ESF #5 Emergency Management (Information and Planning) Annex

Coordinating Agency

Mississippi Emergency Management
  Agency (MEMA)

Support Agencies

Mississippi Department of Agriculture and
  Commerce (MDAC)
Mississippi Board of Animal Health
  (MBAH)
Mississippi Department of Archives and
  History (MDAH)
Mississippi Development Authority (MDA)
Mississippi Department of Education
  (MDE)
Mississippi Department of Environmental
  Quality (MDEQ)
Mississippi Department of Finance and
  Administration (DFA)
Mississippi Forestry Commission (MFC)
Mississippi Gaming Commission (MGC)
Mississippi State Department of Health
  (MSDH)
Mississippi Department of Human Services
  (MDHS)
Mississippi Department of Information
  Technology Services (ITS)
Mississippi Insurance Department (MID)
Mississippi Department of Marine
  Resources (MDMR)
Mississippi Department of Mental Health
  (MDMH)
Mississippi Military Department
  (MMD)/Mississippi National Guard
  (MSNG)

Mississippi Department of Public Safety
  (MDPS)/ Mississippi Office of
  Homeland Security (MOHS)/Mississippi
  Highway Safety Patrol (MHSP)
Mississippi Public Service Commission
  (MPSC)
Mississippi Department of Transportation
  (MDOT)
Mississippi Department of Wildlife,
  Fisheries, and Parks (MDWF&P)
Mississippi Institutions of Higher Learning
  (IHL)
Mississippi State University/Extension
  Service (MSU/ES)

Non-Governmental Support Agencies

American Red Cross (ARC)
Mississippi Voluntary Organizations Active
  in Disaster (MSVOAD)
Salvation Army (SA)
Radio Amateur Civil Emergency Services
  (RACES)
Mississippi Wing, Civil Air Patrol (CAP)

Federal Coordinating Agency

Department of Homeland Security (DHS)
Federal Emergency Management Agency
  (FEMA)

Federal Support Agencies

All Departments and Agencies

1. INTRODUCTION. Emergency Support Function (ESF) #5 – Emergency Management, also referred to as Information and Planning, provides support by assisting local, state, and tribal entities, voluntary organizations, non-governmental organizations (NGOs), and the private sector in the preparedness, response, recovery, and mitigation of domestic threats or in response to actual or potential incidents.

   a. Purpose. This ESF Annex aims to provide overall support to the activities of state government in the response and recovery missions following an emergency or a major disaster and activation of the State Emergency Operations Center (SEOC).

The success of this effort requires the coordination, pooling, and networking of both available and obtainable emergency management resources provided by local, state, tribal, and federal government entities, voluntary organizations, or other providers.

The term "obtainable" means other necessary resources that must be acquired through contract, lease, purchase, mutual aid agreements, or otherwise from outside the inventory or control of participating agencies. These resources may be in such forms as facilities, personnel, equipment, materials, supplies, consulting services, technical assistance, or others.

   b. Scope. ESF #5 serves as the coordinating ESF for all state departments and agencies across the spectrum of domestic incident management, from prevention to response and recovery. In the pre-incident prevention phase, ESF #5 facilitates information flow to place assets on alert or preposition assets for a 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 coordinating the support in planning processes. This includes alert and notification, deployment and staffing of emergency response teams, incident action planning, coordination of operations, logistics and materials, 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.

This plan is to be used to respond to incidents where a threatened or actual incident exceeds local response capabilities, and a state government response is requested. The core functions of ESF #5 include, but are not limited to:

   (1) Functions that are critical to support and facilitate multi-agency planning and coordination for operations involving incidents requiring state coordination.

(2) Coordinate the development of overall incident situational awareness, including information collection, information management, modeling and analysis, and the development of reports and information analysis on the status of operations and impacts.

(3) Coordinate the development of state plans to manage and support incident activities. Departments and agencies participate in the planning processes coordinated by the planning entity at each incident command or the SEOC. This includes crisis and incident action planning, analysis of risks and capability requirements, and other support as required.

(4) ESF #5 is organized in accordance with the National Incident Management System (NIMS), the Incident Command System (ICS), and agency or jurisdiction-specific guidance for incident support operations. ESF #5 supports the general staff functions contained in the NIMS for all the multi-agency coordination centers and incident operations (e.g., SEOC, Forward EOC, and Field Offices).

If local government capabilities or resources become overwhelmed and unable to meet emergency or major disaster needs, ESF #5 will be activated to support those affected. This support will be provided in accordance with the National Response Framework (NRF), Mississippi Comprehensive Emergency Management Plan (CEMP), and the Mississippi Emergency Management Agency (MEMA) Response Framework.

If the SEOC and ESF #5 are activated to assist local, state, or tribal governments, the primary agency for the overall coordination of state resources is MEMA.

2.   RELATIONSHIP TO THE 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:

a. **General.**

(1) 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 the response.

(2) The jurisdiction/organization should define information needs. These needs are often met at the local, state, tribal, and federal levels, in concert with non-governmental organizations and the private sector, primarily through preparedness organizations.

(3) 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, NGOs, and the private sector through defined mechanisms specified in emergency operations and incident action plans.

(4) 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 and in a culturally and linguistically appropriate manner.

b. **Local, State, and Tribal Governments**. Local, state, and tribal governments engage in incident planning and collaborate with state planning elements as part of unified response efforts. State plans shall support the needs of the local, state, and tribal governments and be adaptable to address changing priorities and requirements.

Primary responsibility for managing incidents usually rests with local, state, and tribal authorities and the private sector, which own and operate most of the resources. As such, a state response must acknowledge local, state, and tribal policies, authorities, and plans that manage response and recovery efforts during emergencies.

c. **Private Sector/Non-Governmental 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 and conduct their own. Plans shall be developed to ensure the concepts of operations mutually support private sector lifesaving and sustainment or restoration operations. To the greatest extent possible, private sector coordination mechanisms should be employed to help synchronize public-private sector operations.

The private sector owns or operates a large proportion of emergency management resources and is a partner or lead for the rapid restoration of services. Private-sector mutual aid and assistance networks facilitate the sharing of resources to support response. These organizations coordinate with local, state, tribal, and federal response and recovery efforts through virtual platforms like the Mississippi Business Emergency Operations Center (MSBEOC).

3. **CORE CAPABILITIES AND ACTIONS.** This section outlines the ESF roles aligned to core capabilities. The following table lists the Response core capability that ESF #5 most directly supports, along with the related ESF #5 action:

Core Capability	ESF #5 – Emergency Management (Information and Planning)
Planning	• Coordinates and conducts deliberate planning during the steady-state for the Response Mission Area to manage risks and execute

Core Capability	ESF #5 – Emergency Management (Information and Planning)
Planning cont.	support functions and crisis action planning activities during an actual or potential incident. This includes, among other things: o Organizational and coordination constructs. o Key decisions and corresponding critical information requirements. o Tasks and proposed operational actions for consideration. o Planning factors and potential capability requirements.
Situational Assessment	• Maintain situational awareness of an incident. • Provide an informational link to members of the whole community. • Serve as the centralized conduit for situation reports, geospatial data, and other decision support tools. • Provide decision-relevant information regarding the nature and extent of an incident, as well as cascading effects, in support of a potential or actual coordinated federal response. • Coordinate the production and dissemination of modeling and effects analysis to inform immediate emergency management actions and decisions. • Maintain standard reporting templates, information management systems, essential elements of information, and critical information requirements.
Public Information and Warning	• Provides information to develop credible, culturally appropriate, and accessible messages to inform the public of ongoing emergency services, protective measures, and other life-sustaining actions that facilitate the transition to recovery.

4. POLICIES.

   a. ESF #5 is comprised almost entirely of permanent MEMA staff, led by the Operations Bureau Director who functions as the Operations Section Chief (OSC) during periods of SEOC activation.

   b. The SEOC OSC functions as the primary Emergency Coordinating Officer (ECO) for ESF #5 to work with other local, state, tribal, and federal agencies from the SEOC.

c.   The OSC is a member of the Unified Coordination Group (UCG), Command and General Staff (C&GS), and oversees the SEOC Branch Directors and Operations staff.

d.   When activated, supporting agencies in ESF #5 will operate under this document, the MEMA Response Framework, and other SEOC SOPs, as applicable.

e.   ESF #5 is responsible for establishing the state support infrastructure in the affected area in anticipation of prevention, response, recovery, and mitigation requirements.

f.   Local requests for state assistance to the Governor under the Emergency Management Law, MS Code Ann. § 33-15 (1972) are coordinated through MEMA.

g.   All available local, private, semi-private, and state resources will be deployed through the Statewide Emergency Assistance Compact (SMAC) to the maximum extent possible before requesting Emergency Management Assistance Compact (EMAC) or federal assets.

h.   If state resources have either been exhausted or are expected to be exhausted before meeting the demand, ESF #5 will recommend that assistance be requested from other states through the Emergency Management Assistance Compact (EMAC) or from the Federal Emergency Management Agency (FEMA).

i.   Resource allocation and taskings are coordinated through ESF #5 using the MEMA mission assignment process and other procedures outlined in the CEMP Base Plan, MEMA Response Framework, and applicable Standard Operating Procedures (SOP).

j.   ESF #5 serves as the centralized conduit for state situation reports from the various ESFs and is the informational link between the state and FEMA Region IV, other federal and congressional offices.

k.   ESF #5, through the Incident Commander (IC), OSC, and Planning Section Chief (PSC), coordinate ICS functions at the SEOC to include, but not limited to:

(1) Crisis Action Team (CAT);

(2) Unified Coordination Group (UCG);

(3) Command & General Staff (C&GS);

(4) Tactics Meetings;

(5) Planning Meetings.

l. Departments and agencies participate in the Situation Report (SITREP) and Incident Action Plan (IAP) process coordinated by ESF #5 and respective SEOC Sections and Branches.

m. ESF #5 maintains an on-call workforce of trained and skilled Disaster Reservists (DR) to provide surge capability and perform essential emergency management functions on short notice and for varied durations.

n. The MEMA SEOC is responsible for notifying all emergency management stakeholders of potential threats and elevating operational response postures or prepositioning assets per the MEMA State Warning Point (SWP) SOP.

o. ESF #5 staff, working with ESF #7 Logistics, coordinates 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 Post, Joint Information Center (JIC), Joint Field Office (JFO), Reception, Staging, Onward-Movement and Integration (RSOI) sites, Mobilization Centers (MC), Commodity Point of Distribution Points (CPOD), and State Staging Areas (SSA).

5. CONCEPT OF OPERATIONS.

a. Assumptions.

(1) ESF #5 provides trained and experienced staff to fill management positions in the Command, Operations, Planning, Logistics, and Administration and Finance Sections of the SEOC upon activation.

(2) The role of state agencies involved in information and planning is to collect raw data in the field and provide it to their ECOs or designated personnel of MEMA in the SEOC.

(3) Existing state telecommunications infrastructure will provide the primary means for state government communications.

(4) Primary agencies (including MEMA) and support agencies will perform tasks under their authority, as applicable, in addition to missions received under the authority of MEMA.

(5) When ESFs are activated, their ECO primary agency coordinator will assign a liaison to work with ESF #5.

(**6**) ESF #5 provides ESF #15 External Affairs timely and accurate information to distribute to the media, public officials, public, and other interested parties.

(**7**) If a JFO is established, MS ESF #5 personnel may locate jointly with their federal counterparts in the JFO or other designated facility.

(**8**) Most emergencies and disasters involve damage to property to some extent. Before mobilizing assets, efforts must be taken to ensure roads, bridges, public utility systems, public and private buildings, homes, and other facilities will have to be inspected and cleared for use, reinforced, quarantined, or demolished to ensure safety.

(**9**) The resources of local, state, tribal, and federal governments, separately or in combination with those of industry and other private/semi-private sources, will be utilized to the maximum extent possible to eliminate, reduce, or remove hazards.

(**10**) State or federal assistance may be required to identify and deploy resources from outside the affected area to ensure a timely, efficient, and effective response and recovery.

(**11**) Numerous volunteering entities, both governmental and non-governmental, may mobilize personnel, supplies, and equipment to affected areas with neither coordination nor communication with the SEOC or deployed elements.

b. **General.**

(**1**) MEMA will keep all responsible agencies informed of impending conditions (incident activity, weather, hazardous materials, or other events) that would cause them to assume a readiness posture for activating the SEOC for possible deployment to a forward area of operation or other activity.

(**2**) When SEOC is activated, ESF #5 and other appropriate support ESFs will be activated to support the event. ESF #5 will continually assess and develop action plans for the SEOC to ensure all supporting agencies function appropriately and in a coordinated manner.

(**3**) ESF #5, in conjunction with MEMA Field Services (FS)/Area Coordinators (ACs) and other liaisons, will maintain contact with and coordinate/manage to report activities of local, state, tribal, and federal stakeholders.

(**4**) Through their county EOCs, local officials should be encouraged to be self-sufficient during the first 2–3 days of a disaster.

(5) Local officials and managers should channel their requests for assistance where possible through county EOCs.

(6) Local officials must conduct an initial damage assessment to determine the severity and magnitude of property damage in quantity, community impact, and dollar amount. These results will be reported to the SEOC, where appropriate response actions will be initiated. Where possible, such communication should be routed through the jurisdiction's county EOC.

(7) MEMA will provide public information to evacuees through the SEOC JIC, Mississippi Public Broadcasting (MPB), and commercial broadcast media.

(8) Working in coordination with the SEOC and SWP, the JIC will release special weather statements and warnings provided by the National Weather Service (NWS) to emergency workers and the general population. These releases will be made through the normal ESF #15 release networks, SWP AtHoc mass notifications, and additionally provided to emergency work sites, staging areas, and other incident support sites as needed.

(9) MEMA coordinates EMAC with other states for the augmentation of resources, as necessary.

(10) If a JFO is established, state response personnel may be located with their federal counterparts, and designated facilities may be established.

6. ORGANIZATION.

a. State Emergency Operations Center. In an incident or a major declared state emergency, OSC and ESF #5 staff will activate the SEOC and stakeholders to the SEOC.

b. SEOC Emergency Point of Contact. The MEMA SWP within the SEOC operates 24/7/365. The SWP is manned by Emergency Telecommunicators and an Operations Section Watch Officer. Emergency contact info is as follows:

(1) SWP Emergency Telecommunicator(s):

(a) Phone: (601) 933-6876, 6877, 6878 or (800) 222-6362

(b) E-mail: commo1@mema.ms.gov, commo2@mema.ms.gov, or commo3@mema.ms.gov

(2) Operations Section Watch Officer:

(a) Phone: (601) 933-6671 or (800) 222-6362

(b) E-mail: watchdesk@mema.ms.gov

c. SEOC Sections. The SEOC maintains the standard four ICS sections:

(1) Operations Section. The Operations Section establishes strategy (approach methodology, etc.) and specific tactics/actions to accomplish the goals and objectives set by Command. Operations coordinates and executes strategy and tactics to achieve response objectives.

(2) Planning Section. The Planning Section coordinates support activities for incident planning and contingency, long-range, and demobilization planning. Planning supports Command and Operations in processing incident information and coordinates information activities across the response system.

(3) Logistics Section. The Logistics Section supports Command and Operations in their use of personnel, supplies, and equipment. Performs technical activities required to maintain the function of operational facilities and processes.

(4) Finance and Administration Section. The Finance and Administration Section supports Command and Operations with administrative issues and tracks and processes incident expenses. This includes such issues as licensure requirements, regulatory compliance, and financial accounting.

See the SEOC OSC, Watch Officer, or a SEOC Branch Director for a roster of incident-assigned Section Chiefs.

d. SEOC Branches. The SEOC maintains three branches within the Operations Section, Infrastructure, Emergency Services, and Human Services, each led by a Branch Director. The Branch Director positions are manned full-time by MEMA Emergency Management Specialists. The Branch Directors coordinate the activities of all sixteen ESFs and support entities and are the first line of support for assigned ECOs. The Branch Directors monitor and oversee branch administrative and incident activities, WebEOC actions, SITRoom updates, branch adherence to timelines and requirements, support ECOs with incident coordination, and conduct SEOC staff briefings, as needed.

(1) Infrastructure Branch Director desk contact information: Phone (601) 933-6737, e-mail: infrastructure@mema.ms.gov.

(2) Emergency Services Branch Director contact information: Phone (601) 933-6753, e-mail: emergencyservices@mema.ms.gov.

(3) Human Services Branch Director contact information: Phone (601) 933-6764, e-mail: humanservices@mema.ms.gov.

e. Aviation Branch. The Aviation Branch is currently under development. The Aviation Branch will not be manned by a full-time SEOC Branch Director. The Branch will be established, similar to the ESFs, with assigned personnel, policies, and procedures, ready to be activated as needed. The Branch will be developed to mirror the FEMA RIV Aviation Branch to facilitate unity of effort during combined operations. For more information, see the OSC or the MEMA Unmanned Aerial Systems (UAS) Coordinator.

f. SEOC Situation Rooms. MEMA developed the Homeland Security Information Network (HSIN) Situation Rooms (SITRooms) to provide stakeholders with a virtual EOC platform to utilize during normal operations or an incident. The SITRooms provide excellent situational awareness for both SEOC and non-SEOC participants. The SITRooms have individual pods with attendee lists, chat capability, current incident priorities and objectives, current operational schedule and meeting times (battle rhythm), downloadable documents and maps, useful links, and video capability.

The event SITRooms utilized by the SEOC for a given event will use one of the following URLs:

https://share.dhs.gov/msema (Daily SITRoom: Level IV Normal Operations)

https://share.dhs.gov/mema-incident (General Incident SITRoom)

https://share.dhs.gov/mema-incident1 (Severe Weather/Flooding SITRoom)

https://share.dhs.gov/mema-incident2 (Hurricane/Tropical Storm SITRoom)

https://share.dhs.gov/mema-incident3 (Other Emergency/Earthquake SITRoom)

https://share.dhs.gov/mema-uas (UAS SITRoom)

https://share.dhs.gov/mrp (Radiological SITRoom)

https://share.dhs.gov/jicroom (JIC SITRoom)

https://share.dhs.gov/ms-emac (EMAC SITRoom)

https://share.dhs.gov/msbeoc/ (MSBEOC SITRoom)

Many of the above-listed SITRoom may not be active during "blue-sky" or non-event periods. The active SITRooms will be published via mass notification before or during an event/incident.

g. 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.

h. Operations. ESF #5 provides the OSC position to coordinate the Human Services, Infrastructure Support, Emergency Services, and Aviation Branches (various ESFs also provide key staff for these areas), process assistance requests, and initiate and manage the mission assignment and mutual aid agreements.

If the SITREP process is not utilized during smaller and less complex incidents, ESF #5 is responsible for providing an Operations Summary (OPSUM) and an Executive Summary (EXSUM) when required.

ESF #5 also acts as the coordinating arm of all response activity in the field. Working with the FS Bureau and other field elements, ESF #5 maintains situational awareness and links the incident C&GS at the SEOC with field elements.

i. Planning. ESF #5 provides the PSC position. ESF #5 provides 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 IAP process. This includes preparing and documenting incident priorities, establishing the operational period and tempo, providing information to the Command Staff and all responders using SITREPs, and developing contingency, long-term demobilization, and other plans related to the incident needed. Information for SITREPs will be collected in part from various sources, including but not limited to Disaster Report (DR) forms submitted to ESF #2 and from ESF ECOs located in the SEOC.

The Planning Section also coordinates special technical capabilities to request geospatial intelligence, modeling, and forecasting support. 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 staff assigned, contractual, or detailed under mutual aid as deemed appropriate by the incident. Additionally, the Planning Section will provide representatives to staff critical positions on the State Emergency Response Team (SERT), if used, and ensure adequate staffing to meet the needs of the Documentation Unit, Situations Unit, and Resources Unit.

j. **Geographic Information Systems**. ESF #5 provides the Geographical Information Systems (GIS) Coordinator. This person is responsible for ensuring that adequate GIS support is provided to the SEOC and supporting elements. GIS support in the SEOC will consist of creating geospatially referenced products as requested by senior staff and decision-makers. Additionally, the Mississippi Automated Resource Information System (MARIS) will also assist the SEOC 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, and federal GIS partners as needed.

k. **Logistics.** ESF #5 provides the Logistics Section Chief (LSC) staff to manage state supplies and equipment; resource ordering; delivery of equipment, supplies, and services; resource tracking; facility location and operations, transportation coordination other logistic services. The Logistics Section coordinates with ESF #7, logistics management and resource support, implementing the Logistics Management Support Annex to the CEMP. The Logistics Section coordinates with FEMA as necessary to identify and request assets beyond the State's operational capabilities.

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

m. **Administrative and Logistical Support.** All participating ESF #5 agencies are expected to:

(1) Coordinate their support with the OSC and staff.

(2) Locate, identify, and set up their operational work areas and maintain logistical support for them.

(3) Maintain active accounts and have a working knowledge of WebEOC and the SEOC HSIN SITRoom.

(4) Attend and support briefings and other coordination meetings, whether at the SEOC, via telecommunications (HSIN SIT Room, ZOOM, or Microsoft Teams), or elsewhere, as required.

(5) Maintain operational logs, messages, requests, and other appropriate documentation for future reference.

(6) Maintain maps, displays, status reports, WebEOC, and HSIN SITRooms.

(7) Maintain the SEOC ECO Roster and MEMA Activation Roster.

7. RESPONSIBILITIES AND ACTIONS.

   a. Coordinating Agency. As the Coordinating Agency for ESF #5, MEMA is responsible for, but not limited to, the following:

   (1) Direction, Control, and Coordination.

   (a) MEMA will maintain overall direction, control, and coordination of the state response and recovery efforts.

   (b) MEMA will be the coordination point with the local affected governments and with FEMA.

   (c) Each agency participating in an ESF will provide representation to the SEOC ESF #5 section to maintain continuity for information and planning throughout all the ESFs that are participating in the event.

   (d) All agencies with this ESF responsibility will receive administrative support from their organization with additional backing from MEMA personnel.

   (e) All participating agencies are expected to attend and support briefings and other coordination meetings, whether at the SEOC or elsewhere.

   (f) Operational logs, employee time logs, messages, requests for action or purchase, and other appropriate documentation will be maintained for future reference.

   (2) Preparedness.

   (a) In conjunction with other support agencies, develop and maintain the MEMA Response Framework and a Standard Operating Procedures (SOP) for this ESF #5 Annex and the SEOC.

   (b) Ensure all agencies with ESF #5 responsibility have SOPs in place to perform appropriate levels of mitigation, preparedness, response, and recovery related to the event. Agencies will have completed mitigation and preparedness activities before the initiating event.

(c) Maintain access to all SEOC personnel, systems, and documentation, including but not limited to the SEOC Branch Directors, WebEOC, Crisis Track, HSIN SITRooms, CEMP, and associated Annexes and Appendices, the MEMA Response Framework, and all SEOC policies and procedures.

(d) Establish contacts with local emergency management agencies and local government officials who will be providing information.

(e) 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 prepositioning strategic assets. ESF #5 will monitor the situation and notify local, state, tribal, and federal entities as appropriate.

(f) Train and exercise ESF #5 personnel.

(3) **Pre-Incident.**

(a) The SEOC will develop and maintain alert and notification procedures for key emergency management officials supporting ESF #5. The SEOC will assist ESF #5 in maintaining the alert and notification list for other agencies supporting ESF #5.

(b) Produce and disseminate the appropriate incident OPSUMs and Weather Summaries (WXSUM).

(c) Working with ESF #15, ESF #5 will assist in the development of EXSUMs for press releases, social media posts, and press conferences.

(d) Ensure all operational and virtual information management platforms are established, operational, and links disseminated to stakeholders.

(e) Coordinate with MEMA Field Services for the prepositioning of Area Coordinators (AC).

(f) Coordinate with ESF #7 and all other ESFs, tribal, state, and local emergency managers for the prepositioning of commodities and other critical resources.

(g) Coordinate with ESF #9, ESF #13, and ESF #16 to preposition Search and Rescue (SAR) assets, including Mississippi Military Department (MMD) composite teams.

(h) Initiate contact with and maintain communications with local, state, tribal, and federal stakeholders in the affected area and initiate periodic teleconferences with all appropriate parties to coordinate the joint local and state operations.

(i) OSC will activate the SEOC, physically or virtually, incident-dependent.

(4) Incident.

(a) Assist in gathering and providing information to the Planning Section and UCG for establishing incident priorities.

(b) Develop the IAP for each operational period.

(c) Provide incident management information systems (WebEOC, HSIN SITRooms, Crisis Track) support to all functional ESFs.

(d) Ensure adequate incident communications are established and maintained.

(e) Analyze resource requirements based on information received.

(f) Provide needed resources to local governments when requested.

(g) When activated, provide the SEOC or JFO with State ESF #5 resources.

(h) Collect, process, and distribute all related information to local, state, tribal, and federal levels.

(i) Coordinate with ESF #2 and ESF #15 to identify alternate means of getting information to local government officials and agencies to ensure communication channels remain open.

(j) Provide SITREPS, OPSUMS, or EXSUMs to agencies and officials as required.

(k) Coordinate with adjacent states, as necessary.

(l) Obtain an initial situation and damage assessment through established intelligence procedures.

(m) Coordinate the deployment of emergency response teams to conduct operational support functions in the incident/threat area.

(n) Provide operational personnel to analyze resource requirements based on information received.

(o) Coordinate the distribution of assets as needed.

(p) Maintain a complete log of actions taken, resource orders, records, and reports.

(q) Provide SITREP and IAP input, via WebEOC and appropriate ICS Forms, according to the established operational timeline, event-specific.

(r) MEMA Office of Housing and Assistance will coordinate the implementation and management of the state's temporary housing program as required or directed by the Governor.

(5) Post-Incident.

(a) Prepare an After-Action Report/Improvement Plan (AAR/IP). The AAR/IP identifies key problems, indicates how they will be/were solved, and makes recommendations for improving ESF response operations.

(b) All ESF #5 organizations assist in the preparation of the AAR/IP.

(c) Submit AAR/IP to the OSC and planning@mema.ms.gov.

(d) Review and recommend revision to plans and procedures as determined necessary.

(e) Copy, catalog, and properly file all records and documents on the incident.

(f) Compare ESF #5 staff records with MEMA network tasking and tracking system to assure accuracy.

b. **Supporting Agencies.** All ESF #5 Supporting agencies are expected to:

(1) Coordinate support with ESF #5.

(2) Maintain access to all SEOC personnel, systems, and documentation, including but not limited to the OSC and staff, WebEOC, HSIN SITRooms, Crisis Track, CEMP, and associated Annexes and Appendices, the MEMA Response Framework, and all SEOC policies and procedures.

(3) Locate, identify, and set up their operational work areas and maintain logistical support for them.

(4) Attend and support briefings and other coordination meetings, whether virtually, at the SEOC, or elsewhere.

(5) Maintain operational logs, messages, requests, and other appropriate documentation for future reference.

(6) Maintain their maps, displays, status reports, and other information not included in the SEOC operations.

(7) Provide SITREP and IAP input, via WebEOC and appropriate ICS Forms, according to the established operational timeline, event-specific.

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

(9) All ESF #5 organizations assist in the preparation of the AAR/IP.

(10) Submit AAR/IP input to the OSC and planning@mema.ms.gov.

The chart on the following pages shows the responsibilities of the individual ESF #5 support agencies. The list contains, but is not limited to, the core functions required:

Agency	Functions
Mississippi Department of Agriculture and Commerce (MDAC)	• Support the development of SOPs in conjunction with primary and supporting agencies. • Assist in damage impact assessment by analyzing the 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 (MDAH)	• 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.

Agency	Functions
American Red Cross (ARC)	• 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 delivering goods and services to the affected population. • Support action plan and development.
Mississippi Wing, Civil Air Patrol (CAP)	• Support the development of an SOP in conjunction with the primary and supporting agencies. • Provide information based on pre-disaster and post-disaster aerial reconnaissance and photography. • Provide personnel for analysis in emergency action planning. • Support the development and operation of the SEOC Aviation Branch.
Mississippi Department of Environmental Quality (MDEQ)	• 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, tribal, 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 (DFA)	• 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. • Support action plan and development. • Provide resource data and information from ESF #7, Logistics Management and Resource Support. • Support the development and operation of the SEOC Aviation Branch.

Agency	Functions
Mississippi Forestry Commission (MFC)	• 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. • Support the development and operation of the SEOC Aviation Branch.
Mississippi Gaming Commission (MGC)	• 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 the 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 Health (MSDH)	• Support the development of an SOP in conjunction with primary and support agencies. • Support action plan and situation reporting. • Direct and coordinate regional and county facilities in providing medical and public health assistance and mass care. • Coordinate emergency medical, environmental, and sanitation services, including water supply and wastewater disposal with appropriate ESF. • Analyze and make recommendations on ESF #8.
Mississippi Department of Human Services (MDHS)	• Support the development of an SOP in conjunction with primary and support agencies. • Supply information on ESF #6 Mass Care. • Maintain and report information on shelter availability and support action planning and development.
Mississippi Information Technology Services (ITS)	• 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.

Agency	Functions
Mississippi Insurance Department (MID)	• 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 to determine unmet needs. • Analyze and make recommendations on ESF #4.
Mississippi Department of Marine Resources (MDMR)	• Support the development of an SOP in conjunction with primary and supporting agencies. • Provide information on damage; analyze impacts on coastal preserves, public trust tidelands, and environmentally and ecologically sensitive areas.
Mississippi Military Department (MMD)/Mississippi National Guard (MSNG)	• Support the development of an SOP in conjunction with the primary and secondary agencies. • Provide aerial reconnaissance support. • Provide manpower for ESF # 16. • Support the development and operation of the SEOC Aviation Branch.
Mississippi Voluntary Organizations Active in Disaster (MSVOAD)	• Support the development of SOPs in conjunction with the primary and secondary agencies. • Provide information on Mississippi Volunteer Organizations Active in Disasters (MSVOAD) operations for situation reporting. • Support action plan and development.
Mississippi Public Service Commission (MPSC)	• Support the development of SOPs in conjunction with the primary and secondary agencies. • Assist in determining impacts of public utilities and restoration reporting.

Agency	Functions
Mississippi Department of Public Safety (MDPS)	• Support the development of an SOP in conjunction with the primary and supporting agencies. • Support action plan and situation reporting. • Provide intelligence assessments and threat analysis through the Mississippi Analysis and Intelligence Center (MSAIC). • Provide support personnel for damage assessment activities. • Analyze and make recommendations on ESF # 9 and ESF #13. • Support the development and operation of the SEOC Aviation Branch.
Radio Amateur Civil Emergency Services (RACES)	• Support the development of SOPs in conjunction with the primary and supporting agencies. • Provide information on the status of communications throughout the state. • Provide or supplement communication during emergencies at the SEOC. • Support state and local communications operations requirements specified in the MEMA Radio Amateur Civil Emergency Services (R.A.C.E.S.) Plan and accompanying procedures.
Mississippi Department of Transportation (MDOT)	• Support the development of SOPs in conjunction with the primary and supporting agencies. • Determine access points and priority routing to MCs, Staging Areas (SA), JFOs, the SEOC, etc. • Provide information on the 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. • Support the development and operation of the SEOC Aviation Branch.

Agency	Functions
Mississippi Department of Wildlife, Fisheries, and Parks (MDWF&P)	• 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 the extent of environmental damage. • Support IAP development. • Analyze and make recommendations on ESF # 9. • Support the development and operation of the SEOC Aviation Branch.
Mississippi Institutions of Higher Learning (IHL/MARIS)	• Provide GIS support to ESF #5. • Provide coordinating assistance to MEMA GIS in securing additional GIS support from IHL as needed.

8. AUTHORITIES and REFERENCES. The procedures in this ESF #5 Emergency Management (Information and Planning) Annex are built on the core coordinating structures of the CEMP. The specific responsibilities of each department and agency are described in the respective ESF, Support, and Incident Annexes, internal agency plans, policies, and procedures. See the CEMP Base Plan, SEOC Section Chiefs, or ESF #5 for a comprehensive list of Authorities and References.

   a. Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended, 42 U.S.C. 5121 et seq., and Related Authorities
   https://www.fema.gov/sites/default/files/2020-03/stafford-act_2019.pdf

   b. 18 U.S.C. § 1385 Use of Army and Air Force as posse comitatus
   https://www.law.cornell.edu/uscode/text/18/1385

   c. 33 U.S.C. §1251 et seq. Clean Water Act (1972)
   https://www.epa.gov/laws-regulations/summary-clean-water-act

   d. 33 U.S.C. §2701 et seq. Oil Pollution Act (1990)
   https://www.epa.gov/enforcement/oil-pollution-act-opa-and-federal-facilities

   e. 34 U.S.C. Ch. 501, Emergency Federal Law Enforcement Assistance Act, October 1984
   https://uscode.house.gov/view.xhtml?path=/prelim@title34/subtitle5/chapter501&edition=prelim

f. 42 U.S.C. §11001 et seq.Emergency Planning & Community Right-To-Know Act (1986)
https://www.epa.gov/laws-regulations/summary-emergency-planning-community-right-know-act

g. 40 CFR Part 300 National Oil And Hazardous Substances Pollution Contingency Plan (1994)
https://www.govinfo.gov/content/pkg/CFR-2011-title40-vol28/pdf/CFR-2011-title40-vol28-part300.pdf

h. Comprehensive Environmental Response, Compensation, and Liability Act (1980)
https://www.epa.gov/superfund/superfund-cercla-overview

i. Superfund Amendments and Reauthorization Act (SARA) (1986)
https://www.epa.gov/superfund/superfund-amendments-and-reauthorization-act-sara

j. Public Law 104-321, October 1996 (EMAC)
Public Law 104-321, October 1996

k. Mississippi Code of 1972, Title 33, Chapter 15, Emergency Management and Civil Defense
Mississippi Code of 1972, Title 33, Chapter 15

l. Mississippi Code of 2018, Title 45, Chapter 18 Emergency Management Assistance Compact (EMAC)
Mississippi Code of 2018, Title 45, Chapter 18

m. National Incident Management System, Third Edition, October 2017
https://www.fema.gov/media-library/assets/documents/148019

n. National Preparedness Goal, Second Edition, September 2015
https://www.fema.gov/media-library/assets/documents/25959

o. National Response Framework, Fourth Edition, October 2019
https://www.fema.gov/sites/default/files/2020-04/NRF_FINALApproved_2011028.pdf

p. FEMA Developing and Maintaining Emergency Operations Plan, Comprehensive Preparedness Guide (CPG) 101, Version 3.0, September 2021
https://www.fema.gov/sites/default/files/documents/fema_cpg-101-v3-developing-maintaining-eops.pdf

q. State of Mississippi Comprehensive Emergency Management Plan, January 2022
MEMA Downloads/CEMP

r. State of Mississippi New Madrid Seismic Zone OPLAN, January 2018
MEMA Downloads/State Plans

s. State of Mississippi Radiological Emergency Preparedness Plan (MREPP), October 2020
MEMA Downloads/State Plans

t. State of Mississippi Hurricane Plan, January 2022
MEMA Downloads/State Plans

u. State of Mississippi Evacuation Plan, January 2022
MEMA Downloads/State Plans

v. MEMA Response Framework, March 2021
MEMA Downloads/MEMA Publications

The MEMA reference repository, containing the CEMP base plan, associated annexes, appendices, and other supporting documents, can be found at MEMA Downloads.

Most Mississippi emergency management stakeholders have access to the MEMA Downloads site. However, non-registered stakeholders may gain access to the repository by submitting an e-mail request to preparedness@mema.ms.gov.

9. REVIEW AND MAINTENANCE. At a minimum, the ESF #5 Emergency Management (Information and Planning) Annex Coordinating Agency will conduct an annual review of this annex with all support agencies. Additional assessments may be performed if the experience with an incident or regulatory changes indicates a need. Recommendations for change will be submitted to MEMA for approval, publication, and distribution. Submit recommendations via e-mail to preparedness@mema.ms.gov.

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