

ABOUT EMOs and ESFs

Emergency Management Officer (formerly Civil Defense Coordinators)

EMOs are the primary liaison between a State department and the Hawaii Emergency Management Agency and responsible for ensuring their department's overall readiness to respond to an emergency or disaster that requires State resources.

Ongoing duties of an EMO are:

- Channeling information from HI-EMA about plans, training opportunities, exercises and coordinating the department's participation.
- Ensuring primary and alternate representatives are assigned to all ESFs for which the department is a coordinating, primary or support agency.
- Understanding the State's emergency plans and organization and maintaining integrated departmental level plans.

During an event EMO duties are:

- Providing oversight of the department's overall efforts to support the State response from a Department Coordination Center (DOC) or other central location.
- Ensuring the department's ESF representatives are activated.
- Coordinating with the departments ESF representatives to fulfill requests for information or resources.
- Sharing updates on the department's progress towards incident objectives and assignments with the State EOC via WebEOC.

What is an EMO?

How many EMOs do I need?

Each department must assign 1 primary EMO and 2 alternates.

Departments with attached agencies should decide if the attached agency needs their own primary and alternate EMO. Considerations for appointing a separate EMO from an attached agency include:

- The attached agency has a significant role in emergency plans
- The attached agency is fairly autonomous and the department's EMO would not be able to speak to available resources, staff, plans or operations
- During emergencies the attached agency coordinates its emergency operations independently from the department (e.g. does not operation from the Department Operations Center (DOC)).

What criteria should I use to select an EMO?

- Possesses a big picture understanding of the department's structure, resources, personnel and other capabilities
- Has the authority to make decisions for the department and commit resources
- Demonstrates effective managerial, coordination and communication skills
- Accessible by phone after hours and able to respond on short notice and work extended hours
- Able to work well in stressful and chaotic environments
- It is recommended that EMOs be issued a state cell phone and laptop by their department to ensure they are reachable during an emergency and can operate remotely, if needed.

State Emergency Support Functions

What are SESFs?	<p>SESFs are groupings of agencies from the state, private and non-profit sectors into the key functional areas most frequently needed to provide State support during disasters or emergencies. <i>See list on next page.</i></p> <p>By identifying and organizing key emergency functions and the agencies needed to execute them, SESFs facilitate planning and response among entities that may not work together closely during day-to-day operations, but need to quickly coordinate and share resources during an emergency.</p>
What is an ESF Coordinating Agency?	<p>Each SESF has one Coordinating Agency, which provides overall coordination of SESF preparedness activities. Duties include:</p> <ul style="list-style-type: none"> • Overseeing the development of plans and identification of resources to execute SESF responsibilities • Ensuring SESF agencies maintain operational readiness by having primary and alternate SESF representatives assigned who have completed required HI-EMA training. • Coordinating SESF participation in relevant exercises and meetings and implementing corrective actions identified in After Action Reports from exercises or real world events. • Serving as the principal contact for HI-EMA on issues related to the SESF.
What is an SESF Primary Agency?	<p>Primary agencies have significant authorities, roles, resources, or capabilities for a particular function within an SESF. In most cases, the SESF Coordinating and Primary Agency are the same. However, a few SESFs encompass a broad range of activities and multiple primary agencies are assigned to lead specific sub-functions. Duties include:</p> <ul style="list-style-type: none"> • Providing leadership, expertise and resources to support mitigation, planning, response and recovery activities related to the SESF. • Providing staff to the State EOC and other incident sites, if requested. • Orchestrating state support within their functional area by activating department resources and plans or tasking SESF support agencies. • Ensuring financial and property accountability for SESF activities. • Working with their department EMO to promote awareness, education and support of ESF duties and ensure SESF responsibilities are included in the department’s Emergency Operations Plan.
What is an SESF Support Agency?	<p>Support agencies have specific capabilities or resources that support the primary agencies execute the mission of the SESF. Duties include:</p> <ul style="list-style-type: none"> • Participating in SESF planning efforts. • Providing staff to the State EOC and other incident sites, if requested. • When activated, coordinating department resources to support missions assigned to the SESF. • Working with their department EMO to promote awareness, education and support of SESF duties and ensure SESF responsibilities are included in the department’s Emergency Operations Plan.
How many SESF reps do I assign?	<p>Departments must appoint 2 representatives to each SESF the department is assigned to as the Coordinator or Primary agency, and 1 representative to each SESF the department is assigned to as a Support agency.</p>
What criteria should I use to select SESF reps?	<ul style="list-style-type: none"> • Knowledge of the department’s structure, resources and processes as they relate to the SESF, and technical expertise in the SESF functional area that will inform plans and response strategies. • Effective planning and coordination skills and ability to work effectively across agencies/jurisdictions • Accessible by phone after hours and able to respond on short notice and work extended hours. • Ability to work well in stressful and chaotic environments • SESF representatives, particularly from Primary Agencies, should be issued a cell phone and laptop by their departments, which will be needed when working at the State EOC or other incident site.

SESF	Scope	
1 – Transportation	<ul style="list-style-type: none"> • Situational awareness for highway, aviation and marine systems • Transportation safety 	<ul style="list-style-type: none"> • Damage and impact assessment/ restoration/ recovery of state transportation infrastructure • Movement restrictions
2 – Communications	<ul style="list-style-type: none"> • Coordination with telecom and I.T. industries • Restoration/repair of telecom infrastructure • Statewide alert and warning mechanisms • Support of deployable communications 	<ul style="list-style-type: none"> • Protection, restoration and sustainment of state cyber systems and I.T. resources • Sustainment of emergency management operational voice and video telecom systems
3 – Public Works & Engineering	<ul style="list-style-type: none"> • Infrastructure assessment, protection and emergency repair • Debris removal and disposal coordination 	<ul style="list-style-type: none"> • Engineering services, construction management • Infrastructure restoration
4 – Firefighting	<ul style="list-style-type: none"> • Resource support to rural, urban and wildland firefighting operations 	
5 – Information & Planning	<ul style="list-style-type: none"> • Incident action planning 	<ul style="list-style-type: none"> • Maintaining situational awareness
6 – Mass Care, Emergency Assistance, Housing and Human Services	<ul style="list-style-type: none"> • <u>MASS CARE</u>: Sheltering; Feeding; Bulk distribution; Disaster welfare information • <u>HUMAN SERVICES</u>: Implementation of disaster assistance programs for non-housing losses • <u>HOUSING</u>: Short/intermediate-term housing 	<ul style="list-style-type: none"> • <u>EMERGENCY ASSISTANCE</u>: Mass evacuation; Family reunification; Support for household pets and service animals; Support of functional and access needs; Voluntary agency, spontaneous volunteer and unsolicited donations coordination
7 – Logistics Mgmt. & Resource Support	<ul style="list-style-type: none"> • Resource support (e.g. transportation, facilities, supplies, equipment) 	<ul style="list-style-type: none"> • Coordination of out of state mutual aid • Procurement
8 – Public Health & Medical Services	<ul style="list-style-type: none"> • Disease prevention and containment • Healthcare and medical response support • Environmental health and safety response • Behavioral health services 	<ul style="list-style-type: none"> • Healthcare infrastructure protection/assessment • Mass fatality management • Medical shelters • Mass patient movement
9 – Search & Rescue	<ul style="list-style-type: none"> • Search and rescue operations (air, land, urban, wilderness) 	<ul style="list-style-type: none"> • Mass search and rescue • Life-saving assistance
10 – Oil and HAZMAT Response	<ul style="list-style-type: none"> • Oil and hazardous materials (chemical, biological, radiological, etc.) response 	<ul style="list-style-type: none"> • Environmental short and long-term cleanup
11 – Agriculture and Natural Resources	<ul style="list-style-type: none"> • Animal and plant disease/pest response 	<ul style="list-style-type: none"> • Natural and cultural resources and historic properties protection and restoration
12 – Energy	<ul style="list-style-type: none"> • Energy infrastructure and resource assessment, repair, and restoration • Energy industry utilities coordination 	<ul style="list-style-type: none"> • Energy supply/demand forecast and monitoring • Energy shortage response measures
13 – Public Safety and Security	<ul style="list-style-type: none"> • Facility and resource security • Security planning and technical assistance 	<ul style="list-style-type: none"> • Public safety/security support • Support to access, traffic, and crowd control
15 – External Affairs	<ul style="list-style-type: none"> • Emergency public information and protective action guidance 	<ul style="list-style-type: none"> • Media and community relations • Congressional and international affairs
16 – Finance	<ul style="list-style-type: none"> • Tracking and accounting for emergency expenses 	
20 – Military Support	<ul style="list-style-type: none"> • Support coordination with federal Department of Defense for military resources 	