***Note: All italicized text provides guidance to assist in the development or update of your ESF. This content is intended for reference only and should be removed when finalizing your plan. Non-italicized text offers example language that you may tailor and include in your jurisdiction’s plan.***

**Coordinating:**

**Entity Name (Acronym)**

*ESF coordinators oversee the preparedness activities for a particular ESF and coordinate with its primary and support agencies. Responsibilities of the ESF coordinator include:*

* *Maintaining contact with ESF primary and support agencies through conference calls, meetings, training activities, and exercises.*
* *Monitoring the ESF’s progress in meeting the core capabilities it supports.*
* *Coordinating efforts with corresponding private sector, NGO, and Federal partners.*
* *Ensuring the ESF is engaged in appropriate planning and preparedness activities.*

|  |  |
| --- | --- |
| **Primary(s):** | |
| *ESF primary agencies have significant authorities, roles, resources, and capabilities for a particular function within an ESF. Refer to the National Response Framework for specific responsibilities.* | |
| Entity Name (Acronym) | Entity Name (Acronym) |

|  |  |
| --- | --- |
| **Supporting:** | |
| *ESF support agencies have specific capabilities or resources that support primary agencies in executing the mission of the ESF. Refer to the National Response Framework for specific responsibilities.* | |
| Entity Name (Acronym) | Entity Name (Acronym) |

# Purpose

*The purpose sets the foundation for the rest of the ESF. The purpose is a general statement of what the ESF is meant to do, shows the relationship to Core Capability execution, and should be supported by a brief synopsis of the ESF annex and any appendices.*

This document is a supporting annex of the Comprehensive Emergency Management Plan (CEMP) and operates in conjunction with all its annexes. ESF 5 Supports and facilitates multiagency planning and coordination for operations involving incidents requiring State coordination by ensuring the proper execution of the Planning; Operational Coordination; and Situational Assessment Core Capabilities and supporting the following Core Capabilities based on the intersecting activities with other ESFs: Public Information and Warning; Logistics and Supply Chain Management; and Operational Communications.

| **Primary Response Core Capabilities** | |
| --- | --- |
| **Planning** | Conduct a systematic process engaging the whole community as appropriate in the development of executable strategic, operational, and/or tactical-level 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. |
| **Situational Assessment** | Provide all decision makers with decision-relevant information regarding the nature and extent of the hazard, any cascading effects, and the status of the response. |

| **Supporting Response Core Capabilities** | |
| --- | --- |
| **Public Information and Warning** | Deliver coordinated, prompt, reliable, and actionable information to the whole community through the use of clear, consistent, accessible, and culturally and linguistically appropriate methods to effectively relay information regarding any threat or hazard, as well as the actions being taken, and the assistance being made available, as appropriate. |
| **Logistics & Supply Chain Management** | Deliver essential commodities, equipment, and services in support of impacted communities and survivors, to include emergency power and fuel support, as well as the coordination of access to community staples. Synchronize logistics capabilities and enable the restoration of impacted supply chains. |
| **Operational Communications** | Ensure the capacity for timely communications in support of security, situational awareness, and operations, by any and all means available, among and between affected communities in the impact area and all response forces. |

# Authorities and Policies

## Revised Code of Washington (RCW)

### RCW #: Name

*Short Description – Why is this particular authority important to this ESF’s role?*

## Washington Advisory Code (WAC)

### WAC #: Name

*Short Description*

## Important Agency/Organization Policies

### Policy Identifier: Name

*Short Description*

# Situation Overview

*At a minimum, the situation section should summarize hazards faced by the ESF and discuss how the ESF expects to receive (or provide) assistance within its regional response structures. The situation section covers a general discussion of:*

* *Relative probability and impact of the hazards.*
* *Geographic areas likely to be affected by particular hazards.*
* *Vulnerable critical facilities (e.g., nursing homes, hospitals, infrastructure).*

*The process used by the ESF to determine its capabilities and limits in order to prepare for and respond to the defined hazards.*

# Concept of Operations

#### This CONOPS section explains in broad terms the ESF’s intent regarding an operation. This section is designed to give an overall picture of how the response organization accomplishes a mission or set of objectives to reach a desired end-state. Ideally it offers clear methodology to realize the goals and objectives to execute the plan.

Some functions of this ESF may include, but are not limited to:

* Incident action planning
* Information collection, analysis, and dissemination.

*Describe how/where an incident command post will be established (e.g., chief’s car, command bus, nearest enclosed structure) and how it will be identified during the emergency (e.g., green light, flag, radio call).*

*Describe how/when an Incident Commander can request the activation of an EOC.*

*Identify the primary and alternate sites that will likely be used as an EOC for the jurisdiction (e.g., city hall, fire department, emergency management agency, dedicated facility).*

In order to achieve its intended purpose, this ESF is concerned with accomplishing the Critical Tasks associated with each identified Core Capability to support the response mission area and the successful execution of these Core Capabilities.

| **Planning** | |
| --- | --- |
| **Critical Task I.D.** | **Critical Task Description** |
| **1** | Develop operational plans that adequately identify critical objectives based on the planning requirement, provide a complete and integrated picture of the sequence and scope of the tasks to achieve the objectives, and are implementable within the timeframe contemplated in the plan using available resources. |

| **Operational Coordination** | |
| --- | --- |
| **Critical Task I.D.** | **Critical Task Description** |
| **1** | Mobilize all critical resources and establish command, control, and coordination structures within the affected community, in other coordinating bodies in surrounding communities, and across the Nation, and maintain as needed throughout the duration of an incident. |
| **2** | Enhance and maintain command, control, and coordination structures consistent with the National Incident Management System (NIMS) to meet basic human needs, stabilize the incident, and transition to recovery. |

| **Situational Assessment** | |
| --- | --- |
| **Critical Task I.D.** | **Critical Task Description** |
| **1** | Deliver information sufficient to inform decision making regarding immediate lifesaving and life-sustaining activities, and engage governmental, private, and civic sector resources within and outside of the affected area to meet basic human needs and stabilize the incident. |
| **2** | Deliver enhanced information to reinforce ongoing lifesaving and life-sustaining activities, and engage governmental, private, and civic sector resources within and outside of the affected area to meet basic human needs, stabilize the incident, and transition to recovery. |

| **Public Information and Warning** | |
| --- | --- |
| **Critical Task I.D.** | **Critical Task Description** |
| **1** | Inform all affected segments of society of critical lifesaving and life-sustaining information by all means necessary, including accessible tools, to expedite the delivery of emergency services and aid the public to take protective actions. |
| **2** | Deliver credible and actionable messages to inform ongoing emergency services and the public about protective measures and other life-sustaining actions, and facilitate the transition to recovery. |

| **Logistics and Supply Chain Management** | |
| --- | --- |
| **Critical Task I.D.** | **Critical Task Description** |
| **1** | Mobilize and deliver governmental, nongovernmental, and private sector resources to save lives, sustain lives, meet basic human needs, stabilize the incident, and transition to recovery, to include moving and delivering resources and services to meet the needs of disaster survivors. |

| **Operational Communications** | |
| --- | --- |
| **Critical Task I.D.** | **Critical Task Description** |
| **1** | Ensure the capacity to communicate with both the emergency response community and the affected populations and establish interoperable voice and data communications between Federal, tribal, state, and local first responders. |

## Whole Community

*Describe how plans consider the essential needs of children. Describe how plans consider the physical, programmatic, and communications needs of individuals with disabilities and others with access and functional needs. Describe how plans consider the essential needs of household pets and service animals (e.g., the requirements stated in the federal PETS Act, etc.).*

# Organization

*Describe what the organizational structure of this ESF looks like. Where does it fall in the overall EOC structure? How are all the primary and supporting agencies/organizations connected?*

Describe the purpose and functions of an EOC/ECC during an emergency or declared disaster.

*Identify the lead official and at least two alternates responsible for staffing each key position at the primary EOC, as well as the alternates (if different) to be consistent with NIMS.*

## Structure

*Below is an example organizational chart illustrating a possible structure for this ESF. Jurisdictions should adjust the chart as needed to accurately reflect how this ESF is organized within their EOC.*

# Direction, Control & Coordination

*This section also provides information on how department and agency plans nest into the ESF (horizontal integration) and how higher-level plans are expected to layer on the ESF (vertical integration).*

## **Horizontal Integration**

*List and briefly describe what state-level (equal) planning efforts exist that may support this ESF in executing its assigned responsibilities? List and briefly describe them.*

**Plan Name**

*Describe*

## **Vertical Integration**

*What Federal-level (higher), regional (lower), local-level (lower), private sector & NGO (lower) planning efforts exist that may support this ESF in executing its assigned responsibilities? List and briefly describe them.*

**Plan Name**

*Describe*

# Information Collection, Analysis, & Dissemination

*This section describes the critical or essential information needed, the source of the information, who uses the information, how the information is shared, the format for providing the information, and any specific times the information is needed.*

## **Information Collection**

### **Essential Elements of Information (EEIs)**

*The following categories are a baseline list of facilities and systems which should be considered for information collection. They may not include all relevant EEIs as the impact of a given disaster may require unique information collection needs.*

|  |  |
| --- | --- |
| * **Federally-focused EEIs** | * *Mission Assignments/Action Request Forms.* * *Status of evacuee operations by bus, air, and rail.* * *Situational awareness.* * *Division Coordinator Reports/Security, Water, Energy, Academia, and Telephone Reports.* * *ESFs activated or on alert.* * *Limiting factors or shortfalls.* * *Status of animal populations/facilities.* * *Animal impacts and risks to responders and the public.* * *Status of animal response organizations and unmet animal needs.* * *Preliminary Damage Assessment information and local impact assessment is provided by American Red Cross and other NGOs responding locally* |

## **Information Analysis**

*Describe the process the information collected goes through to verify accuracy of the information and any details necessary to inform operations and decision-making.*

## **Information Dissemination**

*Describe what process this ESF takes to share the information once it has been verified and analyzed (e.g. the ESF shares the information with the Operations Section Chief in the EOC and the ESF 15/PIO, or Situation Unit in the Planning Section if applicable).*

# Responsibilities

| Response Mission Area | | | |
| --- | --- | --- | --- |
| Core Capability | Critical Task I.D. | Activity/Action | State Agency / Organization |
| *Example* | | | |
| Operational Coordination | 1 | *Identify and describe the actions that will be taken to receive and document the* initial notification that an emergency has occurred. |  |
| Situational Assessment | 1 |
|  |  | *Activity/Action 1* | *Agency 1* |
|  |  | *Activity/Action 2* | *Agency 2, 3* |
|  |  | *Activity/Action 3* | *Agency 1, 2, 3* |
|  |  |  |  |
| Initial Notification | | | |
| Operational Coordination | 1 | *Identify and describe the actions that will be taken to receive and document the initial notification that an emergency has occurred.* |  |
| Operational Communications | 1 |
| Situational Assessment | 1 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Operational Coordination | 1, 2 | *Identify and describe the actions that will be taken to coordinate notifications effectively to alert/dispatch response and support agencies (e.g., 911 centers, individual fire/police dispatch offices, call trees) under all hazards and conditions.* |  |
| Situational Assessment | 1, 2 |
| Operational Communications | 1 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Operational Coordination | 1, 2 | *Identify and describe the actions that will be taken to manage notifications effectively to alert/dispatch response and support agencies (e.g., 911 centers, individual fire/police dispatch offices, call trees) under all hazards and conditions.* |  |
| Situational Assessment | 1, 2 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Operational Coordination | 1, 2 | *Identify and describe the actions that will be taken to disseminate notifications* *effectively to alert/dispatch response and support agencies (e.g., 911 centers, individual fire/police dispatch offices, call trees) under all hazards and conditions.* |  |
| Situational Assessment | 1, 2 |
| Public Information and Warning | 2 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Operational Coordination | 1, 2 | *Identify and describe the actions that will be taken to notify adjacent jurisdiction(s) about a local emergency that may pose a risk (e.g., flash flood, chemical release, terrorist act).* |  |
| Situational Assessment | 1, 2 |
| Public Information and Warning | 2 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Operational Coordination | 1, 2 | *Identify and describe the actions that will be taken to coordinate with adjacent jurisdiction(s) about a local emergency that may pose a risk (e.g., flash flood, chemical release, terrorist act).* |  |
| Situational Assessment | 1, 2 |
| Planning | 1 |
| Operational Communications | 1 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Operational Coordination | 1 | *Describe the use of Emergency Condition/Action Levels in the initial notification process where defined by statute, authority, or other guidance.* |  |
| Situational Assessment | 1 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Incident Assessment | | | |
| Operational Coordination | 1 | *Identify and describe the actions that will be taken to gather essential information the immediate risks posed by the emergency.* |  |
| Situational Assessment | 1 |
| Planning | 1 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Operational Coordination | 1 | *Identify and describe the actions that will be taken to assess the immediate risks posed by the emergency.* |  |
| Situational Assessment | 1 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Operational Coordination | 1 | *Describe how the initial assessment is disseminated/shared in order to make protective action decisions and establish response priorities, including the need to declare a state of emergency.* |  |
| Situational Assessment | 1 |
| Public Information and Warning | 2 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Operational Coordination | 1, 2 | *Identify and describe the actions that will be taken to monitor the movement and future effects that may result from the emergency.* |  |
| Situational Assessment | 2 |
| Planning | 1 |
| Public Information and Warning | 2 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Incident Command | | | |
| Operational Coordination | 1 | *Identify and describe the actions that will be taken to implement the Incident Command System (ICS) and coordinate response operations, including identifying the key positions used to staff the ICS (e.g., Operations, Agency Liaisons, Safety) and using FEMA ICS forms.* |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Operational Coordination | *1* | *Describe how/where an incident command post will be established (e.g., chief’s car, command bus, nearest enclosed structure) and how it will be identified during the emergency (e.g., green light, flag, radio call).* |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Operational Coordination | 1, 2 | *Describe the process used to coordinate activities between the incident command post and an activated EOC.* |  |
| Situational Assessment | 1, 2 |
| Public Information and Warning | 2 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Operational Coordination | 1, 2 | *Identify and describe the actions that will be taken to coordinate direct communications between the on-scene responders, as well as with the off-scene agencies that have a response role (e.g., hospital, American Red Cross).* |  |
| Situational Assessment | 1, 2 |
| Public Information and Warning | 2 |
| Operational Communications | 1 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Operational Coordination | 2 | *Describe the process the Incident Commander will use to secure additional resources/support when local assets are exhausted or become limited, including planned state, Federal, and private assets.* |  |
| Situational Assessment | 2 |
| Planning | 1 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Operational Coordination | 1, 2 | *Describe the process the Incident Commander will use to coordinate and integrate the unplanned arrival of individuals and volunteer groups into the response system and to clarify their limits on liability protection.* |  |
| Situational Assessment | 1, 2 |
| Planning | 1 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Emergency Operations Center | | | |
| Operational Coordination | 1 | *Describe/identify under what conditions the jurisdiction will activate a primary and/or alternate EOC and who makes this determination.* |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Operational Coordination | 1 | *Describe the process used to activate the primary or alternate EOC (e.g., staff notification, equipment setup).* |  |
| Operational Communications | 1 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Operational Coordination | 1, 2 | *Describe the process used to move from one EOC to another.* |  |
| Logistic and Supply Chain Management | 1 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Operational Coordination | 1, 2 | *Identify who is in charge of the EOC (e.g., emergency management agency director, senior official, fire/police chief, department/agency director), and describe how operations will be managed in the EOC.* |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Operational Coordination | 1, 2 | *Identify and describe the actions that will be taken to gather and share pertinent information between the scene, outside agencies, and the EOC (e.g., damage observations, response priorities, resource needs).* |  |
| Situational Assessment | 1, 2 |
| Planning | 1 |
| Public Information and Warning | 2 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Operational Coordination | 2 | *Identify and describe the actions that will be taken to gather and share information between neighboring jurisdictions and the state EOC.* |  |
| Situational Assessment | 1, 2 |
| Planning | 1 |
| Public Information and Warning | 2 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Operational Coordination | 1, 2 | *Describe the EOC’s ability to manage an emergency response that lasts longer than 24 hours (e.g., staffing needs, shift changes, resource needs, feeding, alternate power).* |  |
| Planning | 1 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Operational Coordination | 2 | *Identify and describe the actions that will be taken to transition from response to recovery operations.* |  |
| Situational Assessment | 2 |
| Planning | 1 |
| Public Information and Warning | 2 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Operational Coordination | 2 | *Describe the process used to deactivate/close the EOC (e.g., staff releases, equipment cleanup, documentation).* |  |
| Planning | 1 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Operational Coordination | 1, 2 | *Identify and describe the actions that will be taken to routinely brief senior officials not present in the EOC on the emergency situation (e.g., governor, commissioner, administrative judge, mayor, city council, trustees).* |  |
| Situational Assessment | 1, 2 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Operational Coordination | 1, 2 | *Identify and describe the actions that will be taken to authorize emergency actions (e.g., declare an emergency, request state and Federal assistance, purchase resources).* |  |
| Situational Assessment | 1, 2 |
| Planning | 1 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Operational Coordination | 1, 2 | *Identify and describe the actions that will be taken to manage public information.* |  |
| Situational Assessment | 1, 2 |
| Planning | 1 |
| Public Information and Warning | 1, 2 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Resource Requirements

## **Micro-level**

*Think about the person physically in the EOC, this ESF Annex is their guiding document during the response.*

*What does your ESF need from the EMO and the EOC to carry out the functions they are assigned? Will they need to bring their own laptop, access to specific internal networks, etc.? Will the ESF maintain a copy of their own SOPs or partner plans within the EOC?*

*Additionally, to be an ESF representative with the knowledge necessary to successfully support the functions of this ESF, what type of training is required? Are there additional training opportunities that could benefit the individuals representing this ESF?*

*Identify and describe the critical communications equipment available/needed (e.g., phone numbers, radio frequencies, faxes).*

**Training Requirements**

**Recommended Training**

## **Macro-level**

*Are there any known resources that will be activated to support the response operation, either established through policy or other mandates, regardless of what the situation is (e.g. a liaison will always be sent to the local EOC/ECC to ensure accurate coordination and unity of efforts, etc.)?*

# References and Supporting Guidance

*What guidance exists to support this ESF? What attachments or appendices are included, if applicable? This is not a place for plans (i.e. plans belong in the “Direction, Control, and Coordination” section), but are there any websites or other relevant references this ESF may benefit from having quick access to?*

*List and briefly describe them.*

*Provide a diagram of the primary and alternate EOCs (e.g., locations, floor plans, displays).*

*Provide copies of specific forms or logs to be used by EOC personnel.*

# Terms and Definitions

*What technical information was discussed, specific to this ESF, that may need additional clarification? Common terms and definitions (e.g. Emergency Operations Center, etc.) will be defined in the Basic Plan. We are really trying to focus on this ESF-specific jargon and terminology the average person may not know.*

*List and briefly describe them.*

### Term Name:

*Definition/Description*