

HAMILTON COUNTY EMERGENCY OPERATIONS PLAN

ANNEX E - EMERGENCY SUPPORT FUNCTION #5 — EMERGENCY MANAGEMENT

COORDINATING AGENCY: Hamilton County Emergency Management/Homeland Security

SUPPORT AGENCIES: Hamilton County Administration
Hamilton County Risk Management
Hamilton County Auditor's Computer System and Information Services (ACSIS)
Hamilton County Emergency Communications Center
Cincinnati Emergency Communications Center

I. INTRODUCTION

- A. Emergency Support Function #5 — Emergency Management, manages the collection, processing, and analysis of information for dissemination to operational elements and for inclusion in status boards and reports such as; Situation Reports, Incident Action Plans, resource status, mission assignment, and After Action Reports. It responds to the information requirements of assessment, response, and recovery personnel and supports the identification of overall priorities for county-level emergency activities and maintains county-level situational awareness.

Each ESF representative is responsible for the dissemination of information that may be of value to other ESF representatives located in the ROC. This information sharing contributes to the response and recovery during an emergency/disaster of any type.

- B. ESF #5 collects information from local, county, and state personnel in the field, from personnel within Hamilton County EMA, from local, county, and state personnel in other ESFs, from private and volunteer organizations and from federal personnel. This information is then compiled into a situation report that is shared within the Regional Operations Center (ROC), with other agencies, and with the state and federal government as needed.
- C. ESF #5 becomes the Planning Section of the ROC.
- D. Each organization involved in disaster operations will be responsible for the health and safety of its personnel. In addition to this, a Safety Officer will be assigned to the Regional Operations Center for the purpose of providing technical assistance and support for response and recovery worker safety and health. The Hamilton County Safety Manager, or his/her designee, will fill the position of Safety Officer.

II. SITUATION

- A. During a disaster the demands for information support will be immediate and continuous. In order to maintain this level of information support, ESF #5 will need to be staffed with sufficient personnel. ESF #5 personnel will be tasked with the development of Situation Reports, county-level Incident Action Plans, After Action Reports, the collection of statistical data, and the development and distribution of visual media to support mission assignments. Close coordination with ESF #15 — Public Information will be necessary.
- B. Assumptions
 - 1. Local, county, and state personnel in the field will be the best source of vital information regarding damage assessment, needs assessment, geographical, logistical, and other necessary site information.

2. The Regional Operations Center functions as the Multi Agency Coordination (MAC) center for Hamilton County and its agencies.
3. The health and safety of personnel involved in disaster operations is a high priority and therefore the Hamilton County Safety Officer will be activated as soon as possible.
4. ESF #5 personnel do not respond to collect raw data from the field, but instead collect information from personnel in the field, from state personnel at the Ohio EMA, private and volunteer organizations, government, and non-governmental organizations (NGO).
5. As information is received ESF #5 personnel will review the information, based on the mission, and make recommendations to meet the needs of the community.

III. CONCEPT OF OPERATIONS

A. Overview

1. As the lead agency for ESF #5 The Hamilton County Emergency Management/Homeland Security Agency will activate ESF #5 personnel when information and planning capabilities are required for county assessment, response and recovery activities during emergencies.
2. ESF #5 will typically be the first ESF activated, and will begin monitoring events as they are reported.
3. ESF #5 personnel may be increased or decreased depending upon the requirements of the particular emergency and will operate out of the Regional Operations Center.
4. Personnel from ESF #5 Primary and Support Agencies are prepared to staff the Regional Operations Center on a 24-hour basis.

B. Relationships Between Levels of Government

1. Federal
 - a. Federal ESF #5 may be activated for emergencies in Ohio requiring federal assistance.
 - b. Coordination with federal ESF #5 may occur in the Regional Operations Center, Ohio EOC, at the site of the emergency and/or in the Disaster Field Office (DFO).
2. State
 - a. Ohio Emergency Management Agency is the state liaison organization between Ohio and the Federal Emergency Management Agency.
 - b. ESF #5 organizations maintain a working relationship throughout emergency response and recovery operations to ensure that emergency information and planning needs are identified, assessed, prioritized and addressed.
3. County/Local
 - a. ESF #5 coordinates emergency information and planning activities within the Regional Operations Center when activated.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITY

All ESF #5 organizations are responsible for development of internal Standard Operating Guidelines (SOG) that support ESF #5 and EOC operations.

A. The lead agency for ESF #5 is the Hamilton County Emergency Management/Homeland Security Agency. The lead agency acts as the spokesperson for the ESF on information and planning issues and maintains an overview of countywide operations during emergencies. The lead agency may defer to support organizations for briefings and information releases related to support agency's specific programs or areas of concern.

B. Assignment of Responsibility

1. Hamilton County Emergency Management/Homeland Security Agency will:

- a. Coordinate the staffing of ESF#5.
- b. ESF #5 personnel may be supplemented by personnel from other organizations as the emergency increases in scope and duration.
- c. Assist in the development of a Situation Report that provides an overview of emergency activities. Charts, spreadsheets, database graphs, maps, automated tracking systems, and other items illustrating information contained in the Situation Report may be attached at the end of the report.
- d. Collect, validate, and analyze received information with the Hamilton County Emergency Management Public Information Officer (PIO) and the Joint Information Center (JIC).
- e. Ensure that situational briefings are provided to ROC staff on a regular basis and as needed.
- f. Assist in the development of computer graphics, briefing summaries, maps and various other displays used in the Assessment Room, the Regional Operations Center and the Disaster Field Office.
- g. Supervise the entry of information and periodic update of status charts or web-based equivalent.
- h. Assist in the development of the After Action Report. This report is a detailed, written analysis of the strengths and weaknesses of county-level emergency response and recovery activities based upon extensive research of the event and interviews with participating assessment, response, and recovery personnel.
- i. Establish a Documentation Unit to develop display media, log information, and collect reports from outside agencies, as needed.
- j. Establish a Demobilization Unit to track the demobilization of resources and personnel, as needed.

2. Hamilton County Administration will:

- a. Provide personnel and equipment for EOC support as needed.
- b. Assist in the coordination of resource support for the incident commander, ESF #5 and the ROC.

3. Hamilton County Risk Management will:

- a. Provide the Safety Manager whose duties include:

- 1) Development of a health and safety plan that encompasses the entire incident.
 - 2) Identifying, assessing, and controlling health and safety hazards.
 - 3) Ensuring that rest and rehabilitation procedures are in place for on scene and supporting agencies.
 - 4) Coordinating response and recovery exposure monitoring.
 - 5) Ensuring the collection and management of health and safety related data.
 - 6) Providing technical assistance and support for personal protective equipment programs.
 - 7) Coordination of incident-specific response and recovery worker training.
 - 8) Coordination of Medical surveillance.
 - 9) Providing exposure and risk management information.
 - 10) Providing technical assistance to include industrial hygiene expertise, occupational safety and health expertise, engineering expertise, and occupational medicine expertise.
4. Hamilton County Auditor's Computer System and Information Services (ACSIS); Hamilton County Emergency Communications; and Cincinnati Emergency Communications will:
- a. Support ESF #5 IT operations at the ROC as required.
 - b. Support communications operations at the ROC as required.

V. RESOURCE REQUIREMENTS FOR THE ESF #5 — Emergency Management

ESF #5 organizations maintain organizational SOPs, SOGs, MOUs and Resource Listings that document the equipment, supplies, and services available to them during emergencies.