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ESF 5 – Information and Planning

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ESF 5 Tasked Agencies	
Primary Agencies	Office of Emergency Management
Supporting Agencies	Department of County Assets - Information Services Department of County Assets - Records Management Department of County Management - Assessment and Taxation Multnomah County Sheriff’s Office County Attorney Communications Office
Cooperating Agencies	City Emergency Managers/Coordinators All ESF Partners

1 Introduction

1.1 Purpose and Scope

Emergency Support Function (ESF) 5, Information and Planning, serves as the Planning Section within the Emergency Operations Center (EOC.) For clarity, ESF 5 will be referred to as the Planning Section throughout this document. The Planning Section supports strategic and operational decision-making by collecting, analyzing, and disseminating information about a potential or actual incident, facilitates crisis action planning and ensures proper recordkeeping, documentation and safeguarding of critical incident information.

1.2 Relationship to Other ESF Annexes

The Planning Section works closely with other County ESFs as a part of coordinated response and recovery activities.

- **All ESFs.** Provide function-specific information to support damage assessment, creation of a common operating picture, development of EOC APs and public messaging.

1.3 Policies and Agreements

The following policies and agreements are currently in place to guide and support information and planning activities during an emergency:

- WebEOC user agreement
- OpsCenter and Raptor user agreement
- Social Media policy
- Emergency Declaration guidance

2 Situation and Assumptions

2.1 Situation

Information and planning are critical components of incident management. Properly managed, they establish a progressively improving situational awareness and a common operating picture among response agencies which creates a basis for a well coordinated response.

- Timely initial assessments of developing situations are needed in order to provide information to support the Operations and Logistics Sections in developing crisis action plans and ascertaining resources needed for emergency response.
- Accurate assessments of the situation will help determine if local capability and capacity are adequate for emergency response.

2.2 Assumptions

- There will be an immediate and continuous demand by local officials for information about a developing or ongoing emergency or disaster.
- During the early stages of an event, little information will be available, and it may be vague and inaccurate; the need to verify this information can delay response to inquiries.
- Reporting from municipalities to the EOC will improve as the event matures.
- Reporting of information may be delayed due to damaged telecommunications infrastructure.
- There may be a need to deploy field observers or assessment personnel to the disaster area in order to collect critical information about resource requirements or to conduct situation assessments.
- Crisis action planning will occur at multiple jurisdictional levels and across multiple functions simultaneously.

3 Roles and Responsibilities

The roles and responsibilities for each department in support of emergency services will vary depending on the type of resource, the length of the warning period, and the duration of the incident.

ESF 5. Information and Planning**3.1 Primary Agency**

The Multnomah County Office of Emergency Management (MCEM,) as the ESF 5 Primary Agency and assumes responsibility for developing and maintaining relationships with support and cooperating agencies.

3.1.1 Office of Emergency Management

- Provide the Planning Section Chief upon EOC activation and when requested by the EOC Director.
- Identify and train county staff to support the Planning Section.
- Maintain readiness of technology, forms and Planning Section playbooks.
- Maintain accessible library of plans including the Comprehensive Emergency Management Plan (CEMP) and relevant local plans.
- Maintain understanding of countywide Hazard Identification and Risk Assessment and awareness of vulnerabilities.
- Support other planning initiatives within and adjacent to Multnomah County where resources allow.
- Assist in the development of departmental and office continuity of operations plans (COOP) for any disaster response or planned or anticipated event.
- Provide and/or host plan orientations for emergency responders.
- Maintain the County's Emergency Operations Plan (EOP.)
- Annually review plans and make necessary corrections, changes, and additions. Advise and assist other agencies in the development of emergency or disaster plans and programs in compliance with applicable county, state, or Federal laws, rules, regulations, and executive orders.

3.2 Supporting Agencies

Supporting agencies for ESF 5 are those County entities that have substantial support roles during major incidents. In addition to the following agencies, ESF 5 staff may be assigned from a wide variety of county departments and offices and are selected for their skills in information management, planning and analysis.

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3.2.1 Department of County Assets – Information Services

- Provide information technology and geographic information systems mapping service in support of emergency planning activities.
- Support the use of information services and applications in the ECC to build a common operating picture

3.2.2 Department of County Management - Assessment and Taxation

- Manage the consolidation of damage assessments countywide.
- Collect, collate, analyze, and summarize damage assessment information.
- Provide financial cost data related to property loss and damage within the county
- Support the comprehensive assessment of damages to public and private property
- Support the damage assessment process by providing financial impact data to appropriate partners including state/federal assessment teams
- Assist in review/revision damage assessment protocols
- Staff the Damage Assessment Unit in the Emergency Operations Center as required

3.2.3 Multnomah County Sheriff’s Office

- Establish an intelligence unit or information management protocol within the EOC to manage law enforcement sensitive information, as necessary.
- Support development and dissemination of threat/hazard reports of a law enforcement nature.
- Maintain liaison with the state Fusion Center and other intelligence sharing groups.
- Assist in situation reporting and damage assessment.
- Support the Emergency Declaration process as required and enforce emergency declaration measures.

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3.2.4 Multnomah County Health Department

- Establish an intelligence unit or information management protocol within the EOC as necessary, to manage HIPAA and other protected information
- Support development and dissemination of threat/hazard reports of a public health nature.
- Assess health hazards caused by damage to the sewer, water, food supplies, or other environmental systems and provide safety information as required.

3.2.5 Department of County Assets - Records Management

- Advise Planning Section on set-up and maintenance of the incident-specific record management system.

3.2.6 County Attorney

- Advise County officials on legal matters relating to emergency operations.
- Prepare ordinances, implementing orders, and/or resolutions as necessary to ensure that incident management activities are conducted on a sound legal basis
- Prepare an Emergency Declaration and assist in briefing appropriate officials or the full Board of Commissioners
- Staff the Legal Officer position in the EOC if required

3.2.7 Communications Office

- Collect, develop, and disseminate emergency information to the public through the media and other available means, including prerecorded phone messages and social media.
- Provide social media monitoring assistance.
- Provide assistance in developing senior level summary reports and executive briefings.

3.3 Cooperating Agencies

The County is supported by a variety of cooperating agencies that provide support through coordination of emergency functions within their own authority/jurisdiction, or are able to provide additional resources to support the Planning Section in the EOC. Cooperating agencies also provide essential information in accordance to the incident-specific information

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collection plan to support the overall Situational Awareness and Common Operating Picture.

3.3.1 City Emergency Management Programs

- Coordinate incident planning activities through the City emergency operations facilities.
- Gather situation status information from incident commanders and local community partners supported by the city EOC.
- Provide situation status updates to the County via the EOC.

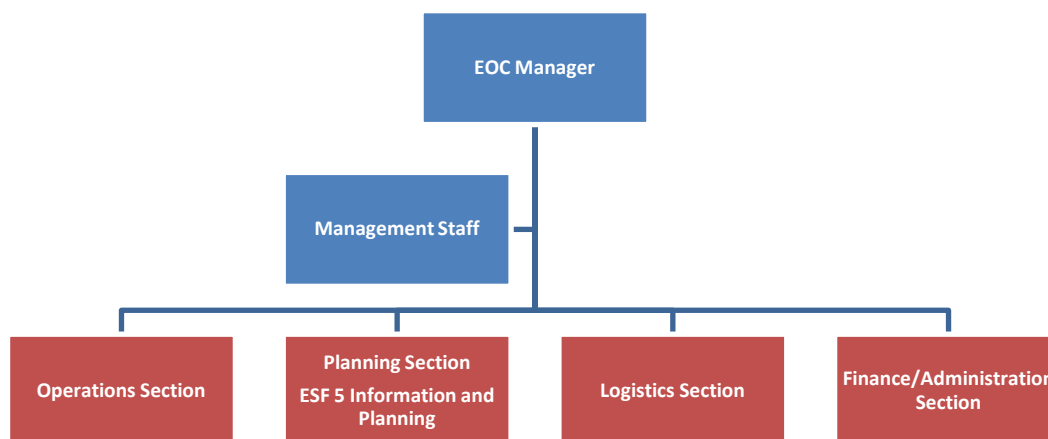
3.3.2 ESF Partners

- Perform operational impact assessments and provide status information to the EOC to support county-wide situational assessment.
- Conduct damage assessment of infrastructure and critical services to support the disaster declaration and cost recovery processes.
- Participate in the incident-specific information collection plan outlined by the EOC Planning Section.
- Provide technical specialists and subject matter expertise to support crisis action planning.
- To the greatest extent possible, utilize communication systems, modes and protocols that are compatible with the EOC.

4 Concept of Operations**4.1 General**

- The Planning Section Chief will be the leader, primary contact, and facilitator for all planning activities within the EOC.
- The Planning Section will coordinate all reporting requirements and will establish the EOC operational tempo to optimize the sharing of information, collected and developed within the county.
- Information and planning support requirements that cannot be met at the local level should be forwarded to the state for assistance. If needed, Federal assistance may be requested by the Governor.

Table 1 Multnomah County ESF 5 Organization



4.2 Notifications

- The Duty Officer will make notifications of EOC activations and request that the Planning Section Chief report to the EOC
- The Planning Section Chief will follow up with support and cooperating agencies to coordinate any staffing or resources needed to ensure appropriate staffing of the Section.

4.3 Actions by Phase of Emergency Management

4.3.1 Preparedness

- Coordinate, facilitate, and participate in the development of plans and procedures.
- Prepare standardized reporting formats and forms, and establish reporting procedures that include development of display boards.
- Maintain familiarity with Planning Section forms, applications and processes and participate in training and exercises to ensure continuous improvement.
- Prepare and maintain current, a standard template for declarations of emergency, implementation orders and other important legal documents.

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4.3.2 Response

- Prepare the declaration of emergency and any needed amendments.
- Identify and staff appropriate units to meet the needs of the incident. Those units may include:
 - Planning Unit
 - Situation Unit
 - GIS Unit
 - Documentation Unit
 - Damage Assessment Unit
 - Intelligence Unit
- Create a plan for collecting and organizing incident information and establish a process for analyzing, synthesizing and sharing information across agencies and intergovernmental levels, and the private sector.
- Ensure Essential Elements of Information and Critical Information Requirements are being collected and process for reporting significant events is understood by all EOC staff.
- Display information, develop presentations and use technology to aid decision making processes.
- Requests special information from local governments and volunteer organizations, as necessary.
- Provide for the protection of sensitive information.
- Develop and distribute situation reports.
- Establish and maintain the incident-specific document and record keeping system for the EOC.
- Coordinate with ESF 14 on the use of social media for information gathering purposes.
- Prepare for and facilitate EOC briefings, planning meetings, and other meetings as requested by EOC Manager.
- Develop an EOC AP for the operational period(s) identified by the EOC Manager.

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- Provide planning support to ESFs and Interagency Task Forces (ITFs).
- Support the development of recovery, demobilization, contingency and any other necessary support plans.
- Facilitate planning to transition to the recovery phase of emergency operations.

4.3.3 Recovery

- Continue to gather information and prepare and distribute situation reports, as needed.
- Prepare the elected official's declaration terminating the declaration of emergency.
- Create and coordinate an *ad hoc* Recovery Task Force from local representatives to assist with recovery phase operations.
- Coordinate and conduct a post-disaster situation analysis to review and determine the effectiveness of the pre-established tasks, responsibilities, and reporting procedures and formats to document any crucial lessons learned and to revise plans as needed for future events.
- Organize and archive documentation according to County records policy and ease of retrieval for cost recovery process.

4.3.4 Mitigation

- Update hazard maps to reflect discoveries or impacts related to the incident
- Coordinate with various long-term recovery efforts and support initiatives in coordination with disaster recovery centers, disaster field offices, the local mitigation strategy group, or any other relevant long-term efforts.

4.4 Access and Functional Needs Populations

Ensure all information and planning efforts include consideration for the maintenance of access for all services provided to the community at large, as required by the Americans with Disabilities Act and emphasized in the Multnomah County Emergency Operations Basic Plan.

5 ESF Annex Development and Maintenance

MCEM is responsible for coordinating regular review and maintenance of this ESF Annex. Each primary, support and cooperating agency will be

responsible for developing plans and procedures that address assigned tasks.

6 Supporting Plans and Procedures

The following documents are currently in place:

Multnomah County

- EOC Manual
- Multnomah County Damage Assessment Plan

State of Oregon

- State of Oregon Emergency Operations Plan
 - ESF 5 – Information and Planning

Federal

- National Response Framework
 - ESF 5 – Information and Planning

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- Social Media Policy.