

**OHIO EMERGENCY OPERATIONS PLAN
EMERGENCY SUPPORT FUNCTION #5**

INFORMATION AND PLANNING

PRIMARY AGENCY: Ohio Emergency Management Agency (Ohio EMA)

SUPPORT AGENCIES: All organizations of state government that may be activated for assessment, response, and recovery missions to support ESF-5.

I. INTRODUCTION

- A. Emergency Support Function #5 (ESF-5), Information and Planning, is an element of the Incident Management System within the Ohio EOC and is consistent with planning activities addressed in the National Response Plan (NRP). ESF-5 manages the collection, processing, and analysis of information for dissemination to operational elements. It responds to the information requirements of assessment, response, and recovery personnel.
- B. During emergency operations, ESF-5 becomes the Planning Branch of the Emergency Operations Center (EOC).
- C. The Planning Branch, in performing its ESF-5 function, does not collect raw data in the field, but collects information from state and local personnel in the field, from state personnel within EMA, from state personnel in other ESFs, from private and volunteer organizations, and from federal personnel.

II. SITUATION AND ASSUMPTIONS

A. Situation

- 1. Any incident may require the activation of ESF-5. The Planning Branch will support the initial assessment of developing incidents and the identification of overall priorities for state-level emergency activities, by conducting research and developing displays and briefings.
- 2. Some emergencies will not require all elements of the Planning Branch to be staffed. Planning Branch personnel will report to the Planning Branch Director.
- 3. Standard Operating Procedures, including a listing of the specific duties of the four units of the Planning Branch, instructions and procedures on the use of the EOC operational software, and EOC operational procedures are maintained by the Operations Division of Ohio EMA.

B. Assumptions

1. Demands for information support will be immediate and will be continuous during an emergency.
2. State and local personnel in the field will be the best source of vital information regarding damage assessments; needs assessments; and geographical, logistical, and other necessary site-area information.
3. There may be delays in establishing full operational capability because telecommunications may be impacted and lead-time will be required to establish a state presence at the disaster site.
4. Ohio EMA personnel and personnel from other state departments that support the Planning Branch will receive regular training in Planning Branch functions.

III. CONCEPT OF OPERATIONS

- A. In response to an incident, the Planning Branch Director will jointly assess the situation with the Operations/Planning Section Chief and Operations Branch Director to determine whether to activate the Planning Branch. This decision will be based on the need to monitor a potential or developing incident, and to determine the priorities for information collection, processing and distribution during assessment, response and recovery.
- B. In the initial period of an incident, the main sources for the collection of disaster information will be local sources, and the information will be obtained through the Operations Branch Director and Operations Branch Field Desk Unit.
- C. The Planning Branch Director reports to the Operations/Planning Section Chief. The Planning Branch Director specifies which elements of the Planning Branch will be activated, according to the situation's requirements. Full implementation of the Planning Branch will include the units specified below, but various elements may be eliminated. Depending on the emergency, more than one element may be filled by one person.

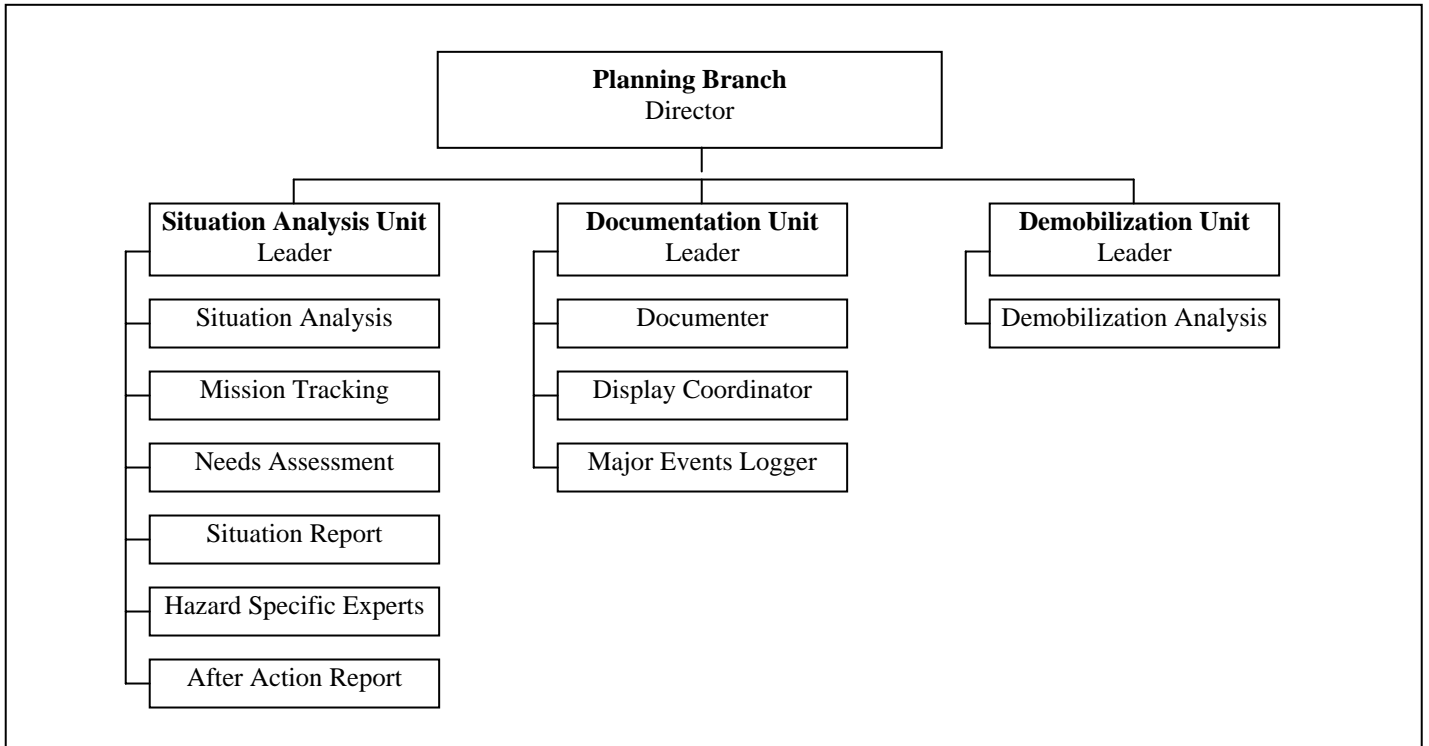


Figure ESF #5-1 - Organization of the Planning Branch of the Emergency Operations Center

D. The Emergency Operations Center Standing Operating Procedures (EOC-SOP) contains additional information regarding EOC positions and the Planning Branch’s relationship to other branches in the Incident Management structure.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITY

A. The Planning Branch is supported by three units that act together to collect, process, analyze and communicate incident information. The number of activated Planning Branch Units and personnel within those Units may be increased or decreased depending upon the requirements of the particular incident. Planning Branch personnel operate out of the Ohio EOC and out of the federal Joint Field Office (JFO). Generally, the four Units of the Planning Branch will have the following responsibilities:

1. Situation Unit

- a. Collects, updates, integrates and analyzes information regarding an incident for actual and potential situations that may impact the incident and develops action plans.
- b. Collects, updates and disseminates information about the status of missions assigned to state agencies throughout the EOC activation process.
- c. Collects and updates current and potential incident-specific needs on a regular basis and works to fulfill proposed incident needs.

- d. Maintains, collects and analyzes information to be used in Situation Reports (Sitreps), Status Briefings, and from other responders.
 - e. Provides technical input into the operational, planning, recovery functions coordinated by the EOC and provides advice on actual and potential incident-related impacts.
 - f. Collects information necessary to develop After Action Reports (AAR).
2. Documentation Unit
- a. Develops appropriate media for displaying information in the Operations, Assessment and Executive rooms of the EOC.
 - b. Logs major events, significant activities and impacts of the event.
 - c. Collects all reports into a master document binder for later analysis, reporting and other actions.
3. Demobilization Unit
- a. Coordinates the identification of needs for each operational period for input into the action plan.
 - b. Coordinates demobilization of field resources and personnel for transition to the JFO.
- B. Response Actions – The Planning Branch may begin response operations at the occurrence of the event/incident, or prior to the event/incident, where information indicates that an event may be imminent. These operations normally will occur in the Assessment Room of the EOC, will primarily be situation assessment activities; but may also be in support of the pre-deployment of field personnel, or in support of Emergency Management Assistance Compact requests and deployment.
- C. Continuing Actions – Planning Branch actions continue as long as they are necessary. Over time, disaster operations will transition from response to recovery as part of demobilization activities. Transition will not change the mission of the Planning Branch, nor will it affect the basic functions of information gathering, analysis, dissemination and planning. As the tempo of disaster operations slows, Planning Branch staffing will be gradually reduced.