

## ANNEX 5

### ESF-5 - EMERGENCY MANAGEMENT

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COORDINATING: South Carolina Emergency Management Division

PRIMARY: State, County, Tribal and Municipal Governments

SUPPORTING: Non-Governmental Organizations and Agencies

#### I. INTRODUCTION

- A. The State Emergency Operations Center (SEOC) serves as the central clearinghouse for disaster-related information and requests for deployment of state resources, and as the center for coordinating the State and federal agencies response and initial recovery actions to an emergency event.
- B. The SEOC follows the general structure and functions of the National Incident Management System (NIMS).
- C. In accordance with SC Code of Regulations, Regulation 58-101 (State Emergency Preparedness Standards), the SEOC establishes direction and control of a State response and recovery based on functional support groups, involving broad participation from State, private and voluntary relief organizations, and compatible with the Federal response and recovery concepts of operation.

#### II. PURPOSE

Describe the process for managing and facilitating a coordinated emergency operation through collecting, processing, and disseminating emergency information and disaster intelligence; developing Incident Action Plans (IAP); and coordinating resource support to the counties and tribal governments.

#### III. CONCEPT OF OPERATIONS

- A. When an event or potential event is first detected, the SEOC will activate to a level appropriate to the threat. The State will respond to events on a 24-hour basis.
- B. The SEOC is organized by function in seven (7) major areas:
  - Executive
  - Operations
  - Planning/Disaster Intelligence
  - Logistics
  - Recovery
  - Public Information
  - Finance/Administration

- C. The State manages response operations through the State Emergency Response Team (SERT), which is organized into 20 Emergency Support Functions (ESF). Coordinating, Primary and Supporting organizations are designated for each ESF.
- D. Personnel functioning in the SEOC and members of the SERT will integrate the principles of the National Incident Management System (NIMS) and Incident Command into operations.
- E. Personnel operating in the SEOC will be familiar with the National Response Framework and National Disaster Recovery Framework and the corresponding Federal Emergency Management Agency (FEMA) annexes with Federal counterpart concepts, actions and responsibilities. This familiarization will include but not be limited to the structure, organization, functions and responsibilities of the Incident Management Assistance Team (IMAT) and the Joint Field Office (JFO).
- F. State Emergency Operations Center
  - 1. Activation
    - a. The SERT will activate and staff the SEOC in accordance with the SEOC Standard Operating Procedures (SOP) and in accordance with the requirements of the established Operating Conditions (OPCON) level.
    - b. The coordinating agency (lead agency) for an ESF is responsible for informing and coordinating with their supporting agencies.
    - c. In the absence of the SCEMD Director, the Chief of Staff or designee is authorized to make decisions and take actions in his place, and may direct the activation of an alternate EOC.
  - 2. De-activation
    - a. The SCEMD Director, or in the absence of the SCEMD Director, the Chief of Staff or designee in conjunction with the Chief of Operations, will deactivate the SEOC.
    - b. Upon termination of an emergency/disaster and/or conclusion of operations at the SEOC, all appropriate organizations will be notified.
    - c. The SEOC will be reconfigured to respond to the next operation.
    - d. At the conclusion of operations at the SEOC, all data and files accrued throughout an emergency/disaster will be archived in Palmetto for any future reference. Back up paper copies of key documentation will be archived by the operations section as needed.

- e. In order to improve SEOC procedures, an After-Action Report will be prepared. The report will follow HSEEP guidelines and standards. Each ESF group should provide after-action inputs. The Palmetto AAR board is available for AAR comments.
3. The SEOC coordinates the transition from Response to Recovery in conjunction with the FEMA IMAT and the JFO.

#### **IV. ORGANIZATION AND RESPONSIBILITIES**

##### **A. General**

1. SEOC duties and responsibilities are stated in general terms to facilitate an all-hazard approach on processes regarding direction and control. There are however, some tasks unique to specific hazard responses that are in the SEOC SOP and the hazard specific plans.
2. All agencies supporting the SEOC and the members of the SERT will ensure their SEOC personnel are trained on the principles of NIMS and Incident Command.

##### **B. Executive Group**

1. The Executive Group will consist of the Governor, selected officials, agency directors/representatives and key advisors representing the ESF coordinating agencies. The Governor or the Governor's representative may add or delete members of the Group based on the event or expertise needed.

###### **SCEMD Legal Advisor**

- (1) Provides legal advice and support to the SCEMD on all matters in relation to the emergency.
  - (2) Coordinates with ESF-15 and the Governor's Director of Communications to provide information regarding the emergency to members of the South Carolina General Assembly.
  - (3) Assists with the preparation of emergency declarations and requests for federal assistance.
2. The Executive Group will advise and assist the Governor in executive-level decision making.
  3. The Coordinating Agency/ESF lead members of the Executive Group, in accordance with the National Response Framework, are as follows:

COORDINATING AGENCY	ESF	TITLE
SC Department of Transportation	ESF-1	Transportation
SC Department of Administration	ESF-2	Communications
	ESF-18	Donated Goods and Volunteer Services
SC National Guard	ESF-3	Utility Infrastructure Systems
	ESF-19	Military Support
SC Department of Labor, Licensing, and Regulation	ESF-4	Firefighting
SC Forestry Commission	ESF-9	Search and Rescue
SC Department of Social Services	ESF-6	Mass Care
	ESF-11	Food Services
SC Emergency Management Division	ESF-5	Emergency Management
	ESF-7	Finance and Administration
	ESF-14	Initial Recovery and Mitigation
	ESF-15	Public Information
SC Department of Health and Environmental Control	ESF-8	Health and Medical Services
	ESF-10	Environmental and Hazardous Materials Operations
Office of Regulatory Staff	ESF-12	Energy
SC Law Enforcement Division	ESF-13	Law Enforcement
SC Department of Public Safety	ESF-16	Emergency Traffic Management
Clemson University Livestock-Poultry Health	ESF-17	Animals and Agriculture
SC Department of Commerce	ESF-24	Business and Industry

### C. Operations Section

1. Assists the Director, SCEMD with the activation, operation and demobilization of the SEOC.

2. Coordinates support for emergency response operations in conjunction with the SERT/ESFs, and in accordance with appropriate plans and procedures.
3. Facilitates the support and coordination with the county response operations.
4. Coordinates the execution of the IAP with ESFs to ensure the coordinating and support agency actions support the goals and objectives as defined in the IAP.
5. Coordinates with appropriate Federal response organizations to facilitate the employment of Federal resources and their support to State and local government.
6. Develop an information collection plan to collect current incident data and share it with appropriate stakeholders. Data to be collected includes but is not limited to:
  - a. Incident and jurisdictional boundaries and access points
  - b. Initial impacts
  - c. Current status of lifeline sectors and critical infrastructure
  - d. Impacting weather conditions
  - e. Declarations
  - f. Donations
  - g. Hazard specific information

**D. Plans and Disaster Intelligence Section**

1. Coordinates, conducts and leads the Joint Disaster Intelligence and Assessment Cell in order to produce risk assessments, estimates and other products in support of the Executive Group's priorities and decision-making process.
2. Provides weather, hazard assessments and other specialized mission support.
3. Conducts meetings with Executive Group and selected ESF representatives to develop the State's goals, objectives, priorities of support and priorities of effort, to include identifying and coordinating required resources to support plans and contingency plans.
4. Coordinates, develops and distributes IAP and contingency plans.
5. Provides GIS support to the SEOC.

6. In conjunction with the Logistics Section, plans and coordinates with FEMA for transition to and from a JFO.
7. Supports the Recovery section with coordination assistance of any required Advanced Evaluation Team assessments and development support of the Joint Integrated Strategic Plan as needed.

E. Logistics Section

1. Coordinates resources and services to support the achievement of the incident objectives and for all logistical functions within the SEOC.
2. Coordinates with FEMA for the transition to and from a JFO.
3. Provides IT, communications and facilities support to the SEOC.
4. The duties and responsibilities of the Logistics Section are further detailed in Attachment A (South Carolina Logistics Plan) to the SC Emergency Operations Plan (SCEOP) and the Logistics Section SOPs.

F. Recovery Section

The duties and responsibilities of the Recovery Section are detailed in Annex 14 (Initial Recovery) of the SCEOP, the ESF-14 SOP, and the SCEOP Appendix 6, (SC Recovery Plan).

G. Finance/Administration Section

1. The Finance and Administration Section:
  - a. Monitors costs related to the incident and provides accounting, procurement, time recording, and cost analysis assistance.
  - b. Supports the SEOC in areas of administrative record keeping (time/cost tracking), internal resource management and communications.
  - c. Coordinates financial support with ESF-7 (Finance and Administration) and the SC State Fiscal Accountability Authority, Materials Management Office.
2. The duties and responsibilities of the Finance/Administration Section are further detailed in Annex 7 (Finance and Administration) of the SCEOP and the ESF-7 (Finance and Administration) SOPs.

H. Public Information Section

The duties and responsibilities of the Public Information Section are detailed in Annex 15 (Public Information) of the SCEOP and the ESF-15 (Public Information) SOP.

**V. FEDERAL ASSISTANCE**

The duties and responsibilities of Federal Agencies and Organizations are detailed in the SCEOP.