

Annex 5 (ESF-5; Information and Planning) to the Darlington County Emergency Operations Plan

Primary: Darlington County Emergency Management Office

Support: (Local Governments Agencies/Departments): Sheriff's Office, Fire District, EMS, PIO, Planning Department, Tax Assessor, Roads and Bridges, School District, Water and Sewer Authority

(Private Industry/Organizations): Progress Energy, H.B. Robinson Steam Electric Plant, Pee Dee Electric Cooperative

NOTE: The agencies, departments and personnel in Information and Planning Cell may change depending on the type of event that requires EOC activation. The cell may contain subject matter experts (SMEs) to assist in the management of the event.

I. Introduction: The Information and Planning Cell (ESF-5) compiles, analyzes and coordinates overall information and planning activities in the EOC in support of emergency operations and provides disaster information for release through the various media outlets to citizens in the county.

II. Mission: To collect, process and disseminate information concerning a potential or actual disaster or emergency; identify problems and recommend solutions; and plan and coordinate with the SCEMD Liaison Officer for the arrival of state and federal support in the county.

III. Concept of Operations:

- A. The Darlington County Emergency Management Office in conjunction with support agencies is responsible for the coordination of all Information and Planning (ESF-5) administrative, management, planning, training, preparedness, response, recovery and mitigation activities; and developing, coordinating and maintaining the ESF-5 SOP. All ESF-5 personnel will be trained on the principles of the National Incident Management System (NIMS) and integrate those principles into all ESF-5 planning and response operations.
- B. The Information and Planning Cell (ESF-5) will perform the following functions:
 1. Information processing: Collects and processes essential elements of information from municipalities, emergency support functions (ESF) and other sources; disseminate the information for use by the EOC and provide input for reports and briefings. As a minimum the following information is required:
 - a. Deaths

- b. Injuries
 - c. Missing persons
 - d. Boundaries of the disaster area and designation of an area of operations.
 - e. Political boundaries
 - f. Infrastructure status (transportation, communications, energy and medical)
 - g. Hazard specific information
 - h. Weather data
 - i. Activated emergency management facilities
 - j. Shelter and mass care information
 - k. Immediate life threatening needs
 - l. Fires reported in impacted area
 - m. List of non-county resources operating within county boundaries.
 - n. Re-entry
2. Consolidate information into SITREPs, situation updates and briefings, as required, to describe and document overall response activities. Provides information to the Emergency Services Director and County Administrator concerning all aspects of the response and recovery operations to include evacuations, shelters, damages, injuries and fatalities.
 3. Maintains and updates the status board with current information, maps, charts and computer displays.
 4. Provides weather and climate information during emergencies and disasters as required.
 5. Provides staff supervision for hazard specific information as related to the disaster or emergency. Locates SME personnel to provide the technical expertise required to successfully manage the disaster or emergency.
 6. Provides input through the Internet Routed Information System (IRIS) and WebEOC to support EOC operations and provide information to the State EOC about the County's response and recovery efforts.

IV. Responsibilities:

A. Preparedness Phase:

1. Develop procedures and formats for information gathering and reporting to include procedures for SITREP format and submission.
2. Train support agencies on their roles and responsibilities.
3. Assist in developing information displays within the EOC.

4. Insure weather products are up to date and available for use in the EOC.
5. Coordinates with the Specialized Emergency Response Team (SERT) and Hazmat team for information regarding their response actions.
6. Assist in developing plans for the arrival of FEMA teams and the establishment of the Disaster Recovery Center (DRC).
7. Participate in an exercise at least annually to validate this annex and supporting SOPs.
8. Ensure all ESF-5, Information and Planning personnel integrate NIMS principles in all planning. All personnel will complete FEMA's NIMS Awareness course or an equivalent course.
9. Annually review the Department of Homeland Security Universal Task List and integrate tasks as appropriate.
10. Develop a GIS database capable of producing the required maps during an a disaster.

B. Response Phase:

1. Notify all ESF-5 supporting agencies and personnel upon activation.
2. Assign duties to support agency personnel and provide training as required.
3. Coordinate efforts in collecting, processing, reporting and displaying essential information for inclusion in the SITREP.
4. Conduct planning to identify priorities, develop approaches and devise recommended solutions for future response operations.
5. Provides weather information and briefings to the EOC staff and County officials.
6. Plans for support of mobilization sites, staging areas and distribution points.
7. Plans for the activation of the DRC and recovery operations.
8. Prepare paper maps for use in route alerting or other mapping needs as they occur during the disaster.
9. Electronic formats for the SITREP are stored in IRIS and WebEOC. ESF-5 will assist in the electronic preparation of the SITREP.

C. Recovery:

1. Continue information gathering and processing.
2. Collect and process information concerning recovery activities to include anticipating types of recovery information the EOC and other agencies will require.
3. Assist FEMA in the establishment of the Disaster Recovery Center (DRC).
4. Anticipate and plan for the support and establishment of staging areas, distribution points in coordination with ESF-7 (Resource Support), support and assist in the establishment of a Joint Information Center (JIC).
5. Assist ESF-14 – Long-term Community Recovery and Mitigation in their damage assessment role in determining the specific areas of the county that require Damage Assessment Teams.
6. Assist in the development of the consolidated Damage Assessment report for FEMA.
7. In conjunction with the Tax Assessor's GIS team, assist in developing printed maps for the Damage Assessment Teams.
8. Ensure that records of costs incurred during the disaster are maintained.

D. Mitigation Phase:

1. Support and plan for mitigation measures.
2. Document matters that may be needed for inclusion in briefing, SITREPs and plans.

V. Administration and Logistics:

- A. Administration: Initial situation reports will be prepared by the Special Programs Coordinator as soon as practicable. Reports will be consolidated and submitted to the Emergency Services Director for analysis and should contain but not be limited to the following information:
1. Type of disaster
 2. Damage incurred
 3. Action taken

4. Casualties incurred
5. Nature and extent of any assistance required
6. Estimated cost of damage

B. Logistics: Administrative supplies for the operation of ESF-5 will be provided by the Emergency Services Department. Based on the type of event, personnel will be assigned to the ESF-5 cell as necessary to support the county's response to the event.

C. A laptop computer will be provided for use in the ESF for Internet, IRIS and WebEOC access.

VI. Annex review and maintenance: This annex (ESF) will be reviewed annually by the primary action agency, department or individual with changes submitted to the Emergency Services Department by November 30th of each year for inclusion into the EOP. Following exercises or actual events the annex will be reviewed to determine if changes are required. If no changes are required, the primary action agency, department or individual will certify to the Emergency Services Director that the annex has been reviewed and changes are not required.

VII. Coordinating Instructions: This annex is effective for planning upon receipt and execution upon order.