation reports to the state EOC, as appropriate. This includes transmission of local proclamation of emergencies. This will be done by the best means available, to include, but not limited to fax or amateur radio packet system.
7. Information that is obtained, that is critical in nature for planning purposes, should be communicated from field units to the appropriate communications center or directly to the EOC via radio link.
8. The office responsible for coordination of information shall be City of Sequim Emergency Management and/or the Public Information Officer. Responsibilities include:

- a. Assigning personnel to assist with the coordination of information.
- b. Ensuring the confidentiality of information received.
- c. Ensuring that the EOC or designated facility is equipped to handle the task of coordinating information.

B. Organization

1. Emergency Management is the primary agency for the coordination and collection of incident information for planning and analysis. The assigned Public Information Officer shall act as information coordinator.
2. Emergency Management shall maintain a facility, (the EOC), and an alternate to serve as a point of contact for information coordination and collection.
3. Emergency Management will establish procedures dealing with information coordination, collection and distribution.

C. Procedures

1. Upon the need for information, analysis and planning, the Emergency Operations Center, or alternate site will be activated by Emergency Management. Request to activate the EOC for information coordination can come from any command level officer of fire or law enforcement. In addition, the legislative authority of a particular jurisdiction can request information coordination activation.
2. The Incident Commander or designee will ensure that information coordination is established by, but not limited to:
 - a. Opening the EOC per departmental Suggested Procedures and call-out lists.
 - b. Obtaining necessary equipment such as fax machines, additional phone lines, etc.
 - c. Coordinate with Amateur Radio for communication support.
3. Support agencies will coordinate information gathering with the EOC. This will be done by periodic situation reports which should include:
 - a. Time and date of report.
 - b. Person making the report and a call back number, etc.
 - c. Description of what is happening (damages, injuries, etc.).
 - d. Area where it is taking place.
4. Information gathered at the EOC will be disseminated to the planning section unit, or Incident Commander, as appropriate.

D. Mitigation Activities

1. Emergency Management shall endeavor to keep the Emergency Operations Center in a state of readiness. This includes, but is not limited to:
 - a. Keeping emergency communications systems in a state of readiness.
 - b. Providing necessary phone communications.
 - c. Maintaining the redundancy of communications systems.
 - d. Providing data back up to all necessary information.
 - e. Ensuring the readiness of back up power generation.
2. All support agencies will:
 - a. Ensure that their communications equipment/systems are kept in a state of readiness.
 - b. Ensure that capabilities to record, process and communicate information is kept in a state of readiness.

E. Preparedness Activities

1. Emergency Management:
 - a. Develops and maintains liaison with support agencies to ensure readiness.
 - b. Develops and maintains the process for information coordination during an emergency or disaster.
 - c. Develops reporting formats and systems, and coordinates damage assessment reporting procedures.
2. Fire Services:
 - a. Develop and maintain Suggested Procedures (SPs) for the coordination of information and ensure that personnel are appropriately trained. Including, but not limited to:
 1. Transmission of sensitive information.
 2. Initial reporting of damage assessments.
 3. Internal information policies.
 - b. Train and provide personnel capable in information gathering, analysis and planning activities, including personnel that can function from the EOC to support appropriate information coordination activities.
3. Law Enforcement:
 - a. Develop and maintain SP's for the coordination of information and ensure that personnel are appropriately trained.

- b. Ensure that appropriate personnel are capable of participating in an incident planning process.
 - 4. PenCom: Develop and maintain procedures for ensuring that appropriate information is coordinated and see that personnel are appropriately trained in departmental policies.
 - 5. Department of Public Works:
 - a. Develop and maintain procedures for performing information analysis and ensure that personnel are trained.
 - b. Identify vital roadways and infrastructures and ways to by-pass these in the event of damage from a disaster.
 - c. Provide information concerning damage to roads and the infrastructure, in a timely manner to the EOC or other established point of contact.
 - d. Participate with planning issues regarding public road uses.
 - 6. Amateur Radio:
 - a. Develop and maintain procedures in communications to assist in information collection and coordination in concert with the EOC.
 - b. Ensure that personnel are trained in procedures.
 - 7. American Red Cross:
 - a. Develop and maintain procedures for performing information analysis and ensure that personnel are trained.
 - b. Coordinate with Emergency Management and develop information reporting guidelines.
- F. Response Activities:
 - 1. Emergency Management
 - a. Establish an information collection point and collect information.
 - b. Analyze provided information and distribute with the appropriate agencies. Information should be distributed by best means, such as fax.
 - c. Coordinate and prepare periodic situation reports for local officials and State Emergency Management.
 - d. Request special information from local agencies and volunteer organizations, as necessary.
 - e. Prepare local proclamation for the legislative authority of the affected jurisdiction and forward it to State Emergency Management.

2. Support Agencies

- a. Collect information from their field representatives and provide that information to Emergency Management/EOC, as appropriate.
- b. Keep Emergency Management/EOC apprised of their resource needs.
- c. Make request of field representatives for special information.

G. Recovery Activities:

1. Emergency Management

- a. Continue to prepare situation reports, as necessary.
- b. Continue to gather information, as necessary.
- c. Coordinate damage assessment and other information during the recovery phase for State and/or Federal use, as appropriate.
- d. Prepare the proclamation by the legislative authority terminating the proclamation of emergency.

2. Support Agencies

- a. Continue to provide information to Emergency Management, as requested.
- b. Review and revise reporting procedures and formats as necessary.
- c. Assist in collection of damage assessment information and coordinate activities with Emergency Management.

V. RESPONSIBILITIES

- A. Primary Agency (Emergency Management): Coordinate the collection and sharing of information about potential or actual emergencies or disasters that could affect the city.
- B. Support Agencies: Support Emergency Management in the collection and sharing of information about potential or actual emergencies that could affect the city.

VI. RESOURCE REQUIREMENTS

- A. Resources needed to fulfill this ESF are part of the city EOC.
- B. Qualified personnel to fill the Planning Section Chiefs role.
- C. Personnel trained in Planning operations and the gathering and coordinating of information.
- D. Facilities where information analysis can be coordinated.
- E. Office equipment, such as computers, fax, copier, paper, etc.

- F. Trained personnel that can gather and report back information.