## 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?

- 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 operate from the Department Operations Center (DOC)).

### How many EMOs do I need?

- 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?**

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. *See list on next page.*

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.

**What is an ESF Coordinating Agency?**

Each SESF has one Coordinating Agency, which provides overall coordination of SESF preparedness activities. Duties include:

- 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?**

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:

- 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?**

Support agencies have specific capabilities or resources that support the primary agencies execute the mission of the SESF. Duties include:

- 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?**

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.

**What criteria should I use to select SESF reps?**

- 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.
<table>
<thead>
<tr>
<th>SESF</th>
<th>Scope</th>
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| 1 – Transportation | • Situational awareness for highway, aviation and marine systems  
• Transportation safety  
• Damage and impact assessment/ restoration/ recovery of state transportation infrastructure  
• Movement restrictions |
| 2 – Communications | • Coordination with telecom and I.T. industries  
• Restoration/repair of telecom infrastructure  
• Statewide alert and warning mechanisms  
• Support of deployable communications  
• Protection, restoration and sustainment of state cyber systems and I.T. resources  
• Sustainment of emergency management operational voice and video telecom systems  
• Engineering services, construction management  
• Infrastructure restoration |
| 3 – Public Works & Engineering | • Infrastructure assessment, protection and emergency repair  
• Debris removal and disposal coordination  
• Infrastructure assessment, protection and emergency repair  
• Engineering services, construction management  
• Infrastructure restoration |
| 4 – Firefighting | • Resource support to rural, urban and wildland firefighting operations  
• Resource support to rural, urban and wildland firefighting operations |
| 5 – Information & Planning | • Incident action planning  
• Maintaining situational awareness  
• Incident action planning  
• Maintaining situational awareness |
| 6 – Mass Care, Emergency Assistance, Housing and Human Services | • MASS CARE: Sheltering; Feeding; Bulk distribution; Disaster welfare information  
• HUMAN SERVICES: Implementation of disaster assistance programs for non-housing losses  
• HOUSING: Short/intermediate-term housing  
• EMERGENCY ASSISTANCE: 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  
• Healthcare infrastructure protection/assessment  
• Mass fatality management  
• Medical shelters  
• Mass patient movement |
| 7 – Logistics Mgmt. & Resource Support | • Resource support (e.g. transportation, facilities, supplies, equipment)  
• Coordination of out of state mutual aid  
• Procurement  
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• Procurement |
| 8 – Public Health & Medical Services | • Disease prevention and containment  
• Healthcare and medical response support  
• Environmental health and safety response  
• Behavioral health services  
• Healthcare infrastructure protection/assessment  
• Mass fatality management  
• Medical shelters  
• Mass patient movement  
• Healthcare infrastructure protection/assessment  
• Mass fatality management  
• Medical shelters  
• Mass patient movement |
| 9 – Search & Rescue | • Search and rescue operations (air, land, urban, wilderness)  
• Mass search and rescue  
• Life-saving assistance  
• Mass search and rescue  
• Life-saving assistance |
| 10 – Oil and HAZMAT Response | • Oil and hazardous materials (chemical, biological, radiological, etc.) response  
• Environmental short and long-term cleanup  
• Environmental short and long-term cleanup |
| 11 – Agriculture and Natural Resources | • Animal and plant disease/pest response  
• Natural and cultural resources and historic properties protection and restoration  
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| 12 – Energy | • Energy infrastructure and resource assessment, repair, and restoration  
• Energy industry utilities coordination  
• Energy supply/demand forecast and monitoring  
• Energy shortage response measures  
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| 13 – Public Safety and Security | • Facility and resource security  
• Security planning and technical assistance  
• Public safety/security support  
• Support to access, traffic, and crowd control  
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| 15 – External Affairs | • Emergency public information and protective action guidance  
• Media and community relations  
• Congressional and international affairs  
• Media and community relations  
• Congressional and international affairs |
| 16 – Finance | • Tracking and accounting for emergency expenses  
• Tracking and accounting for emergency expenses |
| 20 – Military Support | • Support coordination with federal Department of Defense for military resources  
• Support coordination with federal Department of Defense for military resources |