

Emergency Support Function #5 EMERGENCY MANAGEMENT

Lead Agency

- Virginia Department of Emergency Management (VDEM)

Support Agencies and Organizations

- All Departments and Agencies of the Commonwealth of Virginia

Purpose

Emergency Support Function (ESF) #5 is responsible for supporting overall emergency response activities of the Commonwealth of Virginia. This ESF provides the core management and administrative functions in support of the Virginia Emergency Response Team (VERT) and associated field operations.

Scope & Applicability

ESF #5 coordinates the activities of, and supports all state agencies and partner organizations across the spectrum of emergency management. Activities include alert and notification, staffing or staff augmentation, deployment of emergency response teams, incident action planning, coordination of operations, logistics and materiel, direction and control, and information management.

Policies

- All departments and agencies assigned responsibilities within this ESF will develop and maintain the necessary plans, standard operating procedures, mutual aid and other agreements, and model contracts and other aids to assist them in successfully accomplishing their tasks.
- ESF #5 is responsible for facilitating the establishment of statewide support infrastructure in anticipation of requirements for prevention, response, and recovery operations.
- Resource allocation and tasking will be coordinated through ESF #5 using the established processes and procedures.

- ESF #5 staff will identify and resolve resource allocation issues.
- When directed, state agencies will participate in planning and response activities coordinated by ESF #5.
- In conjunction with ESF #15 and ESF #14, ESF #5 staff will establish required field facilities, supplies, and equipment to support state activities related to emergency management. These facilities may include but are not limited to the Joint Information Center (JIC), Mobilization Centers, a Joint Field Office (JFO) and Disaster Recovery Centers.
- ESF #5 staff will support the implementation of statewide mutual aid agreements to ensure an effective and efficient response to affected localities.
- ESF #5 will maintain a workforce of trained and skilled reserve employees to provide surge capability to perform essential emergency management functions on short notice and for varied duration.

Organizational Structure

The Virginia Department of Emergency Management will coordinate this ESF. VDEM Operations Division will maintain the VEOC from which the Governor, or his designee, can coordinate and direct emergency operations statewide.

In time of emergency, VDEM, as ESF #5 lead will provide a centralized location for state government direction and coordination of response and recovery operations. Additionally,

VDEM will advise the Governor or designee, allowing him or her to formulate policy and establish priorities. VDEM will also collect and analyze information, and produce the required reports. Requests for the collection and analysis of data for events impacting host communities and other jurisdictions surrounding fixed nuclear facilities from federal entities will be significant.

ESF #5 facilitates information flow in the pre-incident phase in order to place assets on alert or to preposition assets for quick response. ESF #5 activities include those functions that are critical to support and facilitate multi-agency planning and coordination for all-hazards operations involving potential and actual threats or incidents.

ESF #5 is the primary interface between local, state, and federal partners.

Concept of Operations

ESF #5 provides trained and experienced staff to fill management positions in the Command, Operations, Planning, Logistics, and Finance and Administration Sections of the VERT response and recovery organization.

ESF #5 will provide support to the general staff functions described below:

- *Command:* Support the command function by providing leadership (VERT Coordinator), planning capabilities, information sharing, administrative, logistics, as well as financial support to senior staff for response and recovery efforts.
- *Operations:* ESF #5 ensures staff for the Operations Section Chief and Deputy Operations Section Chief. The Operations Chief coordinates with other Emergency Support Functions; processes requests for assistance; initiates and manages mission assignments; and coordinates the State Warning Point.
- *Planning:* ESF #5 ensures the Planning Section Chief, Deputy Planning Section

Chief and Unit Leaders for the Situation, Plans, Documentation and Technical Specialist branches. ESF #5 coordinates the collection, evaluation, dissemination, and use of information regarding incident potential, response and recovery actions, and the status of resources. The Planning Section is responsible for the Coordination Action Planning process. This includes preparing and documenting priorities; establishing the operational period and tempo; and developing contingency, long-term, demobilization, and other plans related to the incident, as needed.

- *Logistics:* ESF #5 ensures staff for the Logistics Section Chief and Deputy Logistics Section Chief to manage the accountability of supplies and equipment; resource ordering; delivery of equipment, supplies, and services; resource tracking; facility location and operations; transportation coordination; and information technology systems services and other administrative services. Logistics has its own section within ESF #7.
- *Finance/Administration:* ESF #5 ensures staff for the Finance and Administration Section Chief and Deputy Finance and Administration Section Chief to monitor funding requirements and incident costs. The Finance/Administration Section is responsible for employee services, including security for personnel, facilities, and assets. The Finance/Administration Section implements the Finance & Administration Support Annex.

In addition to being the coordination center during emergency situations, the VEOC also serves as the 24-hour alert and warning point for state government. On a daily basis, VEOC staff processes requests for assistance to support hazardous materials incidents, search and rescue missions, and other emergency situations. Local governments may request assistance through the VEOC when a situation requires a response that

is beyond their capability or resources. A separately published VERT Standard Operating Procedure (SOP) is maintained for normal or day-to-day operations.

In the event of an emergency declaration, incident, disaster or pre-planned event, the VEOC may be staffed with designated and trained VERT agency, volunteer organization and private-sector representatives.

VERT SOPs to cover all VEOC and VERT operations are coordinated and maintained by the Operations Division of VDEM for these entities.

A VDEM Regional Coordinator or Hazardous Materials Officer may be dispatched to any city or county threatened by or experiencing an emergency or major disaster. They will provide support to the impacted locality and provide an ongoing assessment of the situation in that location to the VEOC.

After the impact of a major disaster, if local government is unable to provide the needed situation reports and if critical needs are known to exist, the VERT may deploy resources to the impacted area.

Mobile Assets may be dispatched, as needed, for on-scene emergency or communications support according to VERT SOP(s).

As the operation progresses from the pre-incident phase through response and into recovery, ESF #5 continues to provide immediate, short-term, and long-term planning functions in coordination with other ESFs engaged in the operation and with those who are operating under agency statutory authorities.

During recovery operations, the major activity may shift to a forward location near the impacted area in order to be more responsive to the immediate needs of the state and federal agencies working in direct support of local recovery needs. When this occurs, previously designated staff from VDEM and other state and volunteer agencies will deploy to the forward operating location that is usually located in the

Joint Field Office (JFO). As the JFO staff assumes responsibility for recovery operations, the VEOC staff will be scaled down accordingly and eventually return to Routine Operations.

Roles & Responsibilities

Virginia Department of Emergency Management

- Coordinate, activate and direct state assets and capabilities to respond to an incident or hazard, and coordinate with local governments and other appropriate entities.
- Coordinate planning activities including immediate, short-term, and long-range planning. The implementation priorities, response planning and operations are developed, implemented and tracked.
- Coordinate operations, activation and deployment of assessment assets.
- Coordinate overall VERT staffing at appropriate facilities.
- Provide the informational link for VEOC operations and serve as the centralized repository for the receipt and analysis of Local Situation Reports.

All Departments and Agencies of the Commonwealth of Virginia

- Provide personnel to the VERT as requested to assist ESF operations and provide situational and incident-specific information to ESF #5. All agencies, as directed, identify staff liaisons or points of contact (POCs) to provide technical and subject-matter expertise, information and staff support for operations within the purview of each agency.

Authorities & References

Authorities

- Code of Virginia, Section § 44-146.14. Findings of General Assembly.
- Code of Virginia, Section § 44-146.16. Definitions.
- Code of Virginia, Section § 44-146.17. Powers and duties of Governor.
- Code of Virginia, Section § 44-146.18. Department of Emergency Services continued as Department of Emergency Management; administration and operational control; coordinator and other personnel; powers and duties.
- Code of Virginia § 44-146.18:2. Authority of Coordinator of Emergency Management in undeclared emergency.
- Code of Virginia, Section § 44-146.24. Cooperation of Public Agencies
- Code of Virginia § 44-146.26. Duties of emergency management organizations.
- Code of Virginia § 44-146.28. Authority of Governor and agencies under his control in declared state of emergency.
- Code of Virginia § 44-146.35. Powers and duties of the Department of Emergency Management.

References

- Emergency Management Accreditation Program (EMAP) 4.6.3: The emergency operations/response plan shall identify and assign specific areas of responsibility for performing essential functions in response to an emergency or disaster. Areas of responsibility to be addressed include: direction/control and coordination; information and planning; alert and notification; and warning.

- EMAP 4.11: Operations and Procedures
- EMAP 4.12: Facilities