#5 Planning and Information

State Emergency Support Function Annex

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RECORD OF CHANGES

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STATE EMERGENCY SUPPORT FUNCTION #5 TASKED AGENCIES

State ESF Coordinating and Primary Agency:

Hawai`i Emergency Management Agency (HI-EMA)

Technical Support Agencies:

Civil Air Patrol (CAP)

FEMA Hurricane Liaison Team

Hawai`i Volcanoes Observatory

International Tsunami Information Center

National Weather Service (NWS)

Pacific Disaster Center (PDC)

Pacific Tsunami Warning Center (PTWC)

Federal ESF Coordinating and Primary Agency:

Department of Homeland Security - Federal Emergency Management Agency (FEMA)

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1. INTRODUCTION

1.1 PURPOSE

1. State Emergency Support Function (SESF) #5 – Planning and Information collects, evaluates, and disseminates information to create plans and maintain situational awareness of the overall activities of the State of Hawai`i during disasters or emergencies.

2. SESF #5 supports planning and decision-making at both the State Emergency Operations Center (SEOC) and, in the event of a presidentially declared disaster, the Joint Field Office (JFO).

1.2 SCOPE

1. The scope of SESF #5 includes all the functions of the Planning and Information Section in the SEOC.

2. Activities within the scope of SESF #5 include:

   a. Serving as a central repository for event information.

   b. Developing incident plans.

   c. Providing situational awareness for responding agencies and incident leadership.

3. This Annex applies to all hazards that impact the state of Hawai`i.

2. ASSUMPTIONS

2.1 ASSUMPTIONS

SESF #5 is based on the following assumptions:

1. There will be an immediate and continuing need before, during and after a disaster or emergency to collect, process and disseminate situational information and identify urgent response requirements to plan for continuing response, recovery and mitigation activities.

2. During the early stages of an event, little information will be available, and it may be vague and inaccurate. The need to verify information will delay response to inquiries.

3. Reporting from state departments/agencies and counties to the SEOC will improve as the event matures.

4. Assessment of damage impacts and SEOC operations may be delayed due to minimal staffing.

5. Normal forms of communications may be severely interrupted during the early phases of an emergency or disaster, inhibiting information sharing.

6. Participating agencies and local governments will: develop their own internal procedures; train personnel to perform the duties and responsibilities described herein; identify and acquire the resources required to perform these activities; and develop their portion of required planning elements.

3. CONCEPT OF OPERATIONS

3.1 GENERAL

1. SESF #5 serves as the Planning and Information Section during SEOC activations. It maintains documentation related to the incident, conducts planning meetings, prepares the SEOC Incident Action Plan (IAP), daily situation reports (SitReps), and other products that support senior-level decision making. Duties also include the collection and analysis of information on disaster impacts and the initial planning for the transition to the recovery phase.

2. HI-EMA leads joint planning, training, and exercise efforts with SESF #5 Technical Support Agencies to ensure collective readiness to perform SESF #5 duties.

3. When SESF #5 is activated by the SEOC, HI-EMA and Technical Support Agencies will assign personnel to support activities within the scope of SESF #5.

3.2 ORGANIZATION

1. SESF #5 is led by a Planning and Information Section Chief who reports to the HI-EMA Administrator or designee. When requested, emergency management personnel in SESF #5 are assisted by subject matter experts from Technical Support Agencies.

2. The organization of SESF #5 is flexible and scalable. Positions are activated or deactivated by the Planning and Information Section Chief based on the needs of each incident. If the Planning and Information Section Chief determines not to activate a unit or position, any required duties that are normally performed by that unit/position are carried out by the Section Chief or his/her designee.
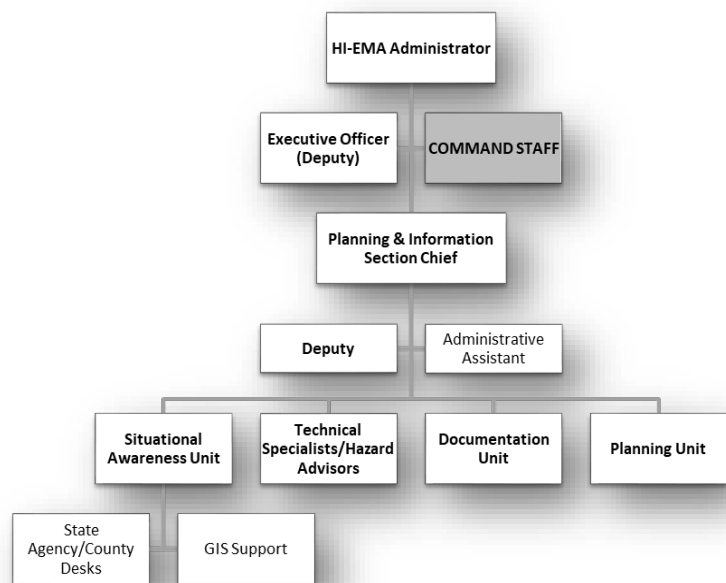
3. When fully activated, SESF #5 is comprised of four functional units, each led by a Unit Leader: Situational Awareness Unit, Technical Specialists/Hazard Advisors, Documentation Unit, and Planning Unit. The Situational Awareness Unit has two sub-units: State Agency/County Desks and GIS Support.

4. **SITUATIONAL AWARENESS UNIT:** Gathers, verifies and disseminates situational awareness information via information displays, situation reports and WebEOC. The following two sub-units report to the Situational Awareness Unit Leader:

   a. **STATE AGENCY/COUNTY DESKS:** Maintains situational awareness between the State Emergency Operations Center (SEOC) and the state departments and four counties.

   b. **GIS SUPPORT:** Gathers, manages and analyzes event data and provides geographic information using maps and other products.

5. **DOCUMENTATION UNIT:** Maintains accurate and up-to-date incident files, data and records that may be needed for legal, analytical or historical purposes. This unit also records issues that should be addressed in the After-Action Reports.

6. **TECHNICAL SPECIALISTS/HAZARD ADVISORS:** Provides forecasting support and or other expertise that will help predict or understand event impacts.

7. **PLANNING UNIT:** Develops the Incident Action Plan (IAP).

3.3 KEY ACTIONS

3.3.1 PREPAREDNESS

1. The priority during the preparedness phase is on readiness activities that will ensure seamless, effective and efficient execution of response and recovery activities within the scope of SESF #5.

2. The Planning and Information Section Chief, who serves as the overall coordinator for SESF #5 on behalf of HI-EMA, is responsible for convening meetings with all SESF #5 personnel on a quarterly basis and engaging SESF #5 stakeholders in the preparedness actions described below.

3. During the preparedness phase, all agencies with SESF #5 responsibilities shall:

   a. Participate in SESF #5 planning and coordination meetings scheduled by the Planning and Information Section Chief.

   b. Represent SESF #5 in planning efforts.

   c. Develop, review and refine: Standard Operating Procedures (SOPs) and Standard Operating Guidelines (SOGs), job aids, FEMA forms, and report templates related to specific SESF #5 operational processes and procedures.

   d. Maintain current SESF #5 templates, products and procedural documents in a document library on WebEOC.

   e. Ensure adequate levels of training for personnel who will support SESF #5 in the SEOC. Participate in exercise activities to include active participation in planning and evaluation meetings, workshops and conferences.

3.3.2 RESPONSE

3.3.2.1   ACTIVATION OF SESF #5 AGENCIES

1. The Operations Section Chief at the SEOC will activate SESF #5 based on the needs of the event. Activation of SESF #5 may occur either in response to a credible threat of a hazard impacting the state or after an incident has occurred.

2. The HI-EMA Operations Section sends an activation alert to the SESF #5 Planning and Information Section Chief.

   a. For notice events, this alert may be sent via email.

   b. For no-notice events, this alert may be sent through HI-EMA's emergency notification system and delivered via phone or text.

3. Upon receipt of the alert, the SESF #5 Planning and Information Section Chief will:

   a. Determine which SESF #5 units and positions need to be activated based on the event.

   b. Provide anticipated staffing needs to the Operations Section Chief.

   c. Notify, via email, all HI-EMA staff assigned to SESF #5 that the section has been activated.

3.3.2.2   INITIAL RESPONSE ACTIONS

1. Immediately upon notification of a threat, event or incident, consideration is given by SESF #5 toward:

   a. Providing appropriate representation at the SEOC.

   b. Disseminating forecasts, threat information and supporting graphics from Technical Support Agencies and assessing whether their representatives are needed in the SEOC.

   c. Collecting initial threat and impact information.

   d. Provide information required to support the development of a request for a presidential disaster declaration, as appropriate.

   e. Issuing advisories to departments and SERT members.

   f. Confirming the operational rhythm with the Operations Section and disseminating information on reporting and meeting times to appropriate stakeholders.

3.3.2.3   ONGOING RESPONSE ACTIONS

1. In addition to continuing the above initial activities, SESF #5 provides ongoing coordination of the following:

a. Serving as a central repository for collecting, processing, verifying, analyzing and disseminating event information.

b. Utilizing collected information to develop Incident Action Plans, forecast response activities and devise solutions for future operations.

c. Developing products such as situation reports, briefings and information displays to provide situational awareness for responding agencies and incident leadership.

d. Maintaining contact with county EOCs and state departments/agencies to maintain awareness of local conditions, response activities, concerns, plans and priorities.

e. Providing meteorological information, scientific expertise and spatial analysis.

3.3.2.4 TRANSITION TO RECOVERY

1. As the response phase begins to transition to a recovery phase, SESF #5 priorities include:

   a. Provide information to the Recovery Branch for inclusion in the Governor's Request for a Major Disaster Declaration.

   b. Create demobilization plan, if needed, which includes: specific responsibilities, release priorities and procedures, and travel information.

      i. Facilitate the demobilization planning meeting held by the command and general staff.

      ii. Distribute demobilization plan for signature and review by the Command and General Staff and approval by the Incident Commander.

3.3.3 LONG-TERM RECOVERY

1. As the response phase ends and long-term recovery begins, SESF #5 will deactivate and responsibility for long-term recovery may transition to a State Recovery Council established by the Governor.

2. Personnel who are part of SESF #5 may be assigned responsibilities for supporting long-term recovery; however, those duties are separate from and outside the scope of SESF #5.

3.4 COORDINATION

3.4.1 COORDINATION WITH STATE DEPARTMENTS

1. The State Agency/County Desks serve as each department's link to the SEOC and provide a single point of contact departments can call for information and guidance. Each department is assigned a specific SEOC desk to contact. Refer to Attachment 1 for desk assignments.

2. During an SEOC activation, department EMOs essentially serve as their departments Planning and Information Section Chief and are the primary link between the SEOC and their Department Operations

Center (DOC). They ensure the SEOC maintains situational awareness of the department's status and activities by reporting required information to the Planning and Information Section via WebEOC and through the State Agency/County Desks.

    a. Department information to report, reporting times and methods will be communicated to EMOs by SESF #5 when the SEOC activates.

3. The State Agency/County Desks may contact the department's EMOs if there is a question or request of the department that is outside the scope of any of the SESFs that department supports.

4. SESF #5 publishes situation information and reports in WebEOC that can be accessed by departments to maintain situational awareness of the state's overall response efforts.

3.4.2 COORDINATION WITH COUNTIES

1. The State Agency/County Desks are the primary coordination point between affected counties and other SEOC groups.

2. Counties have an assigned desk that is their central point of contact for questions or information needed from the SEOC. The desks are also a resource for other SEOC actors who need information from a county.

3.4.3 COORDINATION WITH THE FEDERAL PARTNERS

1. Under a Presidential Declaration (Emergency or Major Disaster), HI-EMA will coordinate with FEMA to create joint planning and information products.

2. Coordination will occur primarily in-person at the SEOC, Initial Operating Facility (IOF), Joint Field Office (JFO) or other incident locations.

3.4.4 COORDINATION WITH OTHER SESFS

1. SESF #5 collaborates with other SESFs to collect and consolidate information for reports and briefings, validate the accuracy of information reported to the SEOC and ensure SESFs are providing current status information according to established protocols.

2. SESF #5 serves as a resource for other SESFs for current incident information and products that can help inform their activities.

3.4.5 COORDINATION WITH THE SEOC LEGAL ADVISOR

1. The SEOC Legal Advisor is available to SESF #5 to advise on any legal issues that emerge during emergency operations. SESF #5 should consult with the Legal Advisor prior to the release of any sensitive information to other SEOC actors and on document retention requirements.

4. ROLES AND RESPONSIBILITIES

4.1   SESF #5 COORDINATING AGENCY AND PRIMARY AGENCY

1. The Hawai`i Emergency Management Agency (HI-EMA) is designated as both the Coordinating and the Primary Agency for SESF #5. It serves as the principal contact on issues related to SESF #5 and provides overall management of SESF #5 preparedness and response activities.

2. HI-EMA is responsible for maintaining relationships with Technical Support Agencies and ensuring representatives are identified and trained to report to the SEOC.

3. HI-EMA is also responsible for ensuring trained staff are available to fill the Planning and Information Section positions described below.

Position Title	Position Functions
4.1.1 PLANNING AND INFORMATION SECTION CHIEF	**4.1.1.1 BEFORE AN EVENT** 1. Convene quarterly meetings with SESF #5 with Planning and Information section personnel. 2. Organize SESF #5 participation in training and exercises. 3. Maintain and operate the SEOC Planning and Information Section functions. 4. Facilitate collaborative planning to ensure the state's ability to perform SESF #5 activities. **4.1.1.2 DURING AN EVENT** 5. Provide overall management of Planning and Information Section activities. 6. Determine which SESF #5 Technical Support Agencies should activate based on the event and contact representatives from the agencies identified to request they report to the SEOC. 7. Determine which Planning and Information Section staff positions need to be filled and share the staffing plan with HI-EMA Operations. Coordinate SESF #5 staffing to ensure the section is staffed across operational periods. Provide an initial briefing to each SESF #5 staff members to review his/her

staff assignment, supervisor, any direct reports, duties to be performed, key deadlines and any other expectations.

8. Confirm the operational rhythm with the Operations Section Chief. Disseminate information to SESFs, EMOs and counties on applicable meeting times and reporting deadlines.

9. Facilitate the Planning Cycle (Planning P); schedule and lead meetings and briefings as required. Supervise the recording of key incidents, decisions, reports, and actions in WebEOC Event log.

10. Meet with Command Staff and SESF leads to discuss proposed strategy, tactics and resource requirements/location/availability as required.

11. Provides SESF #5 reports in SEOC briefings.

12. Prioritize and respond to Requests for Assistance (RFAs) and Requests for Information (RFIs) assigned to SESF #5.

13. Represent SESF #5 at other incident sites, if requested.

14. Share SESF #5 information with *SESF #15 – External Affairs* to ensure consistent public messaging.

15. Coordinate actions with counties, other SESFs and/or federal ESFs as appropriate.

4.1.2 SITUATIONAL AWARENESS UNIT

1. Maintain situational awareness products for the incident.

2. Provide a primary entry point for situational information related to the incident.

3. Respond to Requests for Information (RFIs) assigned to SESF #5.

4. Ensure state departments, SESFs and counties submit required information and reports by deadlines established as part of the operational rhythm.

5. Develop and disseminate Situation Reports.

6. Establish, maintain and disseminate (as needed) vulnerable population estimates, risk profiles, intelligence, forecasts, impact assessment summaries and other reports.

7. Monitor the collection, evaluation, vetting, reconciliation, dissemination and publication of information regarding the incident and the Director's Critical Information Requirements (DCIRs).

8. Assist in preparing emergency management advisories/ warnings, leadership briefs, Incident Action Plans (IAPs) and demobilization plans.

9. The Situational Awareness Unit contains the following two sub-units:

    a. State Agency/County Desks

    b. GIS Support

4.1.2.1 STATE AGENCY/COUNTY DESKS

1. Maintain situational awareness for the counties and assigned state departments/agencies. **See table of assigned departments/counties in Attachment 1.**

2. Serve as primary point of contact for county emergency management agencies and assigned departments into the SEOC.

3. Initiate contact with county(ies) and departments of responsibility to check methods of communication and verify points of contact (POC).

4. If County Liaison/Division Supervisor has been deployed, establish line of communication with Liaison and channel all requests for information through him/her.

5. Maintain and monitor WebEOC Event Log, recording all key incidents, decisions, reports and actions taken related to each assigned county and department.

6. Coordinate with the Documentation Unit to ensure all pertinent county documents, reports, plans and media releases are uploaded in the WebEOC Incident File Library. If the Documentation Unit is not activated, assume these responsibilities.

7. Prepare situational reports and briefings based on the established operational rhythm; maintain situational awareness information related to the status of tasked agencies and county.

4.1.2.2 GIS SUPPORT

1. Create and maintain graphics, maps, and other pertinent products to provide situational awareness and for use in event-related documents (i.e. situation reports, Incident Action Plans, etc.) and briefings.

	2. In coordination with the Technical Specialists/Hazard Advisors, provide modeling pre- and post-impact to estimate damage and economic impacts.
	3. Maintain PDC's DisasterAWARE on SEOC displays and contribute official data to the DisasterAWARE system to integrate information, modeling, and mapping to provide situational awareness and decision support via web-accessible graphics and information.
	4. Provide technical assistance to the SERT in the development and use of GIS products.
4.1.3 DOCUMENTATION UNIT	1. Monitor coordination conference calls and meetings and develop summary reports.
	2. Maintain accurate and complete incident files.
	3. Ensure all pertinent documents, reports and media releases are saved electronically in designated WebEOC and network locations and that hard copies are placed in the event binder.
	4. Provide incident documentation to authorized requestors.
	5. Established and maintain the event chronology.
	6. Document after-action items and assist in preparing After-Action Reports.
	7. Work with the SEOC Legal Advisor to issue guidance to responding agencies on document retention requirements for materials related to the incident.
4.1.4 TECHNICAL SPECIALISTS/ HAZARD ADVISORS	1. Monitor hazard conditions, develop and disseminate forecasts, and advise the SERT on the timing, magnitude, and consequences of anticipated impacts.
	2. Maintain electronic and static displays of forecasts and/or other modeling products.
	3. In coordination with the Situation Unit, provide modeling pre- and post-impact to estimate damage and economic impacts.
	4. Develop briefings for the State Emergency Response Teams (SERT).
	5. Provide information to the Situational Awareness Unit as requested.

4.1.5 PLANNING UNIT	1. Prepare the Incident Action Plan (IAP).
	2. During presidentially declared disasters, conduct joint incident action planning with federal counterparts.
	3. Consolidate shift change briefings.
	4. Initiate demobilization/transition planning.

4.2 TECHNICAL SUPPORT AGENCIES

1. Technical Support Agencies have scientific expertise, specialized equipment and/or missions that can assist SESF #5 execute its planning and information functions.

2. All SESF #5 Technical Support Agencies shall:

    a. Participate in SESF #5 planning meetings, trainings and exercises.

    b. Represent SESF #5 at the SEOC and other incident sites, if requested.

    c. Coordinate actions with counties, other SESFs and federal ESFs, as appropriate.

3. The following are specific responsibilities of SESF #5 Technical Support Agencies.

Agency	Functions
4.2.1 CIVIL AIR PATROL (CAP)	1. Support situational and damage assessments utilizing Geospatial Information Interoperability Exploitation – Portable (GIIE-P) live feed camera system.
	2. Transmit real-time videos, photographs and visuals of affected incident areas to SEOC and counties to provide supplementary situational awareness.
	3. Provide additional assistance as needed or requested by the Planning and Information Section Chief.
4.2.2 FEMA HURRICANE LIAISON TEAM	1. Serve as a conduit for information between the Central Pacific Hurricane Center and the emergency management community.
	2. Provide a common forecast picture with FEMA and other federal agencies, as well as state and local emergency managers.
	3. Provide subject matter expertise on hurricane modeling for situational awareness of potential risk and impacts.
	4. Provide additional assistance as needed or requested by the Planning and Information Section Chief.

Agency	Functions
4.2.3 HAWAI`I VOLCANOES OBSERVATORY (HVO)	1. Monitor volcanic activities on Hawai'i Island and track activities of any active volcanoes in Hawai`i, detect any signs of unrest and provide warnings to the SEOC and counties.  2. Provide subject matter expertise and volcanic situational awareness regarding potential volcanic eruptions and lava flow risk and impacts.  3. Notify Hawai`i County, Hawai`i Volcanoes National Park and the SEOC of volcanic activity via telephone call out, email and website updates. 4. Provide continuous scientific assessment of long-term volcanic hazards to the SEOC as requested. 5. Provide other assistance as needed or requested by the Planning and Information Section Chief.
4.2.4 INTERNATIONAL TSUNAMI INFORMATION CENTER	1. Following the issuance of a Tsunami Watch alert, provide a designated advisor to the SEOC. 2. Interpret data and provide scientific analysis pertaining to tsunami movement and potential impacts. 3. Provide subject matter expertise and situational awareness of tsunami movement to SEOC both before and during an event. 4. Post-tsunami, work with the SEOC to credential and coordinate access to impacted areas to conduct scientific research. 5. Provides other assistance as needed or requested by the Planning and Information Section Chief.
4.2.5 NATIONAL WEATHER SERVICE (NWS)	1. Monitor weather/hazard conditions as they develop. 2. Disseminate meteorological forecasts and advise the SEOC on the timing, magnitude and consequences of weather impacts. 3. Host visual teleconferences (VTCs) to provide updates on weather conditions and hurricane tracking as storms cross the 140° west longitude line. 4. Provide technical and scientific weather expertise to inform overall incident management activities. 5. Provide a liaison forecaster to the SEOC upon request. 6. Provide other assistance as needed or requested by the Planning and Information Section Chief.

Agency	Functions
4.2.6 PACIFIC DISASTER CENTER (PDC)	1. Provide and augment situational awareness and decision support to the SEOC through GIS modeling. 2. Provide a GIS subject matter expert to the SEOC during activation. 3. Provide GIS analytical and mapping support to the SEOC, including various map products and HAZUS models. 4. Ensure appropriate PDC products and services are made available during SEOC activations. 5. Provide GIS product/application training for end-users as needed. 6. Provide other assistance as needed or requested by the Planning and Information Section Chief.
4.2.7 PACIFIC TSUNAMI WARNING CENTER (PTWC)	1. Disseminate tsunami forecasts and advise the SEOC on the timing, magnitude and consequences of tsunami impacts. 2. Ensure appropriate PTWC products and services are made available during SEOC activations. 3. Provide other assistance as needed or requested by the Planning and Information Section Chief.

5. AUTHORITIES AND REFERENCES

5.1 STATE LAWS, REGULATIONS, AND DIRECTIVES

1. Hawai`i Revised Statutes Chapter 127A – Emergency Management

2. Administrative Directive No. 15-01, Emergency Management Preparedness Policies for Departments

5.2 REFERENCES

1. WebEOC guide

2. SEOC Standard Operating Guide (SOG)

3. Director's Critical Information Requirements (DCIR)

4. ICS Forms and Job Aids

6. ATTACHMENT 1: STATE AGENCY/COUNTY DESK ASSIGNMENTS

Desk 1: County and State Agency Assignments	Desk 2: County and State Agency Assignments	Desk 3: County and State Agency Assignments	Desk 4: County and State Agency Assignments
County of Hawai`i	County of Maui	City and County of Honolulu	County of Kaua`i
Department of Taxation (DOTAX)	Department of Health (HDOH)	Department of Commerce and Consumer Affairs (DCCA)	Attorney General (AG)
Department of Transportation (DOT)	Department of Human Resources Development (DHRD)	Department of Defense (DOD)	Department of Accounting & General Services (DAGS)
Hawai`i State Judiciary (HSJ)	Department of Human Services (DHS)	Department of Education (DOE)	Department of Agriculture (DOA)
Hawai`i Teachers Standards Board (HTSB)	Department of Labor & Industrial Relations (DLIR)	Department of Hawaiian Homelands (DHHL)	Department of Budget and Finance (DBF)
Public Safety (PSD)	Department of Land and Natural Resources (DLNR)	Enterprise Technology Services (ETS)	Department of Business, Economic Development, and Tourism (DBEDT)
University of Hawai`i (UH)	Governor's Office	Hawai`i State Public Charter School Commission (SPCSC)	Hawai`i State Public Library System (HSPLS)