

## **Emergency Support Function – 5 Planning/Emergency Management**



**2025**

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## RECORD OF CHANGES

*Each update or change to the plan should be tracked. The record of changes, usually in table format, contains, at a minimum, a change number, the date of the change, the name of the person who made the change, and a summary of the change. Other relevant information could be considered.*

Change #	Date	Part Affected	Date Posted	Who Posted
1	01/09/25	Updated for 2025	01/09/25	S.Sawyer

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## RECORD OF DISTRIBUTION

*The record of distribution, usually in table format, indicates the title and the name of the person receiving the plan, the agency to which the recipient belongs, the date of delivery, and the number of copies delivered. Other relevant information could be considered. The record of distribution can be used to prove that tasked individuals and organizations have acknowledged their receipt, review, and/or acceptance of the plan. Copies of the plan can be made available to the public and media without SOGs/SOPs, call-down lists, or other sensitive information.*

Agency	Name, Title	Date of Delivery	Copies

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## ESF – 5 Planning/Emergency Management

### **ESF COORDINATOR:**

Chatham Emergency Management Agency

### **SUPPORT AGENCIES:**

Chatham County Commission

Chatham County Engineering

Chatham County Internal Audit

Chatham County Resiliency

Chatham County Mosquito Control

Metropolitan Planning Commission (MPC)

Savannah Area Geographic Information Systems (SAGIS)

## **INTRODUCTION**

The emergency support function of emergency management and planning services involves direction and coordination, operations, and follow-through during an emergency or disaster.

### **Purpose**

ESF-5 provides operational guidance to departments/organizations that are assigned to work within this ESF. The mission of ESF-5 is to provide the core emergency management, planning, financial and administrative functions in support of the Emergency Operations Center (EOC). ESF-5 collects, processes, and disseminates information about an actual or potential emergency or disaster situation and facilitates the overall response and recovery activities. This however is not a tactical response document. ESF-5 will be utilized to make appropriate notifications to and interface with supporting local and state entities during an actual or potential disaster situation.

### **Scope**

ESF-5 acts to meet the Planning/Emergency Management needs of operations to include the collection and dissemination of critical information, facilitation of the planning process, establishment of a common operating picture and ongoing situational awareness.

## **CONCEPT OF OPERATIONS**

### **General**

During an emergency or disaster, ESF-5 may be activated to support operations and assist with the development of a common operating picture. The scope, scale and magnitude of the threat/incident will dictate which support agencies will be requested for the support of ESF-5 Planning/Emergency Management in the EOC.



### **Preparedness**

- a. Serve as the primary coordinator of emergency management activities within Chatham County.
- b. Monitor potential or developing incidents and support the efforts of operations.
- c. Support the implementation of mutual aid agreements.
- d. Establish procedures for agencies, organizations and local governments to maintain expenditures.
- e. Coordinate the development of plans, guides and concepts intended to directly support the EOC.
- f. Plan and/or attend meetings to ensure planning functions are carried out to support this ESF.
- g. Participate in and/or conduct exercises to evaluate local capability.
- h. Ensure all ESF-5 personnel integrate NIMS principles.

### **Response**

- a. Alert support agencies and other jurisdictions when there is a potential emergency or disaster.
- b. Activate and staff the EOC according to the magnitude of the event.
- c. Maintains the staffing schedule for the EOC from activation to demobilization.
- d. Coordinate operations with, and situational reporting to, the State Operations Center.
- e. Coordinate logistical assistance from, and between, jurisdictions, supporting agencies, and the State Operations Center (SOC) and enact Memorandums of Agreement (MOA) and contracts as necessary.
- f. Compile initial damage assessment reports and forward to the SOC.
- g. Coordinate or participate in briefings and conference calls to maintain and provide situational awareness.
- h. Establish planning schedules and coordinate operational period objectives and reporting requirements.
- i. Provide updated information to ESF-15 External Affairs to distribute to the general public and media outlets.

### **Recovery**

- a. Maintain records of expenditures and document resources utilized during the recovery phase.
- b. Collect and process information regarding recovery activities to include anticipating types of recovery information that the EOC and other State agencies may require.
- c. Coordinate the transition to long term recovery efforts.
- d. Resume day-to-day operations.

### **Mitigation**

- a. Support and plan for mitigation measures.

### **Organization**

The County EOC will be activated to coordinate a multijurisdictional level response or at the direction of the CEMA Director.

Representatives from the applicable ESF-5 agencies may be assigned to the EOC or alternate location, as best suited to meet incident needs.

### **ESF Role Aligned to Core Capabilities**

The following table lists the response capability that ESF-5 most directly supports, along with the related ESF-5 actions supporting the capability.

Core Capability	ESF-5 Planning/Emergency Management
Planning	<ul style="list-style-type: none"><li>• Conduct a systematic process engaging the whole community as appropriate in the development of executable strategic, operational, and/or tactical-level approaches to meet defined objectives. This includes, among other things:<ul style="list-style-type: none"><li>➤ Developing and maintaining Standard Operating Guides</li><li>➤ Developing and maintaining MOAs</li><li>➤ Participating in and/or conduct training and exercises to evaluate local capabilities</li></ul></li></ul>

Core Capability	ESF-5 Planning/Emergency Management
Situational Assessment	<ul style="list-style-type: none"> <li>• Provide all decision makers with decision-relevant information regarding the nature and extent of the hazard, any cascading effects, and the status of the response. This includes, among other things: <ul style="list-style-type: none"> <li>➢ Maintaining situational awareness and developing a Common Operating Picture</li> <li>➢ Completing necessary reports</li> <li>➢ Incorporating information displays within the EOC</li> </ul> </li> </ul>

### Responsibilities

Coordinating Agency	Actions
Chatham Emergency Management Agency (CEMA)	<ul style="list-style-type: none"> <li>• Coordinate with each support agency through at least an annual meeting to ensure planning functions are carried out to support this ESF.</li> <li>• Coordinate the flow of messages within the EOC.</li> <li>• Coordinate the overall efforts to collect, process, report and display essential elements of information and facilitate support for response operations.</li> <li>• Distribute plans and reports to the State and other ESFs.</li> <li>• Maintain records of expenditures and document resources utilized during response and recovery efforts.</li> <li>• Identify and provide support staff with necessary operational information to assist ESFs within the EOC.</li> <li>• Coordinate with Non-Governmental Organizations (NGO) and private sector resources to enhance response and recovery operations.</li> <li>• Participate in and/or conduct training and exercises to evaluate local capabilities.</li> </ul>

Supporting Agency	Actions
All Supporting Agencies	<ul style="list-style-type: none"> <li>• Attend at least an annual meeting to ensure planning functions are carried out to support this ESF.</li> <li>• Identify and provide support staff representatives for this ESF and ensure that they have necessary operational information related to assigned activities.</li> <li>• Request non-governmental organizations and private sector entities with available assets contribute those resource to enhance the response effort.</li> <li>• Participate in training and/or exercises to evaluate local capacities.</li> </ul>

Supporting Agency	Actions
All Supporting Agencies (Continued)	<ul style="list-style-type: none"> <li>• Maintain records of expenditures and document resources utilized during recovery operations.</li> </ul>
Chatham County Engineering	<ul style="list-style-type: none"> <li>• Provide EOC Staffing for the following EOC positions as needed:                             <ul style="list-style-type: none"> <li>➤ Situational Awareness Unit</li> <li>➤ Geographic Information Systems (GIS) Unit</li> </ul> </li> </ul>
Chatham County Internal Audit	<ul style="list-style-type: none"> <li>• Provide EOC Staffing for the following EOC positions as needed:                             <ul style="list-style-type: none"> <li>➤ Situational Awareness Unit</li> </ul> </li> </ul>
Chatham County Resiliency	<ul style="list-style-type: none"> <li>• Provide EOC Staffing for the following EOC positions as needed:                             <ul style="list-style-type: none"> <li>➤ Planning Section Chief</li> </ul> </li> </ul>
Metropolitan Planning Commission	<ul style="list-style-type: none"> <li>• Provide EOC Staffing for the following EOC positions as needed:                             <ul style="list-style-type: none"> <li>➤ Future Planning Unit</li> <li>➤ Situational Awareness Unit</li> </ul> </li> </ul>
SAGIS	<ul style="list-style-type: none"> <li>• Provide EOC Staffing for the following EOC positions as needed:                             <ul style="list-style-type: none"> <li>➤ Geographic Information Systems (GIS) Unit</li> </ul> </li> </ul>