EMERGENCY SUPPORT FUNCTION (ESF) #5
INFORMATION AND PLANNING – EMERGENCY MANAGEMENT

Primary Agency/ESF Coordinator

City of Pacific Emergency Management Agency (EMA)

Support Agencies:

City Mayor and Board of Aldermen
City Administrator
City Department Heads (or equivalent)
Pacific Fire Protection District
Meramec Ambulance District
Franklin County Emergency Management Agency
St. Louis County Office of Emergency Management
Incident Support Team
Other Agencies and Non-Governmental Organizations may also be involved as a function of both the nature of, and the complexity, of the incident/disaster.

I. PURPOSE

The purpose of Emergency Support Function (ESF) #5 Information and Planning is to support local government activities for all-hazard emergencies and disasters. ESF #5 provides the core management and administrative functions to support EOC operations.

II. SCOPE

ESF #5 serves as the support for all departments and agencies across the spectrum of incident management from mitigation and preparedness to response and recovery. ESF #5 facilitates information flow in the pre-incident phase in order to place assets on alert or to pre-position assets for quick response.

During the post-incident response phase, ESF #5 activities include those functions that are critical to support and facilitate multi-agency planning and coordination. This includes:

- Alert and notification
- Deployment and staffing of emergency response teams
- Incident action planning
- Coordination of operations
- Logistics and material
- Direction and control
- Information management
- Facilitation of requests for assistance
- Resource acquisition and management (to include allocation and tracking)
- Worker safety and health
- Facilities management

- Financial management
- Other support as required

III. SITUATION AND PLANNING ASSUMPTIONS

A. Situation

1. Many hazards in City of Pacific have the potential for causing disasters requiring support from the County/City and/or centralized coordination.

2. Missouri Revised Statutes, Chapter 44, Section 44.080 requires all political subdivisions of the state to establish a local emergency management organization for disaster planning. Each local organization for emergency management shall be responsible for the performance of emergency management functions within the territorial limits of its political subdivision, and may conduct these functions outside of the territorial limits as may be required pursuant to the provisions of this law.

3. Franklin County has established the Franklin County Emergency Management Agency as the disaster agency responsible for emergency management in Franklin County, MO. Similarly, St. Louis County has established the St. Louis County Office of Emergency Management as the disaster agency responsible for emergency management in St. Louis County, MO. These organizations coordinate a variety of countywide mitigation, preparedness, response, and recovery initiatives. They are available as a support resource for the City of Pacific.

4. City of Pacific Ordinance # 3362 establishes the Pacific Emergency Management Agency as the disaster agency responsible for emergency management in the City of Pacific, MO. The Pacific Emergency Management Agency coordinates a variety of citywide mitigation, preparedness, response, and recovery initiatives. It operates in coordination and cooperation with other official, local 1st Responder agencies, as well as across all City of Pacific departments.

5. Requests for assistance from State and/or Federal government original from the Pacific EMA. They are often supported by The Counties Emergency Management Agencies. The Pacific EM Director coordinates all requests for assistance, either initiated by the county or by local jurisdictions through the County, made to other jurisdictions, the state and/or federal government as well as, requests from other jurisdictions, the state, and/or federal government for assistance from City of Pacific during disasters.

6. The City of Pacific Emergency Operations Center (EOC) serves as the central

location for countywide interagency coordination and decision-making during disasters. The primary role of the EOC is to bring together relevant disaster information in one central location, organize and present that information in a useful way to the organization's decision-makers, and facilitate the coordination of resources required to meet the needs generated by disaster.

7. City of Pacific is responsible for maintaining the primary and alternate EOC for City of Pacific. Both facilities are equipped to communicate with operational units in the field as well as other local, state, and federal operations centers. The systems and methods for both redundant and interoperable emergency communications consist primarily of wireless voice (radio), voice and data wire line and wireless telecommunications, Internet (voice/data), and WebEOC. Refer to the Basic Plan, Section VII, Continuity of Government, for additional City of Pacific EOC information.

B. Planning Assumptions

1. There will be an immediate and continuous demand for information on which decisions may be made involving the conduct of response and recovery actions.

2. Early in an incident little information will be available and initial information received may be vague or inaccurate.

3. The receipt, analysis, and dissemination of timely and accurate disaster information is necessary to provide local, state, and federal governments with a basis for determining priorities, needs, and the availability of resources.

4. The collection and organization of the incident status, situation information and the evaluation, analysis and display of that information for use by the Emergency Operation Center (EOC) will be critical for decision making in the disaster response and recovery process.

IV. CONCEPT OF OPERATIONS

A. General

1. City of Pacific Emergency Management maintains a state of readiness at all times. This state of readiness includes the ability to:

   a. Monitor developing situations
   b. Coordinate and share information with key stakeholders
   c. Coordinate requests for assistance
   d. Facilitate the process of declaring a state of local disaster emergency

e. Activate and support the City EOC
f. Facilitate access to state and federal resources to support local response and recovery operations

2. City of Pacific Emergency Management will activate and support the County/City EOC when needed and serves as the Coordinating Agency for ESF #5 Information and Planning.

3. When activated, the EOC, staffed by ESF #5 and other ESFs, monitors potential or developing incidents and supports the efforts of field operations. In the event of a no-notice event, the Pacific Emergency Management Director or designee may order an activation of the EOC depending on the size of the incident.

4. The EOC, staffed by ESF #5 and other ESFs as required, coordinates operations and situational reporting to the EOC.

5. The mission of ESF #5 is to support and coordinate the activities required to meet the needs generated by disasters affecting the City of Pacific. When the ESF #5 activates in the Pacific Emergency Operations Center (EOC), it will orchestrate the countywide coordination required to fulfill the mission of ESF #5.

6. ESF #5 is responsible for coordinating the Planning Section in the EOC. The Planning Section collects, evaluates, processes, and disseminates information for use in the EOC. Specific responsibilities include:

   a. Collect, evaluate, process, display, and disseminate incident status information to help ensure a common operating picture is maintained throughout the EOC and shared with appropriate external entities;
   b. Track the progress and evaluate the effectiveness of current strategies;
   c. Ensure disaster assessment information is collected and organized in a timely manner;
   d. Coordinate the development and maintenance of the EOC Incident Action Plan (IAP);
   e. Arrange for and conduct EOC planning meetings and briefings; and,
   f. Collect, organize, and provide accurate records of status boards, reports, plans, assessments, charts, maps, logs, and other information related to EOC Operations (paper, electronic, or otherwise).

7. ESF #5 ensures that there is trained and experienced staff to fill appropriate positions in the EOC when activated or established.

8. ESF #5 supports the activation and deployment of emergency response teams.

9. County/City departments and agencies with relevant parts, will participate in the incident action planning process coordinated by the Planning Section.

10. The City of Pacific EMA utilizes WebEOC to facilitate the exchange of real-time emergency management information between response organizations in the city, county, regional, and state level.

B. Actions by Operational Timeframe

1. Preparedness

a. Maintain this ESF and its attachments.
b. Ensure County/City personnel are provided with opportunities to take emergency operations training.
c. Maintain the primary and alternate Emergency Operations Centers (EOCs).
d. Develop and maintain standard operating guides and checklists to support emergency management activities.
e. Ensure notification and call-up lists are current.
f. Develop emergency exercises to support ESF #5 activities.

2. Response

a. Activate the EOC and notify City and other agencies as needed.
b. Request mutual aid as needed.
c. Request assistance from SEMA, if dictated by the situation.
d. Coordinate the activities of all responding agencies.
e. Conduct other specific response actions as dictated by the situation.

3. Recovery

a. Continue to coordinate the activities of all responding agencies.
b. Support community recovery activities.
c. Schedule after-action briefings and develop after-action reports.
d. Develop and implement mitigation strategies.
e. Make the necessary changes in this ESF Annex and supporting plans and procedures.

4. Mitigation

a. Participate in the hazard identification process and identify and correct vulnerabilities.
b. Develop emergency preparedness programs and present them to the

public.

V. ROLES AND RESPONSIBILITIES

A. Primary Agency/ESF Coordinator

City Emergency Management Agency Director

1. Coordinates overall staffing of emergency management activities at multi-agency coordination centers, including which ESFs are activated, the size and composition of the organizational structure, the level of staffing at the above facilities, and the key personnel required.
2. Coordinates emergency response plans at the local level of City government.
3. Facilitates information flow in the pre-incident phase and coordinates inter-governmental planning, training, and exercising in order to prepare assets for deployment.
4. Has the responsibility to insure an appropriate local emergency management capability.
5. Conducts operational planning and coordinating with other local agencies.
6. Activates and convenes emergency assets and capabilities to prevent and respond to incidents that may require a coordinated response.
7. Coordinates with the State Emergency Management Agency (SEMA).
8. Coordinates Federal preparedness, response, recovery, and mitigation planning activities including current incident action and future operations planning.
9. Coordinates reconnaissance operations and activation and deployment of assessment personnel or teams needed for incident management.
10. ESF #3 Public Works and Engineering provides personnel, equipment, and facilities as required to support County/City emergency management operations. Resources provided include equipment, supplies, and skilled workers to perform construction and maintenance tasks at County/City facilities.
11. Provides direction to ESF representatives operating through the EOC for the procurement, staging, deployment, and stand-down of personnel, equipment, and material.
12. Provides a central point of contact and liaison for state and federal agencies, volunteer organizations, and local resources to obtain processed information for incident management.
13. Provide for the exchange of information between government emergency management agencies and private corporations and business groups.
14. Identify potential sources of relief and recovery materials and supplies available through the private sector.

B. Support Agencies

County/City Departments as relevant

Participate in the incident action planning process coordinated by the Planning Section.

VI. CONTINUITY OF GOVERNMENT

Lines of Succession for ESF #5 Information and Planning:

1. City of Pacific Emergency Management Agency Director
2. City of Pacific Police Chief
3. City of Pacific Assistant Police Chief
4. Pacific Fire Protection District Chief
5. City of Pacific City Administrator

VII. APPENDICES

Appendix 1 – NIMS Overview

Appendix 2 – EOC Organization

Appendix 3 – City of Pacific Disaster Task Assignments

APPENDIX 1 to ESF#5
NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) OVERVIEW

I. PURPOSE

This appendix defines the principles and processes outlined in the National Incident Management System (NIMS). The NIMS represents a core set of doctrine, principles, terminology and organizational processes to enable effective, efficient and collaborative incident management at all levels. An important part of the NIMS is the use of the Incident Command System (ICS).

When a disaster strikes, control of operations should be centralized for optimum use of manpower resources. The local Emergency Operations Center (EOC) is designated to provide such centralized planning, control and communications for all EOC activations levels, and for all phases of the emergency management life cycle.

At state and local levels, Emergency Operations Centers (EOCs) coordinate response and recovery activities. In an emergency situation, if the incident responses of the Pacific EOC are beyond the City's capabilities, the Emergency Management Director will contact The County's Emergency Management Agency (Franklin and/or St. Louis) to request additional resources. Regardless of The Counties capabilities for that request, the Pacific EMA Director will contact the Missouri State Emergency Management Agency (SEMA) for response consideration and support.

The State Emergency Operations Center (SEOC) is able to coordinate the response, recovery, and leadership responsibilities of the Governor, state department or agency heads, technical advisors, and representatives of private sector organizations. This is critical in this era of limited assets and will help ensure that the Missouri State Emergency Operations Plan (SEOP), the National Response Plan (NRP), and Local Emergency Operations Plan (SEOP), the National Response Plan (NRP), and Local Emergency Operations Plans (LEOPs) complement each other and, when used together, they ensure that effective response and recovery operations are instituted.

Beyond NIMS and ICS systems and structures, FEMA, the Department of Homeland Security and Missouri's State Emergency Management Agency (SEMA) define, promote and adhere to such additional constructs as Multi-Agency Coordination Systems (MAC Groups), Public Alerting, Warning and Information programs, and other standardized processes, procedures and systems. The City of Pacific is committed to ensure that all local emergency management activities are in concert with these top-down initiatives.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. The National Incident Management System (NIMS) was developed to provide a consistent nationwide framework for standardizing incident management practices and procedures. NIMS ensures that federal, state, and local jurisdictions work effectively, efficiently, and cooperatively to prepare for, respond to, and recover from domestic incidents of any cause, size, or complexity.

2. The NIMS provides a consistent, flexible, and adjustable national framework within which government and private entities at all levels can work together to manage domestic incidents, regardless of their cause, size, location or complexity. This flexibility applies across all phases of incident management: prevention, preparedness, response, recovery and mitigation.

3. Many of the hazards faced by the city can be of the magnitude which makes centralized command and control desirable or essential. A partial activation of the EOC will be accomplished when an emergency does not require full activation.

4. The City of Pacific is committed to NIMS, ICS and other specified Federal and State Emergency Management statutes, principles, standard training practices and mutual aid premises.

B. Assumptions

1. Because of its balance between flexibility and standardization, the National Incident Management System (NIMS) provides the framework for interoperability and compatibility.

2. NIMS provides a consistent nationwide approach for federal, state, and local governments to work effectively together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity.

3. NIMS provides a set of standardized organizational structures, including the Incident Command System (ICS), multi-agency coordination systems, and public information systems, as well as requirements for processes, procedures, and systems to improve interoperability among jurisdictions and disciplines in various areas.

4. The success of any incident operations will depend on the ability of local, state, and/or federal government to mobilize and effectively utilize multiple outside resources. These resources must come together in an organizational framework that is understood by everyone and must utilize a common plan, as specified through a process of incident action planning.

5. The NIMS is based on procedures that are adequate for response to any disaster condition that could arise in any location.

6. Adequate space, equipment, communications and food will be available in the Pacific EOC or alternate EOC during its activation.

7. Most "routine emergencies" are handled daily by police, fire and medical personnel and do not require activation of the EOC.

8. The Police Dispatcher will not be able to handle all communications during emergency operations.

9. In most major emergency situations, many management activities can be carried on at the EOC, thereby allowing field forces to concentrate on essential on-scene tasks.

10. The Pacific EOC will be capable of communicating with other EOC's to maintain effective coordination of response forces and resources.

III. CONCEPT OF OPERATIONS

A. Actions to be taken by Time Frames

1. Mitigation:

   a. Analyze possible contingencies and expand EOC capabilities to meet all such conditions.
   b. Identify current personnel, facilities, agencies, and department heads necessary to support EOC operations.
   c. Develop plans for upgrading the EOC if necessary.
   d. Conduct tests and exercises using EOC equipment.
   e. Develop a plan to relocate the EOC to the alternate location if required.
   f. Prepare displays and acquire other equipment necessary for EOC operations.
   g. Stock administrative supplies, equipment, food, water and personal hygiene items for the EOC.
   h. Conduct exercises/tests/critiques of EOC procedures with the Emergency Management Agency (EMA) and EOC staff.
   i. Develop information packets to be distributed to the EMA when the EOC is activated.
   j. Update/revise mutual aid agreements as needed.

2. Preparedness

a. The EM Director and/or the Chief of Police shall alert appropriate staff, including support personnel, based on situation.
b. Take actions as necessary, i.e., issue warnings and disseminate public information, etc.
c. Test communications. Connect all land line phones to EOC circuits, and test for proper operation. If emergency is imminent, assign support personnel to man telephones, immediately implementing message handling procedure as outlined in Annex B, Appendix 3.

   Note: All EOC staff shall bring all relevant, individually issued communications equipment and documents when responding to the EOC (i.e. walkie-talkies, cell phones, specific callout lists.)

d. Inventory equipment and supplies and replenish as necessary.
e. Establish contact with The Counties EMA, adjacent jurisdictions, and SEMA, if possible.
f. Initiate EOC security procedures.
g. Alert participating organizations outside of government. (Hospitals, utilities, Monsanto, Red-Cross, etc.)
h. Conduct initial staff briefing and establish work and briefing schedules.
i. Maintain alert status until situation changes or stand down is given.

3. Emergency Response Phase

   a. Activate the EOC if not already activated.
   b. Initiate call-up procedure of EMA, EOC and support personnel.
   c. Begin damage assessment operations to establish situation reports.
   d. Initiate mutual aid agreements if necessary.
   e. Assess needs and initiate emergency shelter operations by contacting Red Cross.
   f. Conduct scheduled situation briefings to include reports from key EOC staff and participating agencies.
   g. Report city's situation to higher levels of government, e.g. City Administrator, Mayor
   h. Maintain records of all actions to include messages received and sent.
   i. Continue this level of activity until recovery effort begins.
   j. Move vital records to the pre-defined safe place if necessary.
   k. Prepare press releases and coordinate/conduct press conferences as approved by the City Administrator or Chief of Police

4. Recovery Phase

   a. Tabulate damage assessment figures, to include displaced persons, and request outside assistance if necessary.

b. Gather expenditure data and cost figures for payment.
c. Repair facilities, equipment and replenish supplies.
d. Begin deactivation of EOC and field operations as conditions permit.
e. Conduct critiques and make improvements in plans/capabilities.
f. Prepare and submit after-action reports to the State Emergency Management Agency (SEMA.)

IV. ADMINISTRATION AND LOGISTICS

A. NIMS and ICS protocols are inherent and expected to be followed per this EOP, adjusted for real-time considerations such as available resources, size and scope of the emergency, and the safety of responders/victims.
B. Use of standard ICS Forms shall be used to the maximum extent feasible. A listing of ICS forms is located at https://training.fema.gov/emiweb/is/icsresource/icsforms/ and in Appendix 9 to the Basic Plan.
C. All messages will be written and routed to the proper EOC staff members, whether located in the EOC or elsewhere. The Message Handling Procedure is outlined in Annex B Appendix 3.

V. ATTACHMENTS

1. None

APPENDIX 2 to ESF #5

EOC ORGANIZATON

I. EOC ACTION PLANNING

Within the EOC, during an incident or event, every operational period is managed under the authority of the EOC Action Plan (EAP). This is a strategic plan created by EOC Section Coordinators. The EAP mirrors tactics presented in the IAP, but re-formatted into a list of objectives which will allow for EOC personnel to support those responding in the field.

A. **EOC Management:** This section will be led by the appointed EOC Director. This section consists of those responsible for the overall strategic management of the emergency. This group includes the EOC Director, Policy Group, Public Information Officers, Liaison Officers, and Safety Officers. The Policy Group, coordinated by the EOC Director, will include, but not be limited to. Chief Elected Officials, County Administrator, City Manager(s), and the directors from the County/City departments affected by the emergency. The responsibilities of this Section are to:

- Manage EOC functions and coordinate the overall strategic response/recovery effort, including prioritizing, decision making, coordination, tasking, and conflict resolutions within the EOC.
- Report to the Greene County Commission and Springfield City Mayor.
- Report to the State Emergency Management Agency (SEMA).
- Facilitate Inter-jurisdictional coordination.
- Activate and deactivate the EOC, which includes notification and recall of personnel.

B. **EOC Planning:** This section will be led by the appointed Planning Section Chief. The Planning Section is responsible for gathering, analyzing, evaluating and dissemination information and making recommendations to the EOC Director. While Operations is concerned with immediate strategic response to the disaster, Planning is concerned with the overall strategy and long-term goals. Planning's function is to maintain information on the overall response effort and to coordinate the Incident Action Plan for the next operational period. Some key responsibilities of this section are:

- Coordinate effective implementation of the Planning "P" Process.
- Incident Action Plan (IAP) development for all operational periods.
- Production and tracking of incident record keeping.
- Situational intelligence, including information gathering, verification, status reporting, and maintaining maps and displays.
- Damage Assessment, including information gathering, verification, and reporting.
- Providing situation reports to local, state and federal officials, and/or agencies using established forms.
- Briefing EOC staff.

C. **EOC Operations:** This section will be led by the appointed Operations Section Chief. The Operations Section includes all activities that are directed toward the reduction of the immediate hazard, establishing control, and restoration of County/City operations. This section consists of those departments or agencies that are responsible for public safety, human services, and infrastructure. The individual agencies receive and evaluate requests for assistance and resources, establish priorities, and relay operational status and information to the Management Section.

Among those usually represented in this Section are primary and support

organizations for the ESFs implemented for each event. The overall responsibility of this Section is to coordinate with field operations, incident command or area command. EOC operations will be conducted in the same manner regardless of the circumstances or location.

D. **EOC Logistics:** This section will be led by the appointed Logistical Section Chief. The Logistics Section consists of those departments/agencies with responsibilities for the procurement of personnel and equipment necessary for the management of and recovery from the emergency. The Logistics Section coordinates the procurement and provision of emergency resources and support for the response and recovery operations being conducted for the emergency or disaster.

The Logistics Section Chief addresses the following areas (as applicable).

1. Supply Unit
2. Food/Water Unit
3. Logistics Support
4. IT and Geographic Information System (GIS)
5. EOC Facility Support
6. Incident Communications Center Manager (INCM)
7. Amateur Radio Emergency Services (ARES) and Radio Amateur Civil Emergency Service (RACES)

E. **EOC Finance/Admin:** This section will be led by the appointed Finance Section Chief. The Finance Section is responsible for all finance, emergency funding and cost accountability functions for EOC operations. This Section provides financial and contracting services for emergency or disaster operations (see ESF 7, Resource Management).

The EOC Finance/Admin is responsible for management and tracking all finances being spent throughout the incident. However, the overall control of time tracking, workers compensation, claims and billings also falls under the responsibility of this position. The EOC Finance/admin addresses the following areas.

1. Time Unit
2. Procurement
3. Comp/Claims
4. Cost Unit

II. INCIDENT ACTION PLAN

Field operations during every operational period is managed under the authority of an Incident Action Plan (IAP). This is a strategic plan turned into tactics by the EOC and the Incident Commanders in the field.

A. The Planning Section Chief is responsible for scheduling and leading the planning process known as the “Planning P” and developing the final IAP. The plan begins on the proceeding operational period and is briefed out as the new operational

period begins. If the Planning Section Chief is unable to create the IAP, Additional help will be requested from internal and external agencies.

B. The Strategies outlined by the MAC Policy Group are turned into tactical assignments in the Operations Section. Operational Liaisons in applicable ESFs complete Form 204 (Assignment List) in coordination with Incident Commanders. These completed and approved forms are placed into the IAP for distribution to applicable EOC and Field Incident Command personnel.

III. INCIDENT SUPPORT TEAM (IST)

A. An IST is a multi-agency/multi-jurisdiction team for extended incidents. It is a designated team of trained personnel from different departments, organizations, agencies, and jurisdictions, activated to support incident management at incidents that extend beyond one operational period.

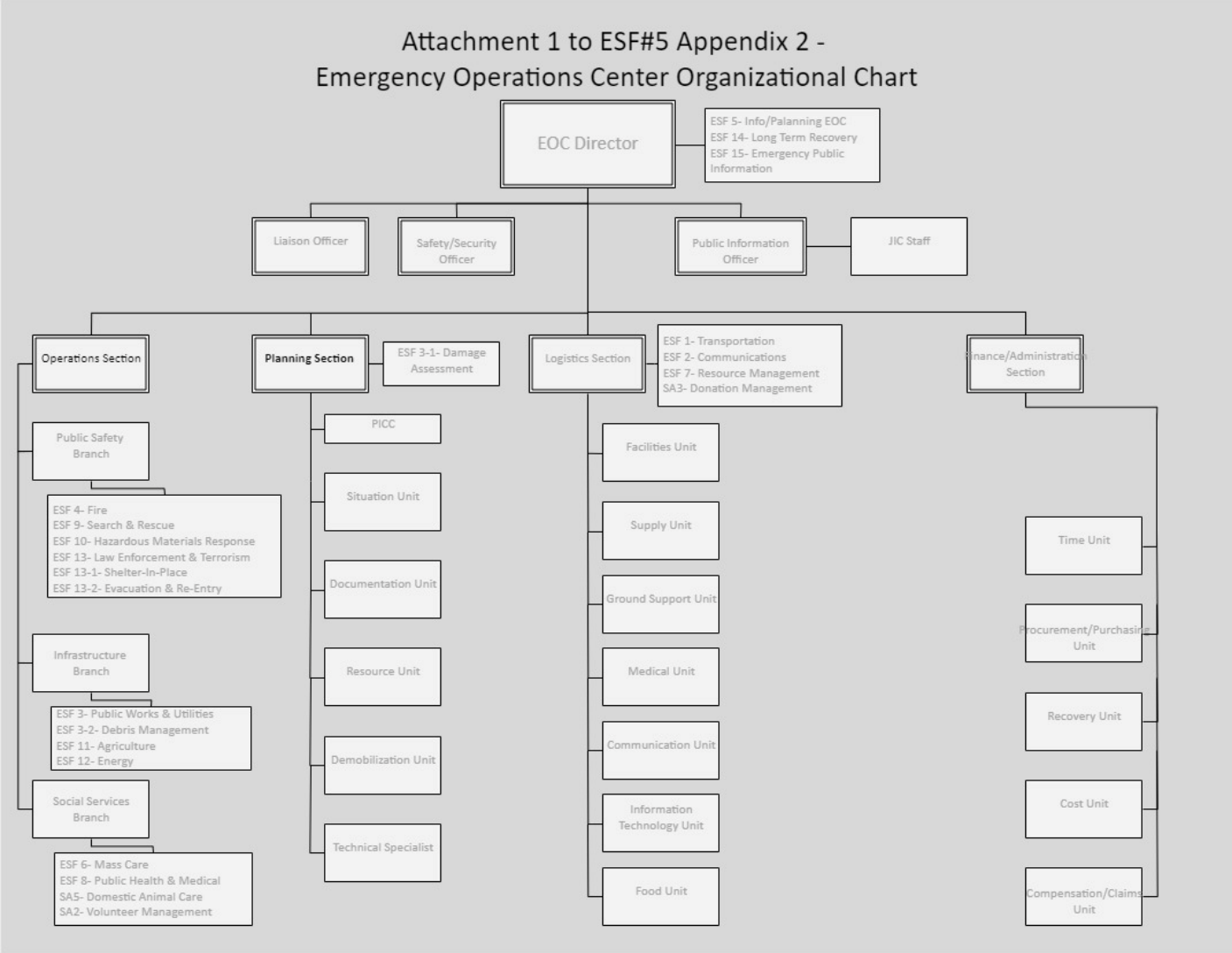
B. A request for an IST is an option available to the City of Pacific if determined to be a necessary and beneficial resource. All other feasible alternatives should also be evaluated to assess cost-benefit analysis, as well as availability, and other decision factors. An IST would be requested via WebEOC together with discussions with the SEMA Region C representative.

IV. ATTACHMENTS

1. EOC Direction and Control ICS-ESF Organization Chart

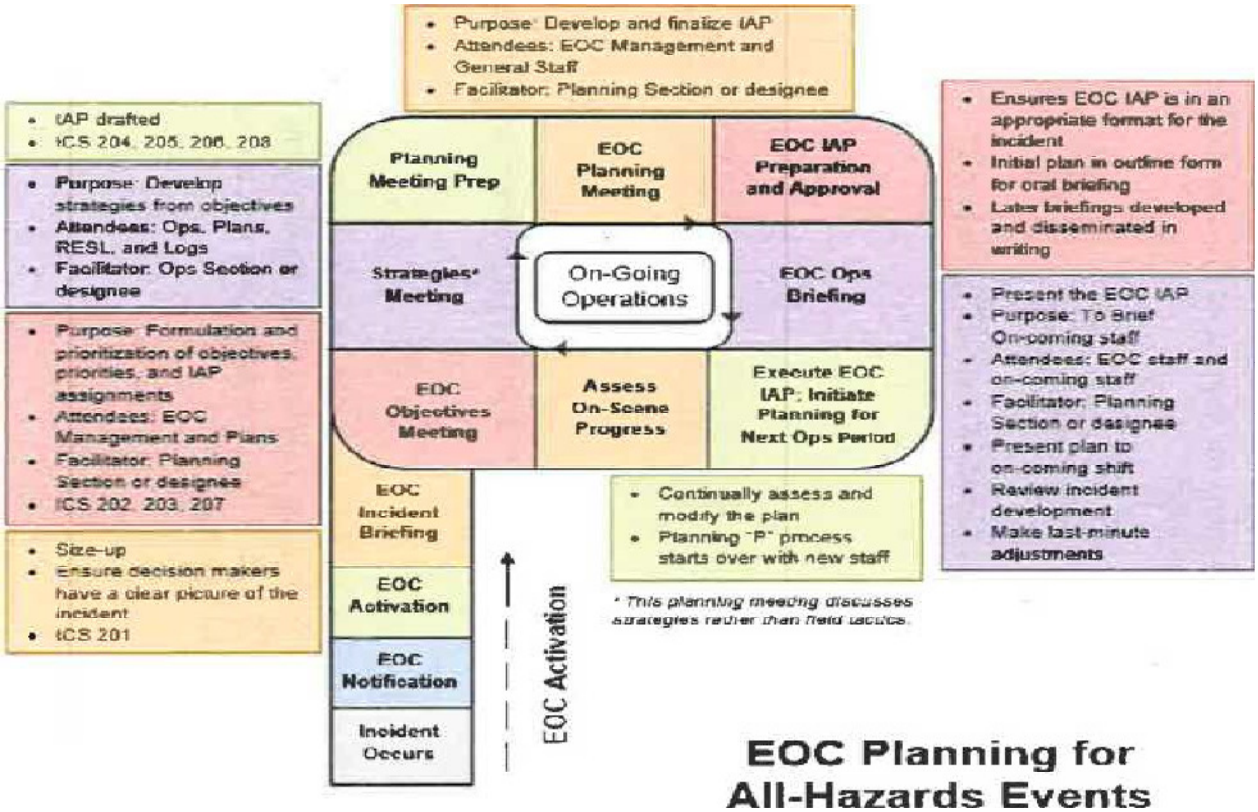
2. EOC Planning "P"

Attachment 1 to ESF#5 Appendix 2 - Emergency Operations Center Organizational Chart



ATTACHMENT 1 TO ESF#5 APPENDIX 2

EOC PLANNING "P"



EOC Planning for All-Hazards Events

Preparation for and Conducting the Objectives Meeting

The purpose of this meeting is to formulate and prioritize the overall objectives required for mitigation of the incident. During this meeting, the following should occur:

- The Planning Section Chief (PSC) reviews and/or updates key current actions and decisions.
- Outline meeting schedule for current operational period.
- Write/update incident objective/resource priorities.
- Review limitations and constraints.
- Discuss incident's potential for the next operational period.

Preparation for and Conducting Strategies Meeting

The purpose of this meeting is to develop strategies based on the objectives set by ECC Management. During this meeting, the following should occur:

- Review EOC Management and General Staff positions assigned.
- Review incident objective/resource priorities, limitations, and constraints.
- Discuss the current number of resources on-scene and ordered.
- Review/update Key Procedures.
- Review, document, and/or resolve status of any open actions.
- Discuss incident's potential for the next operational period.

Preparation for and Conducting the Planning Meeting

The purpose of this meeting is to allow the EOC Management and General Staff to review the IAP. During this meeting, the following should occur:

- The PSC gives a situation status update.
- The status of all resources (on-scene, ordered, and pending) will be provided.
- The PSC reviews and forecasts all incident, EOC, and community facilities' needs.
- Priorities for resource allocation are established.
- The PSC reviews current objectives.
- PSC confirms that all elements of the EOC IAP are in order.
- The PSC conducts input time for EOC Management and General Staff to add their final comments.

Conducting the Operation Briefing

This purpose of the Operation Briefing is to bring all on-coming staff up-to-date for the next operational period. During this briefing, the following should occur:

- EOC Management reviews objectives.
- Situation Unit Leader (SUL) conducts Situation Briefing.
- Operations Section (OS) discusses current response actions and accomplishments.
- Logistics Section (LS) covers transport, communications, and supply details.
- Finance Section (FS) covers all fiscal issues.
- PIO covers public affairs and information issues, Liaison Officer (LNO) covers interagency issues, and Intel covers intelligence issues.
- PSC solicits final comments and adjourns briefing.
- Sections conduct individual breakout meetings to complete the process.

APPENDIX 3 to ESF#5

CITY OF PACIFIC DISASTER TASK ASSIGNMENTS

Department/Agency	**Primary Task**	**Assisting Tasks**
Mayor	Disaster Declaration (local)	Continuity of Local Government
	Emergency Policy and Resource Management	Long-Term Recovery
	Support to EOC Needs	Emergency Public Information
	MAC Group Membership	
City Administrator	Continuity of Local Government	Admin/Finance ESF Management
	Emergency Public Information	Legal Coordination
	Emergency Staff Functional Leadership	NGO Support
	Long-Term Recovery	Emergency Purchase Management
	Security of Vital Data	EOC Operations Support
Emergency Management Director	Disaster Management & Coordination	MAC Group Support
	Emergency Management Planning	Advisor to Mayor and City Leaders
	Emergency Public Information	Support to Long-Term Recovery
	Emergency Resource Processing	Interface to Outside Agencies/Organizations
	EOC Interface to Outside Agencies	Disaster Public Information and Support
	EOC Operations & Field Support	
	Liaison to MAC Group	
	Security of vital facilities	
Building Inspector	Condemnation of non-repaired property	Long-Term Recovery
	Damage Assessment (private property)	Code Enforcement
	Damage Assessment (public property)	Engineering services and advice
	Re-Entry Assessments Management	

Community Development Dir.	Engineering services and advice	Sanitary standards enforcement
	Business relocation and recovery assistance	Security of vital data
	Long-Term Recovery	Condemnation of non-repaired property
	Mass Care Operations & Interface	Donations Management
	MARC Support	
	COAD Liaison	
Fire Department	Command post operations	Communications systems planning
	Decontamination	Counseling/disaster mental health
	Emergency Medical Treatment & Transport	Debris Management
	Emergency Public Information	Mass Care Operations
	Fire Mitigation & Suppression	Mass Inoculations
	Hazardous Materials Mitigation & Operations	Security of vital data
	Search and Rescue Operations	Terrorism Mitigation & Preparedness
		Terrorism operations/response
		Transportation of non-injured victims
Finance/City Clerk	Admin/Financial EOC Operations	Continuity of Local Government
	Emergency Purchasing	Long-Term Recovery
	Security of Vital Data	Mass Care Operations
		MAC Group Support
		Volunteer manpower resource management
Police Communications Supervisor	ESF2 Communications Management	Command Operations Support
	Security of Vital Data	EOC Operations Support
	Emergency Public Information	Emergency Public Information
		Communications systems operations
Legal	Legal Coordination	MAC Group Support

Parks and Recreation	Portable restrooms	Animal victim collection , mass care, return
	PW Support	Debris Management
		Mass Care Operations
		Donations Management
		Security of vital data
		Transportation of non-injured victims
Police Department	Access control of restricted areas	Animal victim collection, mass care, return
	Continuity of Local Government	Counseling/Disaster Mental Health
	Command Post Operations	Deceased Victims Operations
	Communications system operation	Disaster welfare inquiry operations
	Disaster management and coordination	Emergency Medical Triage
	Resource coordination (local)	EOC Operations
	Security of vital facilities	Information System planning
	Terrorism mitigation & Preparedness	Resources Coordination
	Terrorism Operation/Response	Search and Rescue Operations
	Terrorism Recovery	Security of Vital Data
	Traffic Control	Severe weather Awareness
	Transportation of non-injured victims	
	Warning system operation (local)	
Public Works	Debris Management	Access control of restricted areas
	Emergency Road Clearance	Animal victim collection, mass care, return
	Garbage Disposal	Condemnation of non-repaired property
	Storm drain Maintenance and Repair	Damage Assessment & Management
	Street and Bridge Repair	Debris clearance (private property)
	Vehicle & Equipment Repiar/Maintenance	Engineering services and advice
		Public Health & Welfare
		Search and Rescue Operations
		Security of vital data
		Traffic Control

		Warning system maintenance