



#5 Planning and Information

State Emergency Support Function Annex

Hawai'i Emergency Management Agency

November 2021

STATE OF HAWAI'I
EMERGENCY
OPERATIONS PLAN



SESF #5 TASKED AGENCIES

State ESF Coordinating and Primary Agency:

Hawai`i Emergency Management Agency (HI-EMA) Planning Section

Support Agencies:

Civil Air Patrol (CAP)

FEMA Hurricane Liaison Team

Hawai`i Volcanos Observatory

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)



RECORD OF CHANGES

The SESF #5 is responsible for the #5 Planning and Information State Emergency Support Function Annex and is authorized to make changes in coordination with the HI-EMA Operations Branch. All maintenance to the #5 Planning and Information State Emergency Support Function Annex will be tracked and recorded in the following table to ensure the most recent version is disseminated and implemented. This annex will be reviewed on a biennial basis and after every incident where SESF #5 was activated.

Change Number	Date of Change	Section Changed	Summary of Change
1	11/2021	Private Sector Coordination Record of Changes Situation and Assumptions Other administrative updates and changes Attachment 1	Added information for coordination with non-ESF private sector partners. Added signatory block Added situation overview SESF #5 meeting schedule changed from regular/routine to quarterly Added contextual information to Attachment 1
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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. Service as a central repository for incident information.
 - b. Development of incident action plans.
 - c. Provision of situational awareness for responding agencies and incident leadership.
3. This Annex applies to all hazards that impact the state of Hawai'i.



2. SITUATION AND ASSUMPTIONS

2.1 SITUATION OVERVIEW

1. Emergency management at the state level involves large and complex operations involving multiple jurisdictions. The success of those operations is highly dependent on the ability of all entities involved to maintain effective planning activities, communication, coordination, and situational awareness. As an incident progresses and changes, partners at the federal, state, and county, and local level will send information and updates to each other and to HI-EMA. Those complex information flows can be easily disrupted, leaving partners with old and incorrect information, or even no information at all.
2. Incident planning (prepare, mitigate, respond, and recover) is key to successful emergency management. Without proper planning, incident objectives may not be met, losses in terms of damage to property and injury/loss of life may increase, and opportunities for federal or other support may not be available.

2.2 ASSUMPTIONS

1. SESF #5 is based on the following assumptions:
 - a. 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.
 - b. During the early stages of an incident, little information will be available, and it may be vague and inaccurate. The need to verify information will delay response to inquiries.
 - c. Reporting from state departments/agencies and counties to the SEOC will improve as the incident matures.
 - d. Assessment of damage impacts and SEOC operations may be delayed due to minimal staffing.
 - e. Normal forms of communications may be severely interrupted during the early phases of an emergency or disaster, inhibiting information sharing.
 - f. 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. ROLES AND RESPONSIBILITIES

3.1 GENERAL DUTIES OF ALL SESF #5 AGENCIES

- 1. All agencies assigned to SESF #5 are responsible for the following, in addition to the agency-specific duties listed later in this section.

BEFORE AN INCIDENT

- 1. Designate primary and alternate SESF #5 representatives, who shall be responsible for coordinating with internal department stakeholders, the SEOC and other SESF #5 agencies to ensure successful execution of duties assigned in this Annex. Notify HI-EMA of any changes to assigned contacts.
- 2. Maintain this Annex and conduct joint planning to further develop, document and refine procedures and processes for interagency coordination of SESF activities.
- 3. Participate in SESF #5 meetings, training, and exercises.
- 4. Ensure internal agency readiness to execute SESF duties assigned in this Annex. Ensure SESF responsibilities are addressed in agency plans, sufficient agency personnel are assigned and trained to support the SESF, required resources are identified and contingency contracts or mutual aid plans are in place to address gaps.
- 5. Identify contingency contracts with vendors for services or equipment that may be required to execute the department’s SESF #5 duties during an emergency.

DURING AN INCIDENT

- 1. Coordinate with other SESF #5 agencies and the SEOC to fulfill requests for assistance or information. Coordinate actions with counties, other SESFs or federal ESFs as appropriate.
- 2. Activate, assign, and track department resources to fulfill SESF mission assignments. Ensure financial and property accountability for agency resources used in support of SESF #5.
- 3. Provide situational awareness of SESF #5 activities to the SEOC.
- 4. Represent the SESF at the SEOC and other incident sites as requested.

3.2 SESF #5 COORDINATING AGENCY AND PRIMARY AGENCY

- 1. The Hawai`i Emergency Management Agency (HI-EMA) Planning Section 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 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.as the Primary Agency for SESF #5.
- 4. Additional SESF #5 responsibilities related to management of SESF activities include:

BEFORE AN INCIDENT

- 1. Coordinate SESF preparedness activities, including convening planning meetings, at least quarterly, and ensuring SESF #5 participation in applicable trainings and exercises.
- 2. Lead the development, review, and refinement of SESF #5 plans, procedural guides, job aids and/or other written resources to document operational processes and procedures.

DURING AN INCIDENT

- 1. Notify Support Agencies when SESF #5 is activated by the SEOC.
- 2. Notify Support Agencies when the SESF is activated by the SEOC and provide a representative to the SEOC during activation hours.
- 3. Prioritize requests for SESF #5 assistance using incident objectives and work with Support Agencies to identify and direct required resources.
- 4. Collect information from incident response partners to include in Situation Reports, Incident Action Plans (IAPs) and other products as requested.
- 5. Provide updates to the SEOC on the status of SESF mission assignments. Notify the SEOC Operations Section if the SESF is unable to fulfill assigned missions.
- 6. The following are agency-specific duties of SESF #5 that are in addition to the general duties outlined above.

Primary Agency	Agency Functions
<p>Hawai`i Emergency Management Agency (HI-EMA) Planning Section</p> <p>Planning Section Chief</p>	<p>BEFORE AN INCIDENT</p> <ul style="list-style-type: none"> 1. Convene meetings, at least quarterly, with SESF #5 and 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. <hr/> <p>DURING AN INCIDENT</p> <ul style="list-style-type: none"> 1. Provide overall management of Planning and Information Section activities. 2. Determine which SESF #5 Support Agencies should activate based on the incident. 3. Contact representatives from the agencies identified to request they report to the SEOC. 4. Determine which Planning and Information Section staff positions need to be filled and share the staffing plan with the HI-EMA Operations Section. Coordinate SESF #5 staffing



Primary Agency	Agency Functions
	<p>to ensure the section is staffed across operational periods. Provide an initial briefing to each SESF #5 staff member. Briefing should include:</p> <ol style="list-style-type: none"> a. Review of staff assignment b. Identification of supervisor c. Direct reports (if any) d. Duties to be performed e. Key deadlines f. Other expectations or tasks <ol style="list-style-type: none"> 5. Confirm the operational rhythm with the Operations Section Chief. Disseminate information to SESFs, EMOs, and counties on applicable meeting times and reporting deadlines. 6. 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 the WebEOC Event Log. 7. Meet with Command Staff and SESF leads to discuss proposed strategy, tactics, and resource requirements/location/availability as required. 8. Provide SESF #5 reports in SEOC briefings. 9. Prioritize and respond to Requests for Assistance (RFA) and Requests for Information (RFI) assigned to SESF #5. 10. Represent SESF #5 at other incident sites, if requested. 11. Share SESF #5 information with SESF #15 External Affairs to ensure consistent public messaging. 12. Coordinate actions with counties, other SESFs, and/or federal ESFs as appropriate.
<p>Hawai`i Emergency Management Agency (HI-EMA) Planning Section</p> <p>Situational Awareness Unit</p>	<ol style="list-style-type: none"> 1. Maintain situational awareness products for the incident. 2. Provide a primary entry point for situational information related to the incident. 3. Respond to 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 (SitRep). 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 (DCIR). <hr/> <p>STATE AGENCY/COUNTY DESKS</p> <ol style="list-style-type: none"> 1. Maintain situational awareness for the counties and assigned state 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 in the SEOC.



Primary Agency	Agency Functions
	<ol style="list-style-type: none"> 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. <hr/> <p>GIS SUPPORT</p> <ol style="list-style-type: none"> 1. Create and maintain graphics, maps, and other pertinent products to provide situational awareness and for use in incident-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.
<p>Hawai'i Emergency Management Agency (HI-EMA) Planning Section</p> <p>Documentation Unit</p>	<ol style="list-style-type: none"> 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 hardcopies are placed in the incident binder. 4. Provide incident documentation to authorized requestors. Established and maintain the incident chronology. 5. Document after-action items and assist in preparing After-Action Reports. 6. Work with the SEOC Legal Advisor to issue guidance to responding agencies on document retention requirements for materials related to the incident.
<p>Hawai'i Emergency Management Agency (HI-EMA) Planning Section</p> <p>Technical Specialists/ Hazard Advisors</p>	<ol style="list-style-type: none"> 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). Provide information to the Situational Awareness Unit as requested.



Primary Agency	Agency Functions
Hawai'i Emergency Management Agency (HI-EMA) Planning Section Planning Unit (RESL)	<ol style="list-style-type: none"> 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.

3.3 SUPPORT AGENCIES

1. Support Agencies, as defined by the **HI-EOP**, have specific capabilities, expertise or resources that can assist the HI-EMA Planning Section in executing missions assigned to the SESF by the SEOC.
2. All SESF #5 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 for the Support Agencies for SESF #5 that *are in addition to the general duties of all SESF #5 agencies* listed in [Section 3.1 General Duties of All SESF #5 Agencies](#).

Primary Agency	Agency Functions
Civil Air Patrol (CAP)	<ol style="list-style-type: none"> 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.
FEMA Hurricane Liaison Team	<ol style="list-style-type: none"> 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.
Hawai'i Volcanoes Observatory (HVO)	<ol style="list-style-type: none"> 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



Primary Agency	Agency Functions
	<p>potential volcanic eruptions and lava flow risk and impacts.</p> <ol style="list-style-type: none"> 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.
International Tsunami Information Center	<ol style="list-style-type: none"> 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 incident. 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.
National Weather Service (NWS)	<ol style="list-style-type: none"> 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.
Pacific Tsunami Warning Center (PTWC)	<ol style="list-style-type: none"> 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.

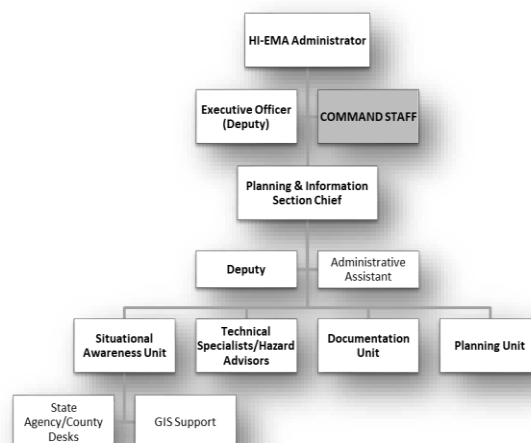
4. CONCEPT OF OPERATIONS

4.1 GENERAL

1. The HI-EMA Planning Section is the Primary Agency for SESF #5 and leads preparedness and response activities in coordination with Support Agencies.
2. 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.
3. HI-EMA leads joint planning, training, and exercise efforts with SESF #5 Support Agencies to ensure collective readiness to perform SESF #5 duties.
4. When SESF #5 is activated by the SEOC, HI-EMA and Support Agencies will assign personnel to support activities within the scope of SESF #5.
5. The HI-EMA Planning Section is responsible for notifying needed Support Agencies of activation. If an SESF representative cannot be reached, that agency’s EMO should be contacted to request an alternate point of contact. A list of current contacts is maintained in the ‘State Contact List’ section of WebEOC.
6. When activated, the HI-EMA Planning Section may be required to have a representative in the SEOC during activation hours. If requested, Support Agencies will also send a representative to the SEOC. Otherwise, Support Agencies will work from their offices or Department Operations Centers (DOCs) to monitor and update WebEOC and provide requested support.

4.2 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 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 incident 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 incident impacts.
7. **PLANNING UNIT:** Also referred to as the Resource Unit, develops the Incident Action Plan (IAP).

4.3 KEY ACTIONS

4.3.1 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 minimum 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 plans, procedural guides, 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.

4.3.2 RESPONSE

4.3.2.1 ACTIVATION OF SESF #5 AGENCIES

1. The Operations Section Chief at the SEOC will activate SESF #5 based on the needs of the incident. 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 incidents, this alert may be sent via email.
 - b. For no-notice incidents, 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 incident.
 - 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.

4.3.2.2 INITIAL RESPONSE ACTIONS

1. Immediately upon notification of a threat, incident 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 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.

4.3.2.3 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 incident 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.

4.3.2.4 TRANSITION TO RECOVERY

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

4.3.3 LONG-TERM RECOVERY

- 1. As the incident transitions to longer term recovery, SESF #5 will deactivate. The decision to deactivate SESF #5 will be made by the Operations Section Chief.
- 2. Following large or particularly complex disasters, the Governor may appoint a State Recovery Coordinator (SRC) to manage state support of county reconstruction efforts. Agencies that are part of SESF #5 may be assigned responsibilities for supporting this type of long-term recovery effort, but those duties are separate from and outside the scope of SESF #5.
- 3. 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.

4.3.4 MITIGATION

- 1. All SESF #5 agencies will take the following steps to support hazard mitigation, as applicable:

Providing input into updates of the ***State of Hawai`i Hazard Mitigation Plan***

Identifying, supporting and/or implementing mitigation measures related to SESF #5 contained in the plan.



4.4 DIRECTION, CONTROL, AND COORDINATION

4.4.1 DIRECTION AND CONTROL

1. The SEOC serves as the central location for interagency coordination and decision-making for state emergency operations, including all activities associated with SESF #5.
2. SESF #5 is part of the Planning and Information Section in the SEOC organizational structure.
 - a. SESF #5 agencies report to the Planning Section Chief in the SEOC.
3. Activities of SESF #5 Support Agencies are, in general, coordinated by the Planning Section.

4.4.2 COORDINATION AMONG SESF #5 AGENCIES

1. The SESF #5 representative in the SEOC coordinates SESF #5 responses to RFAs and RFIs. The request is evaluated and assigned to the SESF #5 agency most likely to have the requested capability or information. Information on the status of the request must be entered in WebEOC by the tasked SESF #5 agency.
2. SESF #5 agencies not present in the SEOC will ensure an SESF #5 contact is identified and available to respond to inquiries from the SEOC during activation hours.
3. When SESF #5 is activated, the HI-EMA Planning Section will organize SESF #5 conference calls to share information and confirm internal coordination procedures. If federal agencies have been activated to support the incident, this call should include the federal ESF #5 Primary Agency.

4.4.3 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.



4.4.4 COORDINATION WITH COUNTY EOCS

1. Each jurisdiction within the state is responsible for its own requirements. Only when local and mutual aid resources are exhausted or projected to be exhausted, or the required capability does not exist at the local level, may the jurisdiction request assistance from the state.
2. The State Agency/County Desks are the primary coordination point between affected counties and other SEOC groups.
3. 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.

4.4.5 COORDINATION WITH FEDERAL PARTNERS

1. If federal #5 is activated in response to, or in anticipation of, a presidential disaster declaration, SESF #5 will establish contact with the federal ESF Coordinating Agency and ensure daily coordination for the duration of the activation. FEMA is the federal agency with primary responsibility for federal ESF #5.
2. Coordination will primarily occur at the SEOC, Initial Operating Facility (IOF), or Joint Field Office (JFO).

4.4.6 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 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.

4.4.7 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.

4.4.8 COORDINATION WITH THE PRIVATE SECTOR

1. Based on the situation, SESF #5 may be called upon to initiate coordination activities with private sector entities that are not already assigned to an SESF. SESF #5 may ask the agency to provide a representative to the Planning and Information Section or to any other Section or SESF, most often as a supporting agency or Subject Matter Expert (SME).



5. AUTHORITIES AND REFERENCES

5.1 STATE LAWS, REGULATIONS AND DIRECTIVES

3. Hawai'i Revised Statutes Chapter 127A – Emergency Management
4. Administrative Directive No. 15-01, Emergency Management Preparedness Policies for Departments

5.2 REFERENCES

5. HI-EMA Emergency Operations Plan
6. SEOC Procedural Guide



6. ATTACHMENTS AND SUPPORTING DOCUMENTS

Attachment 1 State Agency/County Desk Assignments



6.1 ATTACHMENT 1: STATE AGENCY/COUNTY DESK ASSIGNMENTS

1. For each county affected by a disaster, a State Agency/County Desk position in the SEOC is staffed under the Planning Section, Situational Awareness Unit. The primary responsibility of the State Agency/County Desk position is to maintain direct communication with the assigned county EOC’s Planning Section or assigned Liaison Officer. State Agency/County Desks are also assigned to state agency EMOs that are affected or involved in incident response. The State Agency/County Desk gathers information and reports that information to the SEOC as requested by other groups in the SEOC.
2. Below is an example of how the State Agency/County Desk assignments are organized during an activation. Each desk is assigned one county and six agencies with whom they are expected to maintain communications. Depending on how the incident affects state agencies and which agencies are called upon to aid in response, desks may be assigned more or fewer state agencies than shown below. State Agency/County Desks are normally only assigned one county each.

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)