

Mississippi Emergency Support Function #5 – Emergency Management Annex

ESF #5 Coordinator

Mississippi Emergency Management Agency

Primary Agency

Mississippi Emergency Management Agency

Support Agencies

Mississippi Department of Agriculture and
Commerce
Mississippi Department of Archives and History
Mississippi Development Authority
Mississippi Department of Education
Mississippi Department of Environmental
Quality
Mississippi Department of Finance and
Administration
Mississippi Forestry Commission
Mississippi Gaming Commission
Mississippi Department of Health
Mississippi Department of Human Services
Information Technology Services
Mississippi Department of Insurance
Mississippi Department of Marine Resources
Mississippi Department of Mental Health
Mississippi Military Department
Mississippi Department of Public Safety
Mississippi Public Service Commission
Mississippi Department of Transportation
Mississippi Department of Wildlife, Fisheries
and Parks
Mississippi Institutions of Higher
Learning/Mississippi Automated Resource
Information System

Non-Governmental Support Agencies

American Red Cross, Mississippi Chapter
Mississippi Volunteer Organizations
Active in Disaster
Salvation Army
Radio Amateur Civil Emergency Services
Civil Air Patrol

Federal ESF Coordinator

Department of Homeland Security/
Emergency Preparedness and Response/
Federal Emergency Management
Agency

Federal Primary Agency

Department of Homeland Security/
Emergency Preparedness and Response/
Federal Emergency Management
Agency

Introduction

Purpose

The purpose of this Emergency Support Function (ESF) is to provide overall support activities of state government for all incident management. ESF #5 provides the core management and administrative functions to support the response to significant incidents effecting local and state operations.

Scope

ESF #5 serves as the support ESF for all state departments and agencies across the spectrum of domestic incident management from prevention to response and recovery. ESF #5 facilitates information flow in the pre-incident prevention phase in order to place assets on alert or to pre-position assets for quick response. During the post-incident response phase, ESF #5 transitions and is responsible for support and planning functions. ESF #5 activities include supporting and facilitating multi-agency planning and coordination for operations. This includes alert and notification, deployment and staffing of the Mississippi Incident Management Assistance Team (MS IMAT) and other emergency response teams, incident action planning, coordination of operations, logistics and material, direction and control, information management, requests for federal assistance, resource acquisition and management, worker safety and health, facilities management, financial management, and other support as required.

Relationship to Whole Community

This section describes how ESF #5 relates to other elements of the whole community. Basic concepts that apply to all members of the whole community include:

- Effective incident response activities rely on information and planning systems that provide a common operating picture to all members of the whole community engaged in a response
- Information needs should be defined by the jurisdiction/organization. These needs are often met at the local, state, tribal, territorial, insular area, and federal levels, in concert with nongovernmental organizations (NGOs) and the private sector, and primarily through preparedness organizations
- Procedures and protocols for the release of warnings, incident notifications, public communications, and other critical information are disseminated through a defined combination of networks used by emergency operations centers. Notifications are made to the appropriate jurisdictional levels and to NGOs and the private sector through defined mechanisms specified in emergency operations plans and incident action plans
- Appropriate auxiliary aids and services are used to effectively communicate information, warnings, notifications, and other critical information for individuals with disabilities and others with access and functional needs.

Local, State, Tribal, Territorial, Insular Area, and Governments

Local, tribal, territorial, insular area, and government elements engage in incident planning and collaborate with state planning elements as part of unified response efforts.

Private Sector/Nongovernmental Organizations

The private sector and NGOs are important sources of critical incident information. Many members of the private sector and NGOs with a role in response participate in planning efforts, as well as conduct their own.

Core Capabilities and Actions

ESF Roles Aligned to Core Capabilities

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The following table lists the Response core capabilities that ESF #5 most directly support along with the related ESF #5 actions. All ESFs support the core capabilities of Planning, Operational Coordination, and Public Information and Warning.

Core Capability	ESF #5 – Emergency Management
Planning	During an actual or potential incident, coordinates and conducts planning activities.
Situational Assessment	<ul style="list-style-type: none"> Maintains situational awareness of an incident. Provides an informational link to members of the whole community. Serves as the centralized conduit for situation reports, geospatial data, and other decision support tools. Provides decision relevant information regarding the nature and extent of an incident, and well as cascading effects, in support of a potential or actual coordinated State response.
Public Information and Warning	Provides information for the development of credible, culturally appropriate, and accessible messages to inform ongoing emergency services and the public about protective measures and other life-sustaining actions and facilitate the transition to recovery.

Policies

- ESF #5 is responsible for establishing the state support infrastructure in the affected area in anticipation of requirements for prevention, response, recovery, and mitigation.
- Resource allocation and taskings are coordinated through ESF #5 using the Mississippi Emergency Management Agency (MEMA) mission assignment process and other procedures outlined in the Mississippi Comprehensive Emergency Management Plan (CEMP) basic plan and applicable Standard Operating Guides (SOGs).
- Local requests for state assistance to the Governor under the Emergency Management Law, MS Code Ann. § 33-15 (1972) are coordinated through MEMA.
- ESF #5 serves as the centralized conduit for state situation reports from the various ESFs and is the informational link between the state and Federal Emergency Management Agency (FEMA) Region IV as well as other federal and congressional offices.
- Departments and agencies participate in the incident action planning (IAP) process coordinated by ESF #5.
- When activated, agencies in ESF #5 will operate under this document and the current State Emergency Operations Center (SEOC) SOG.

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- ESF #5 staff supports the implementation of mutual aid agreements (MAAs) as per the *MS Operations Guidance for Resource Assistance and Mutual Aid Request* to ensure a seamless resource response to affected areas.
- ESF #5 maintains an on-call workforce of trained and skilled Disaster Reservists to provide surge capability and to perform essential emergency management functions on short notice and for varied duration.
- The MEMA Operations Center is responsible for notifying the county and municipal departments and agencies, as well as emergency management organizations, of potential threats to enable the elevation of operational response postures or the pre-positioning of assets as per the MEMA Communications SOG.
- ESF #5 provides representatives to staff key positions on the MS IMAT in support of the established Area Command Group.
- ESF #5 staff establishes required field facilities, supplies, and equipment to support state activities related to the management of incidents. These facilities include, but are not limited to the Forward Area Command, Joint Information Center (JIC), mobilization centers, and state staging areas.

Concept of Operations

Assumptions

General

- ESF #5 provides trained and experienced staff to fill management positions in the Command, Operations, Planning, Logistics, and Administration/Finance Sections of the SEOC upon activation.
- The role of state agencies involved in information and planning is to collect raw data in the field and provide it to their Emergency Coordinating Officer (ECO) or designated personnel of MEMA in the SEOC.
- When ESFs are activated, their ECO primary agency coordinator will assign a liaison to work with ESF #5.
- ESF #5 provides ESF #15 timely and accurate information to distribute to the media, public officials, and the general public, and other interested parties.
- If a Joint Field Office (JFO) is established, MS-ESF #5 personnel may locate jointly with their federal counterparts in the JFO or other designated facility.

Organization

ESF #5 is organized in accordance with the National Incident Management System (NIMS). The ESF #5 structure supports the general staff functions described in the NIMS. These functions include:

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Command- ESF #5 supports the command function by providing senior staff, incident action planning capabilities, information, administrative, logistics, and financial support functions. When appropriate, ESF #5 will appoint an Incident Safety Officer to coordinate and implement safety functions required by the command staff.

Operations- ESF #5 provides the Operations Section Chief position to coordinate the Human Services, Infrastructure Support, Emergency Services, and Mitigation & Recovery Branches (various ESFs also provide key staff for these areas); processes requests for assistance, and initiates and manages the mission assignment and mutual aid agreements.

Planning- ESF #5 provides the Planning Section Chief (PSC) position. ESF #5 provides for the collection, evaluation, dissemination, and use of information regarding incident prevention and response actions and the status of resources. The Planning Section is responsible for the state incident action planning process. This includes preparing and documenting incident priorities, establishing the operational period and tempo, providing information to the Command Staff and to all responders through the use of Situation Reports (SITREPs), and developing contingency, long-term, demobilization, and other plans related to the incident, as needed. Information for SITREPs will be collected in part through the use of Disaster Report (DR) forms submitted to ESF-2 (<http://www.msema.org/library-forms/>) and from ESF ECOs located in the SEOC.

The Planning Section also coordinates for special technical capabilities to request support for geospatial intelligence, modeling, and forecasting. The Planning Section will plan for and conduct all briefings for ESF #5 during an incident. The Planning Section will coordinate all requirements for training of staff assigned, contractual or detailed under mutual aid as deemed appropriate by the incident. Additionally, the Planning Section will provide representatives to staff key positions on the MS IMAT as well as ensuring adequate staffing to meet the needs of the Documentation Unit, Situations Unit, and Resources Unit.

GIS- ESF #5 provides the Geographical Information Systems (GIS) Coordinator. This person is responsible for ensuring that adequate GIS support is provided to the State Emergency Operations Center (SEOC). GIS support in the SEOC will consist of creating geospatially referenced products as requested by senior staff and decision makers. The Mississippi Automated Resource Information System (MARIS) in addition to providing GIS support staff to the SEOC will also assist MEMA in coordinating additional GIS support through the Institutions of Higher Learning (IHL). GIS support will also consist of GIS professionals from other state agencies, the private sector as well as federal GIS partners as needed.

Logistics- ESF #5 provides staff for the Logistics Section Chief to manage the control and accountability of state supplies and equipment; resource ordering; delivery of equipment, supplies, and services; resource tracking; facility location and operations; transportation coordination; and other logistic services. The Logistics Section coordinates closely with ESF #7, Logistics Management and Resource Support, which implements the Logistics Management and Resource Support Annex to the CEMP. The Logistics Section coordinates with the Department of Homeland Security (DHS)/Emergency Preparedness and Response/FEMA as necessary, to identify, and request assets that are beyond the operational capabilities of the State.

Finance/Administration (Office of Support Services, MEMA)- ESF #5 provides staff for the Finance/Administration Section Chief to monitor the funding of all financial, administrative, and cost analysis aspects of the incident. The Finance/Administration Section is responsible for employee services relating to Information Technology (IT), Purchasing, and Human Resources. The Finance/Administration Section implements the Financial Management Annex.

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Direction, Control, and Coordination

- MEMA will maintain overall direction, control, and coordination of the state response and recovery efforts.
- MEMA will be the coordination point with the local affected governments and with FEMA.
- Each agency participating in an ESF will provide representation to the SEOC ESF #5 section in order to maintain continuity for information and planning throughout all the ESFs that are participating in the event.
- All agencies with this ESF responsibility will receive administrative support from their own organization with additional support from MEMA personnel.
- All participating agencies are expected to attend and support briefings and other coordination meetings, whether at the SEOC or elsewhere.
- Operational logs, employee time logs, messages, requests for action or purchase, and other appropriate documentation will be maintained for future reference.

Actions

Preparedness

- Develop an SOG and checklist for ESF #5 in conjunction with supporting agencies.
- Establish contacts with local emergency management agencies and local government officials who will be providing information.
- Where there is a credible threat MEMA will take several actions including, but not limited to, activating the SEOC at the appropriate level, deploying liaisons to the threat area, and pre-positioning strategic assets. ESF #5 will monitor the situation and notify local, state, and federal entities as appropriate.

Response

Initial Actions

- When an incident occurs or has the potential to occur, MEMA will activate the SEOC as required. Actions include alert, notification, and situation reporting. Once activated ESF #5 is operational at the SEOC on a 24-hour basis.
- ESF #5 will maintain constant communications with the local Emergency Operations Center (EOC) in the affected area and initiates periodic teleconferences with all appropriate parties to coordinate the joint local and state operations.
- Establish contacts with the local Emergency Management Agencies (EMA) and local government officials to coordinate the use of resources.

Continuing Actions

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- Develop the incident action plan (IAP) for each operational period.
- Analyze resource requirements based on information received.
- Provide needed resources to local governments when requested.
- When activated, provide the SEOC or JFO with State ESF #5 resources.
- Collect, process, and distribute all related information to local, state, and federal levels.
- Coordinate with ESF #2 and ESF #15 to identify alternate means of getting information to local government officials and agencies to ensure channels of communication remain open.
- Provide Incident Management Information Systems (WebEOC®) information support to all functional ESFs.
- Provide state situation reports to outside agencies and officials as required.

Responsibilities

Mississippi Emergency Management Agency–ESF Coordinator/Primary Agency

- Develop SOGs for ESF #5 in coordination with participating agencies.
- Train and exercise ESF #5 personnel.
- Provide command staffing for the SEOC, MS IMAT, Rapid Needs Assessment (RNA), and other emergency response teams, if deployed.
- Provide ESF #5 staff and resources to the JFO ESF #5, if operational.
- Provide operational personnel to analyze resource requirements based on information received.
- Establish contacts with local EMAs and local government officials to coordinate the use of resources.
- Collect, process, and distribute all related information to local, state, and federal levels.
- Assist in providing support for Information Management Systems (IMS) to all functional ESFs.
- Coordinate the deployment of emergency response teams to conduct operational support functions in the incident/threat area.
- Ensure coordination and support for the development of action plans from all supporting agencies.

Responsibilities of All Support Agencies

- Provide information through the primary ESF agency to ESF #5.
- Support development of the IAP for each operational period.

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- Assist in incident prevention, response, recovery, and mitigation as outlined in the State CEMP, Emergency Management Law, and applicable SOGs.

Support Agencies

Agency	Functions
Mississippi Department of Agriculture and Commerce	<ul style="list-style-type: none"> • Support the development of SOPs in conjunction with primary and supporting agencies. • Assist in damage impact assessment by analyzing impact on food supplies and delivery systems. • Support action plan and development. • Provide information from ESF #11. • Provide for animal health care issues.
Mississippi Department of Archives and History	<ul style="list-style-type: none"> • Support the development of an SOP in conjunction with primary and supporting agencies. • Provide for the preservation of vital records and documents. • Provide historical information on disasters and emergencies. • Identify and report impacts of disaster on historic properties. • Support action plan and development.
American Red Cross	<ul style="list-style-type: none"> • Support the development of an SOP in conjunction with primary and supporting agencies. • Maintain and report on shelter status and human needs. • Recognize the state’s ethnic and cultural diversity and consider the consequences of impact on delivery of goods and services to the affected population. • Support action plan and development.
Civil Air Patrol	<ul style="list-style-type: none"> • Support the development of an SOP in conjunction with the primary and supporting agencies. • Provide information based on pre-and post-disaster aerial reconnaissance and photography. • Provide personnel for analysis in emergency action planning.
Mississippi Department of Environmental Quality	<ul style="list-style-type: none"> • Support the development of an SOP in conjunction with primary and supporting agencies. • Provide information regarding the environmental impact within the disaster area and ensure compliance with state and federal environmental regulations. • Provide seismic or other geological information and digitized mapping support. • Support action plan and development. • Provide data information from ESF #10.
Mississippi Department of Finance and Administration	<ul style="list-style-type: none"> • Support the development of an SOP in conjunction with primary and supporting agencies. • Assess economic impacts of the disaster or emergency. • Monitor and assess financial resource expenditures. • Facilitate the acquisition/disposition of property for state emergency use. • Assist in damage assessment. • Support action plan and development. • Provide resource data and information from ESF #7, Logistics Management and Resource Support.

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Agency	Functions
Mississippi Forestry Commission	<ul style="list-style-type: none"> • Support the development of SOPs in conjunction with primary and support agencies. • Conduct post-disaster aerial reconnaissance. • Provide intelligence on forestry impacted in the disaster area.
Mississippi Gaming Commission	<ul style="list-style-type: none"> • Support the development of an SOP in conjunction with primary and secondary agencies. • Coordinate temporary closure orders for casinos jointly with SEOC and affected local county EOC. • Provide information on status of patron evacuation. • Provide information on damage to casino facilities. • Coordinate re-opening of casinos jointly with the SEOC and local county EOC(s). • Support action plan and development.
Mississippi Department of Human Services	<ul style="list-style-type: none"> • Support the development of an SOP in conjunction with primary and support agencies. • Supply information on ESF #6 human needs issues. • Maintain and report information on shelter availability and Support action plan and development.
Mississippi Information Technology Services	<ul style="list-style-type: none"> • Support the development of an SOP in conjunction with primary and secondary agencies. • Assist in assessing the operating status of communications systems. • Provide technical assistance and personnel for data management.
Mississippi Department of Insurance	<ul style="list-style-type: none"> • Support the development of an SOP in conjunction with the primary and supporting agencies. • Provide information on disaster losses for inclusion in Situation Reports. • Supply additional resource support. • Provide information relative to safety issues for inclusion in news statements and other issues. • Provide information relative to insured losses in order to determine unmet needs.
Mississippi Department of Marine Resources	<ul style="list-style-type: none"> • Support the development of an SOP in conjunction with primary and supporting agencies. • Provide information on damage; analyze impacts to coastal preserves, public trust tidelands, and on environmentally and ecologically sensitive areas.
Mississippi Military Department	<ul style="list-style-type: none"> • Support the development of an SOP in conjunction with the primary and secondary agencies. • Provide aerial reconnaissance support. • Support IAP development. • Provide manpower for ESF #15.
Mississippi Volunteer Organizations Active in Disaster	<ul style="list-style-type: none"> • Support the development of SOPs in conjunction with the primary and secondary agencies. • Provide disaster information on Mississippi Volunteer Organizations Active in Disasters (MSVOAD) operations for situation reporting. • Support action plan and development.

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Agency	Functions
Mississippi Department of Public Safety	<ul style="list-style-type: none"> • Support the development of an SOP in conjunction with the primary and supporting agencies. • Support action plan and situation reporting. • Provide support personnel for damage assessment activities. • Analyze and make recommendations on ESF #13.
Mississippi Public Service Commission	<ul style="list-style-type: none"> • Support the development of SOPs in conjunction with the primary and secondary agencies. • Assist in determining impacts of public utilities and restoration reporting. • Support action plan and development.
Radio Amateur Civil Emergency Services (RACES)	<ul style="list-style-type: none"> • Support the development of SOPs in conjunction with the primary and supporting agencies. • Provide information on status of communications throughout the state. • Provide or supplement communication during emergencies at the SEOC. • Support state and local communications operations requirements as specified in the MEMA RACES Plan and accompanying procedures.
Mississippi Department of Transportation	<ul style="list-style-type: none"> • Support the development of SOPs in conjunction with the primary and supporting agencies. • Determine access points and priority routing to Mobilization Centers (MC), Staging Areas (SA), JFOs, the SEOC, etc. • Provide information on status of transportation routes (air, rail, road, and pipelines) before, during, and after a disaster. • Provide mapping support. • Support IAP development. • Provide traffic design information. • Analyze and make recommendations for ESF #1 and ESF #3.
Mississippi Department of Wildlife, Fisheries, and Parks	<ul style="list-style-type: none"> • Support the development of an SOP in conjunction with primary and supporting agencies. • Provide damage information on state park facilities and wildlife areas. • Provide information on extent of environmental damage. • Support IAP development.
Mississippi Emergency Management Agency	<ul style="list-style-type: none"> • Provide overall coordination and support to all participating agencies. • Ensure effective operation of Emergency Management function (ESF #5) and of Public Information Releases (ESF #15). • Issue radiological waste transportation permits and coordinate other special permits with MDOT and other states as needed.
Mississippi Institutions of Higher Learning (IHL)/Mississippi Automated Resource Information System (MARIS)	<ul style="list-style-type: none"> • Provide GIS support to ESF #5 • Provide coordinating assistance to MEMA GIS in securing additional GIS support from IHL as needed.

ESF #5 Review and Maintenance

As a minimum, the state agency contact will coordinate and conduct an annual review of this annex with all support agencies. Additional reviews may be conducted if experience with an incident or regulatory changes indicate a need. Recommendations for change will be submitted to MEMA for approval, publication, and distribution.

Appendix

The following forms are used by the Mississippi Emergency Management Agency and are found on the MEMA website www.msema.org/library.

- DR-1 Initial Disaster Report
- DR-2 Situation Report
- DR-3 Proclamation of Local Emergency
- DR-4 Request for State of Emergency to Governor

Disaster Damage Assessment Package:

- Individual Assistance Report
- Business and Agriculture Report
- Public Assistance Report
- Debris Removal Report
- Damage Assessment Summary Report
- Budget Summary for Public Assistance
- Damage Assessment Forms

Authorities and References

1. The Emergency Management Law, MS Code Ann. § 33-15 (1972)
2. MEMA Communications SOG
3. MEMA State Emergency Operations Center SOG
4. MS Incident Management Assistance Team SOG
5. MS Operations Guidance for Resource Assistance and Mutual Aid Request
6. MEMA Radio Amateur Civil Emergency Service Plan, January 2005
7. MEMA Financial Management Annex
8. MEMA Logistics Management Support Annex