

ESF 5

Emergency Management

COORDINATING AGENCY: Office of Emergency Management

Coordinating Agency	Office of Emergency Management
Cooperating Agencies	Office of Public Affairs
	Department of Information Technology
	Department of Public Works and Environmental Services
	Department of Management and Budget
	Fire and Rescue Department
	Police Department
	Department of Planning and Zoning
	Office of the County Attorney
	Department of Human Resources
	Volunteer Fairfax
	Amateur Radio: ARES/RACES

I. MISSION STATEMENT

The Office of Emergency Management coordinates and collaborates with our partners to reduce the impact of emergencies and disasters through a comprehensive emergency management program.

II. SCOPE AND POLICIES

- All emergency operations conducted by ESF 5 will be in accordance with NIMS.
- ESF 5 is focused on providing coordination and support to the various departments, agencies, and supporting organizations engaged in emergency operations. The Office of Public Affairs is responsible for releasing information to the public. ESF 5 will provide relevant information to ESF 15 for use in informing the public (see Section 2 Emergency Support Functions ESF 15).

- ESF 5 is focused on the response phase of operations. As the situation stabilizes and transitions to recovery, the OEM role transitions to ESF 14.
- OEM, as the coordinating agency for ESF 5, will actively engage the emergency support agencies in planning, training, and exercises to ensure an effective operation upon activation.
- ESF 5 is responsible for:
 1. Managing Emergency Operations Center (EOC) activities and ensuring that the EOC is adequately staffed to accomplish its mission of providing coordination and support to other county agencies involved in incident management of natural or man-made disasters or significant planned events and determining critical resource deployment based on the overarching needs of the county.
 2. Providing technical assistance and support to the Emergency Management Coordinator in determining the need to establish shelters, reception centers, or other mass care facilities; developing and distributing protective action guidance; and recommending emergency declarations.
 3. Managing the overall emergency-related information collection process.
 4. Providing operational information to the various departments, agencies, and supporting organizations engaged in emergency operations.
 5. Staffing the Planning Section in the EOC to ensure the incident management planning process is effective and efficient, situational awareness is accurate and timely, and WebEOC components are staffed and functional.
 6. Serving as the primary point-of-contact with the Virginia Department of Emergency Management (VDEM) and the Commonwealth EOC.

7. Coordinating and managing all requests for Geographic Information Systems (GIS) support to emergency operations.
8. Coordinating and managing event impact on populations with access and functional needs, including accessible emergency alerts, evacuation transportation, and sheltering activities.
9. Facilitating incident planning at the EOC and publishing the EOC Action Plan (EOCAP) for each operational period. The EOCAP provides the objectives to be accomplished by the EOC for the upcoming operational period.
10. Tracking the status of the EOC's assigned objectives to ensure completion.
11. Maintaining documentation of disaster activities and costs for accountability. Recovery funds may be made available for disaster related expenses (see the Financial Recovery Annex) to this Plan and the Fairfax County Pre-Disaster Recovery Plan.

III. CONCEPT OF OPERATIONS:

1. OEM, as the coordinating agency, monitors incidents and threats to the county through the Duty Officer. As an incident or threat escalates, the Duty Officer will issue notifications and alerts in accordance with established protocols and checklists.
2. OEM will augment the Duty Officer with additional staff if needed, by activating the EOC to the monitoring level to enhance monitoring capabilities, ensure that timely information is collected and disseminated to key decision makers, and to prepare for a possible partial or full activation of the EOC.
3. Depending upon the scope and magnitude of the incident, OEM may deploy the OEM Duty Officer to the incident scene to serve as a field observer reporting to the EOC.

4. The Emergency Management Coordinator will brief the Director of Emergency Management (County Executive) on a regular basis and recommend activation of the EOC as appropriate.
5. Upon activation of the EOC, OEM, as the coordinating agency, assumes responsibility for managing EOC operations. The Coordinator of Emergency Management ensures that VDEM is notified of the EOC activation.
6. The Planning Section Chief, in consultation with the EOC Commander, will establish operational periods as the basis for determining the planning process and situation reporting. The Planning Section will prepare and distribute the EOC meeting schedule on a regular basis and facilitate the planning process and all associated activities.
7. OEM, as the coordinating agency will determine the need to open response facilities such as shelters, reception centers, or a family assistance center. Shelter management and staffing activities are discussed in ESF 6.
8. The Planning Section in the EOC will actively collect, analyze, summarize, and distribute information on the situation to all departments and agencies and other supporting partner agencies and organizations, as needed. All ESF's in the EOC shall provide the Planning Section's Situation Unit current information concerning the event and shall immediately report critical information to the EOC Commander
9. Where possible, all parties working in the EOC or providing information to the EOC should use WebEOC as the incident management software tool.
10. Operations will continue at the EOC until the local emergency declaration is terminated or as otherwise directed.

IV. AGENCY ROLES AND RESPONSIBILITIES

Coordinating Agency – Office of Emergency Management

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Monitor and track incidents 24/7 through the Duty Officer. • Develop and conduct training and exercises related to ESF 5 and EOC operations. • Provide emergency management leadership to county departments and agencies. • Develop and maintain the Emergency Operations Plan (EOP), the EOC standard operating procedures, and associated checklists and job aids. • Develop and maintain Continuity of Operations Plan (COOP) for the EOC. • Manage and operate the Emergency Alert Network (EAN) system. • Coordinate resolution of ESF 5 after-action issues. • Conduct planning with designated support agencies. • Operate the EOC and ensure facility readiness for activation.
Response	<ul style="list-style-type: none"> • Provide technical assistance and administrative support in the preparation and processing of emergency declarations, protective action guidelines, and related issues. • Serve as primary liaison to VDEM and the Commonwealth EOC. • Determine the appropriate level of EOC activation and issue notifications. • Prepare and distribute the situation report. • Manage the overall emergency information collection process. • Manage EOC operations in accordance with ICS principals. • Facilitate the action planning process and publish the EOC action plan for each operational period. • Coordinate and manage event impact on populations with access and functional needs.

Recovery	<ul style="list-style-type: none"> • Manage the development of the county post-disaster recovery plan that will guide the county's recovery program implementation. • See the Fairfax County Pre-Disaster Recovery Plan (PDRP) and ESF 14 for details. • Conduct after-action review.
Mitigation	<ul style="list-style-type: none"> • Assist with the Northern Virginia Regional Hazard Mitigation Plan.

Cooperating Agency – Office of Public Affairs

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Emergency preparedness, public outreach, and public education. • Train agency staff for emergency assignments. • Assist in resolving ESF 5 related after-action issues. • Participate in exercises. • Develop supporting plans and procedures.
Response	<ul style="list-style-type: none"> • Fill the position of Public Information Officer (PIO) in the EOC. • Provide assistance in developing and distributing protective action guidance. • Develop and distribute emergency public information. • Manage the Joint Information Center (JIC).
Recovery	<ul style="list-style-type: none"> • Provide assistance in developing and distributing recovery information to the public. • Participate in after-action review.
Mitigation	<ul style="list-style-type: none"> • Provide public information and education related to hazard mitigation.

Cooperating Agency – Department of Information Technology

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Ensure sustained operability of public safety communications and critical emergency IT systems. • Ensure appropriate interoperability of public safety communications, IT assets and emergency alert and notification equipment. • Train agency staff for emergency assignments. • Assist in resolving ESF 5 related after-action issues.

	<ul style="list-style-type: none"> • Participate in exercises. • Develop supporting plans and procedures.
Response	<ul style="list-style-type: none"> • Provide GIS support to emergency operations. • Provide technical assistance for data retrieval and recovery. • Provide technical assistance and support to the EOC.
Recovery	<ul style="list-style-type: none"> • Provide GIS support for recovery operations. • Participate in ESF 5 after-action reviews. • Lead recovery operations for enterprise communications and IT systems. • Provide support for cooperating agencies' based systems recovery process.
Mitigation	<ul style="list-style-type: none"> • As appropriate identify opportunities to mitigate the impact of future incidents. • Provide GIS support for hazard identification and risk analysis development.

Cooperating Agency – Department of Public Works and Environmental Services

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop plans and procedures for damage assessment, debris removal, and flood response. • Develop rosters and notification procedures for damage assessment, debris removal, and flood response personnel and team. • Conduct training on damage assessment, debris removal, and flood response operations with agency staff and others as required. • Develop and conduct tests and exercises on damage assessment, debris removal, and flood response operations as required. • Assist in addressing ESF 5 related after-action issues.
Response	<ul style="list-style-type: none"> • Prepare the Initial Damage Assessment. • Provide damage assessment information related to commercial and residential structures. • Support damage assessment, debris removal, and flood response emergency operations as required. • Provide technical assistance related to engineering, as requested.
Recovery	<ul style="list-style-type: none"> • See ESF 14.

	<ul style="list-style-type: none"> • Participate in after-action reviews.
Mitigation	<ul style="list-style-type: none"> • Make recommendations for mitigating codes or ordinances, where applicable. • Provide input into the Northern Virginia Regional Hazard Mitigation Plan.

Cooperating Agency – Department of Management and Budget

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Assist with grants management. • Develop internal agency plans and procedures. • Assist in the provision of training on disaster related financial management procedures for county departments and agencies. • Assist in resolving ESF-5 after-action issues. • Participate in training and exercises. • Train agency staff for emergency assignments.
Response	<ul style="list-style-type: none"> • Provide staff assistance in documenting emergency-related costs. • Provide staff assistance in preparing bills and requests for reimbursement. • Provide funding mechanism to allow for initial response purchases above established procurement card limits to be made through the single point ordering system in the EOC.
Recovery	<ul style="list-style-type: none"> • Provide staff assistance in documenting costs. • Provide staff assistance in preparing bills and requests for reimbursement. • Provide a mechanism to reimburse agency-incurred costs during the initial response phase for purchases made through the single point ordering system in the EOC. • Participate in the after-action review.
Mitigation	<ul style="list-style-type: none"> • As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Cooperating Agency – Fire and Rescue Department

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop internal agency plans and procedures. • Participate in training and exercises. • Assist in resolving ESF 5 after-action issues. • Train agency staff on damage assessment procedures and operations.
Response	<ul style="list-style-type: none"> • Provide information from windshield surveys to the EOC. • Provide assistance in developing protective action guidance through the PIO function. • Provide technical assistance on emergency-related issues.
Recovery	<ul style="list-style-type: none"> • Participate in after-action review.
Mitigation	<ul style="list-style-type: none"> • As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Cooperating Agency – Police Department

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop internal agency plans and procedures. • Participate in training and exercises. • Provide assistance in resolving ESF 5-related after-action issues. • Train agency staff for emergency assignments.
Response	<ul style="list-style-type: none"> • Provide assistance in developing and disseminating protective action guidance through the PIO.
Recovery	<ul style="list-style-type: none"> • Participate in after-action review.
Mitigation	<ul style="list-style-type: none"> • Enforce hazardous materials transportation regulations. • As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Cooperating Agency – Department of Planning and Zoning

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Train agency staff on damage assessment procedures and operations. • Develop internal agency plans and procedures. • Assist with resolving ESF 5 after-action issues. • Participate in training and exercises.
Response	<ul style="list-style-type: none"> • Provide support for damage assessment.
Recovery	<ul style="list-style-type: none"> • Provide support for damage assessment. • Participate in after-action review.
Mitigation	<ul style="list-style-type: none"> • Ensure that hazard mitigation is included in the county comprehensive plan. • Make recommendations for modifications to development codes or ordinances to ensure our businesses and residents are building in areas resistant to damage from natural threats. • Provide input to the Northern Virginia Regional Hazard Mitigation Plan.

Cooperating Agency – Office of the County Attorney

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop internal agency plans and procedures. • Advise county officials concerning legal responsibilities, powers, and liabilities in emergency operations. • Assist in reviewing and preparing mutual aid agreements. • Assist in resolving ESF 5 after-action issues. • Participate in training and exercises.
Response	<ul style="list-style-type: none"> • Provide assistance/preparation of applications, legal interpretations or opinions. • Prepare disaster declarations.
Recovery	<ul style="list-style-type: none"> • Prepare waivers and legal clearances. • Provide assistance/preparation of applications, legal interpretations, or opinions. • Participate in the after-action review.
Mitigation	<ul style="list-style-type: none"> • Provide assistance/preparation of applications, legal interpretations, opinions or appropriate code amendments.

Cooperating Agency – Department of Human Resources

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop internal agency plans and procedures. • Participate in training and exercises. • Assist in resolving ESF 5 after-action issues. • Train agency staff for emergency assignments.
Response	<ul style="list-style-type: none"> • Inform county employees of the additional duties to support emergency operations outside of their normal reporting duties. This may include a temporary transfer to another location doing a job outside of their normal scope of work to support emergency operations.
Recovery	<ul style="list-style-type: none"> • Identify county employees that may be available to support recovery operations.
Mitigation	<ul style="list-style-type: none"> • As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Cooperating Agency – Volunteer Fairfax

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> • Develop internal agency plans and procedures. • Participate in training and exercises. • Train agency staff for emergency assignments. • Assist in resolving ESF 5 after-action issues. • Provide technical assistance to other agencies in their planning and development of emergency procedures.
Response	<ul style="list-style-type: none"> • Provide representation to the EOC, if requested. • Activate the Volunteer Reception Center to process unaffiliated volunteers for support, as requested.
Recovery	<ul style="list-style-type: none"> • Participate in after-action review.
Mitigation	<ul style="list-style-type: none"> • As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Cooperating Agency – Amateur Radio: ARES

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none">• Participate in training and exercises.• Provide assistance in resolving ESF 5-related after-action issues.
Response	<ul style="list-style-type: none">• Provide support in maintaining communications with shelters and other emergency facilities.• Provide assistance in conducting emergency notifications.• Provide supplemental weather information by monitoring Skywarn activities when active.
Recovery	<ul style="list-style-type: none">• Participate in after-action review.
Mitigation	<ul style="list-style-type: none">• As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

V. MAPS AND SUPPORTING DATA

<p><i>ESF 5 Maps and related data are kept in the EOC.</i></p>	
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VI. SUPPORTING PLANS AND OPERATIONAL PROCEDURES

1. Commonwealth of Virginia Emergency Operations Plan, Volume I, Basic Plan, as amended.
2. Commonwealth of Virginia Emergency Operations Plan, Volume II, Disaster Recovery, as amended.
3. Fairfax County Pre-Disaster Recovery Plan (2011).