

**OHIO EMERGENCY OPERATIONS PLAN  
EMERGENCY SUPPORT FUNCTION #5**

**INFORMATION AND PLANNING**

**PRIMARY AGENCY:** Ohio Emergency Management Agency (Ohio EMA)

**SUPPORT AGENCIES:** All state, federal and other public and private agencies that are charged with carrying-out functional missions to assist local jurisdictions in response to, or recovery from incidents and events.

Other agencies and organizations that provide information and/or expertise to assist in the development of information and planning products.

**I. INTRODUCTION**

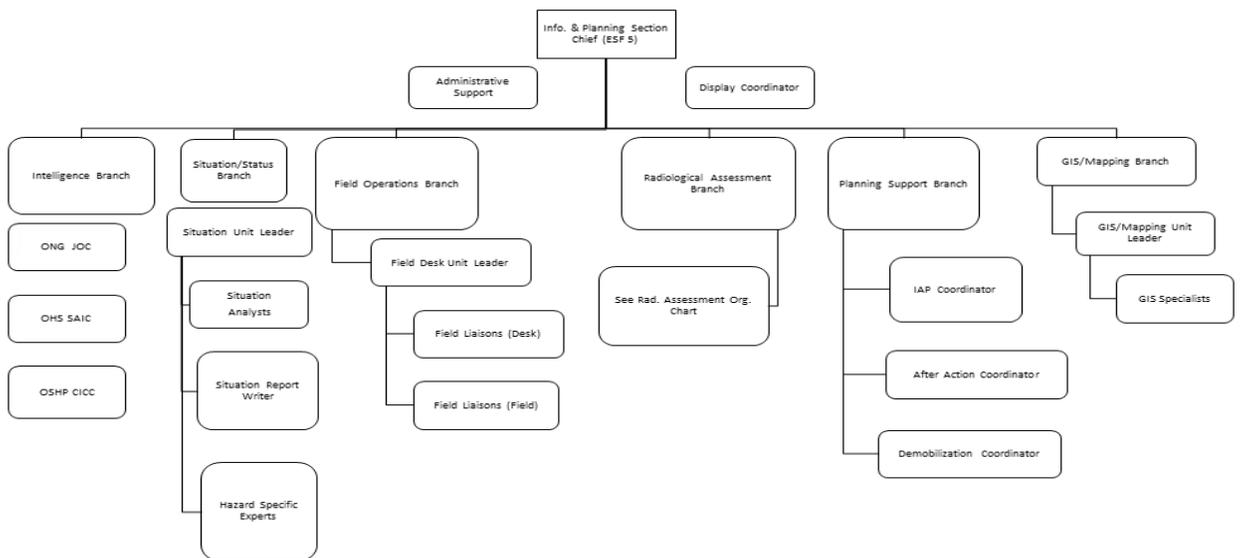
- A. Emergency Support Function #5 (ESF-5), Information and Planning, is an element of the State's multi-agency coordination system, and is consistent with planning activities addressed in the National Response Framework (NRF). ESF-5 describes the collection, processing, analysis, display and reporting of information for dissemination to operational elements; and outlines the development of plans to support state-level decision-making.
- B. During emergency operations, ESF-5 serves as the Planning Branch of the State Emergency Operations Center (State EOC).
- C. In carrying-out its ESF-5 function, the Information and Planning Section will collect information from state and local personnel in the field, from state personnel within Ohio EMA, from state and federal agencies, from private and volunteer organizations, and from open sources and media.
- D. The Ohio EMA Watch Office collects and analyzes real-time information to provide awareness of incidents throughout Ohio. Their inputs support informed incident-based decision making for incident response. The Watch Office, which is located in the State EOC's Assessment Room, partners with local emergency operations managers to maintain:
  - 1. A day-to-day real-time state-wide watch capability
  - 2. A single point of contact for requests into Ohio EMA
  - 3. A team to coordinate information sharing between the whole community

E. Advance Planning

1. When activated, ESF-5 staff engage in advance planning tasks that assess response- and recovery-related operational issues that are likely to occur within the next 36 to 72 hours. In carrying out these tasks, the:
  - a. Advance Planning Unit Leader (APUL) will review and analyze available status reports, action plans, and other significant documents to determine the future impacts of issues which might modify overall strategic objectives. The APUL will also identify future policy-related issues, social and economic impacts, significant response or recovery resource needs, and other key issues and will relay them to appropriate staff for inclusion in the production of Incident Action Plans.
  - b. Planning Branch Director will provide supervision to the Advance Planning Unit and will review and approve Advance Planning and Incident Action Planning considerations prior to briefing the Information & Planning Section Chief.
  - c. Information and Planning Section Chief will review Incident Action Planning considerations that are submitted by the Planning Branch Director for the forthcoming operational period, and will recommend a transition strategy to the EOC Manager when activity shifts predominately to recovery operations.

F. Table of Organization – Information and Planning Section

1. Specific information for each of the Information and Planning Section’s six Branches is included in the sections of this plan that follow the Table of Organization, below.



## F. Situation and Status Branch

1. The Situation/Status Branch acquires and verifies incident-related information, develops overall situational awareness for future planning purposes, provides information to decision-makers, collects and documents incident information, and disseminates information to appropriate audiences.
2. The Branch supports the establishment of a common operating picture for the State Emergency Operations Center, federal agencies, state agencies, and local officials.
3. In response to larger-scale incidents, the Branch will be headed by a Situation Status Branch Director, who supervises a Situation Unit Leader, who supervises one-or-more Situation Analysts, one-or-more Situation Report Writer. The Branch may also be assisted by one-or-more Subject Matter Experts from one-or-more support agencies.
4. In response to smaller-scale incidents responses, Branch staffing will be scaled-back as appropriate to match the scope and complexity of the incident.
5. Specific Actions that the Branch will take could include:
  - a. Obtaining information through briefings from the Information and Planning Section Chief
  - b. Attending briefings and communicating with internal and external incident stakeholders to ensure the synchronization of State EOC/Branch activities as well as the currency and accuracy of information
  - c. Collecting and summarizing information
  - d. Preparing the Assessment Room.
  - e. Maintaining and supporting situational awareness and ensuring that the incident's current status is reflected within the State EOC's incident management software postings and in Situation Reports.

## G. Field Operations Branch

1. The Field Operations Branch coordinates the flow of information into, through and out of the field desk within the State Emergency Operations Center; and provides oversight of field-deployed personnel in support of county actions.
2. In response to larger-scale incidents, the Branch will be headed by a Field Operations Branch Director who supervises a Field Desk Unit Leader, who supervises one-or-more Field Support Desk personnel.

3. In response to smaller-scale incidents, this Branch could be absorbed into the duties of the Information & Planning Section Chief or the Situation/Status Branch Director. The duties of this Branch could also be absorbed into the Situation/Status Branch if the scope and complexity of the incident warrant.
4. Specific Actions that the Branch will take could include:
  - a. Obtaining information through briefings from the Information and Planning Section Chief
  - b. Attending briefings and communicating with internal and external incident stakeholders to ensure the synchronization of State EOC/Branch activities as well as the currency and accuracy of information
  - c. Collection, documenting and reporting incident-based information from counties and local jurisdictions via the State EOC's incident management software.
  - d. Providing updates to the Section Chief and/or EOC Director on the incident's operational status and issues related to the section

#### H. Planning Support Branch

1. The Planning Support Branch is responsible for incident action planning, advance planning, and after action coordination.
2. In response to larger-scale incidents, the Branch will be headed by a Planning Support Branch Director who supervises an Advance Planner.
3. In response to a smaller-scale incident, the supervision of and/or the duties of the Advance Planner can be absorbed into the Situation and Status Branch.
4. Specific Actions that the Branch will take could include:
  - a. Obtaining information through briefings from the Information and Planning Section Chief
  - b. Producing Advance Planning products that anticipate future consequences, trends, forecasts, and impacts.
  - c. Providing guidance to the After Action Coordinator to support After Action Review planning and preparation.
  - d. Attending briefings and communicating with internal and external incident stakeholders to ensure the synchronization of response activities.
  - e. Providing briefings on current activities and unusual events

## I. GIS/Mapping Branch

1. The GIS/Mapping Branch is responsible for the collection, analysis, and displaying of critical information obtained from various sources, including field reports, other departments and agencies, and State EOC Sections.
2. The goal of the Branch is to graphically display incident-related information as quickly and as effectively as possible.
3. In smaller-scale responses, the duties this Branch can be performed by the Information and Planning Section Chief if it is warranted by the scope and complexity of the incident.
4. Specific Actions that the Branch will take could include:
  - a. Obtaining information through briefings from the Information and Planning Section Chief.
  - b. Anticipating requirements and needs and assembling and/or preparing supporting referential data and graphics.
  - c. Determining and establishing GIS products and production priorities.
  - d. Anticipating future consequences, trends, forecasts, and impact statements.
  - e. Attends briefings and communicates with internal and external incident stakeholders to ensure synchronization of activities as well as currency and accuracy of information
  - f. Keeps the Information and Planning Section Chief (ESF-5) and all Branch Chiefs fully informed of the progress of GIS/Mapping activities
  - g. Provides briefing to relief on current activities and unusual events

## J. Radiological Assessment Branch

1. The Radiological Assessment Branch has the responsibility of ensuring the proper function of the Assessment Room during a radiological emergency. This includes ensuring that various rooms are properly configured, dose assessment tools are available, information is flowing via proper channels, and that the dose assessment team has the resources required to generate Protective Actions Recommendations (PAR).
2. The Branch is responsible for gathering information pertaining to the status of plants and relating that information to various stakeholders via a variety of briefings.

3. In response to a normal radiological emergency response, the Branch will be headed by a Radiological Assessment Branch Director who will supervise a Radiological Assessment Support Unit Leader and a Dose Assessment Group Supervisor.
  - a. The Support Unit Leader will supervise an Executive Group Liaison and a Utility Liaison.
  - b. The Group Supervisor will supervise an Informal Line Communicator, a Formal Line Communicator, and a Dose Assessment Unit Leader.
    - i. The Informal Line Communicator will supervise a County EOC Liaison and a Utility EOF Liaison.
    - ii. The dose Assessment Unit Leader will supervise a Field Monitoring Team Coordinator, a State Dose Assessment Systems Operator, and oversee the Dose Assessment Quality Assurance Systems.
      - The Field Monitoring Team Coordinator will supervise a Courier and a Field Monitoring Team, and will oversee a Sample Screening Point.
      - The State Dose Assessment Systems Operator will supervise a County Dose Assessment Systems Operator.
4. Specific Actions that the Branch will take could include:
  - a. Notifying appropriate EMA management and Assessment Team personnel of a classified event at a nuclear power plant.
  - b. Ensuring that notifications are made to appropriate organizations as the event progresses.
  - c. Ensuring that the Assessment Room, Annex and Executive Room are properly configured for a nuclear power plant response.
  - d. Ensuring that dose assessment software and plant monitoring web sites are functional.
  - e. Ensuring that information is properly shared and routed amongst dose assessment team members and utility liaisons.
  - f. Requesting and participating in State EOC briefings for the radiological event.
  - g. Gathering information related to plant status and briefing as appropriate.

- h. Supporting the Dose Assessment Group in the development of Protective Action Recommendations.
- i. Participating in Ingestion Zone Reentry Recovery Advisory Group (IZRRAG) meetings and discussions as the event transitions from the emergency phase to the intermediate phase.

#### K. Intelligence Branch

1. The Intelligence Branch is responsible for enhancing situational awareness through the sharing of pre- and post-incident information, intelligence, and real-time incident intelligence.
2. The Intelligence Branch is also responsible for obtaining, analyzing, and managing unclassified, classified, and open source intelligence.
3. The Intelligence Branch ensures that requests for information, information needs, and intelligence gaps are identified, analyzed, validated, produced (if applicable) and resolved.
4. In response to a smaller-scale incident, the supervision of and/or the duties of the Intelligence Branch can be absorbed into the Situation and Status Branch.
5. Specific Actions that the Branch will take could include:
  - a. Collect, process, analyze, secure, and appropriately disseminate information and intelligence.
  - b. Serve as a conduit to provide situational awareness (local and national) pertaining to an incident.
  - c. Development and maintenance of a Common Operating Picture for use between all agencies involved with Intelligence Branch.
  - d. Inform and support life safety operations, including the safety and security of all response personnel.

## II. SITUATION AND ASSUMPTIONS

### A. Situation

1. All State-level incident responses will require the activation of ESF-5. The Information and Planning Section will support the initial assessment of potential and developing incidents and the identification of overall priorities for state-level emergency activities by conducting research and developing displays and briefings.
2. An incident may not require all elements of the Information and Planning Section to be staffed, and depending on the pace of operations in the State EOC, multiple positions and/or responsibilities could be filled by one person.
3. Standard Operating Procedures, including a listing of the specific duties of the four branches of the Information and Planning Section, instructions and procedures on the use of the State EOC operational software (WebEOC), and State EOC operational procedures are maintained by the Operations Division of Ohio EMA.
4. Add information on information flow – in through the field to the Watch Office, out through the Field Desk.
5. Add information on how ESF-5 utilizes field-based personnel.
6. Account for “regional folks” activity and inputs – taskings, liaising, conduits for information.

### B. Assumptions

1. Demands for information support will be immediate, continuous but not always readily available.
2. State and local personnel in the field are the best source of vital information regarding damage assessments; needs assessments; and geographical, logistical, and other necessary site-area information.
3. There may be delays in establishing full operational capability because telecommunications may be impacted, and lead-time will be required to establish a state presence at the disaster site.
4. Ohio EMA personnel and personnel from other state departments that support the Information and Planning Section will receive regular training in their functions.
5. Sufficient personnel will be available to fill all necessary positions for short-term and long-term activations.

### III. CONCEPT OF OPERATIONS

- A. In response to an incident or event, the Ohio EMA Preparedness Branch Chief will jointly assess the situation with the Ohio EMA Operations Administrator, the Executive Director, and possibly the Department of Public Safety Director's and/or Governor's Office to determine whether to activate the Information and Planning Section. This decision will be based on the need to monitor a potential or developing incident/event, and to determine the priorities for information collection, processing and distribution during assessment, response and recovery.
  
- B. The Ohio Emergency Management Agency maintains procedures for State EOC-based operations, including:
  - 1. State EOC Activation by Activation Level
  - 2. Requesting a Governor's and Federal Declaration and External Resources
  - 3. Joint Information Center Activation and Deactivation, and Media Advisories
  - 4. Damage Assessments and Disaster Recovery Centers
  - 5. Financial and Administrative Management – Funding Sources, Cost Documentation Forms, Overtime Management Procedures
  - 6. State EOC Operations Room Positions – Mission Controller, Help Desk, Mission Tracker
  - 7. Information and Planning – Assessment Room Activation and Deactivation, Situation Report Writer, Field Desk Unit Leader, Field Liaison, shift Change Briefings, Incident Action Planning, Advance Planning, After Action Reporting, Radiological Assessment, Utility Emergency Operations facility Liaison, Daily Battle Rhythm Chart
  - 8. Logistics – Logistics Section Concept of Operations, Logistic Working Group, Receiving and Supporting FEMA and other Federal Personnel, Logistics Section Chief, Donations Management Branch, Procurement Branch, Emergency Management Assistance compact (EMAC) Branch
  - 9. State EOC Support – Telephone Systems Procedures
  - 10. State EOC Concepts of Operation Document
  
- C. The Information and Planning Section Chief specifies which elements of the Section will be staffed, according to the situation's requirements.

- D. In the initial period of an incident, information is generated through the Ohio EMA Field Operations Training and Exercise Branch (FOTE), the Ohio EMA Radiological Branch, and/or other appropriate state and federal entities.
- E. Information (including geo-spatial) will be gathered from multiple sources and will be analyzed and provided to the executive group and other appropriate entities in accordance with their priorities.
- F. Information appropriate to the incident will be recorded within the State EOC's web-based operations tracking system, WebEOC, and will be provided to the Executive Group and other appropriate entities in accordance with their determined priorities.
- G. Planning will be conducted and plans will be created in accordance with the priorities of the Executive Group. Types of plans to be created may include, but will not be limited to: Incident Action Plans (IAP), contingency plans, demobilization plans, future plans, and revisions to other existing plans.
- H. Reporting will be according to formats and schedules as indicated in existing State EOC standard operating procedures, to include Situation Reports, briefings, status reports, and special reports as dictated by the priorities of the incident.
- I. After-action reporting (AAR) will be conducted according to existing State EOC standard operating procedures, and will be based on information collected from the field and from responding agencies during the incident.
  - 1. Materials originating from the incident will be gathered and compiled into an incident binder by the Documentation Coordinator.
  - 2. An After Action Review (AAR) will be conducted upon the termination of an emergency or disaster to record how well state emergency response systems functioned during an event.
  - 3. The Information and Planning Section Chief, with the assistance of the Recovery and Mitigation Section Chief when appropriate, will be responsible for conducting and facilitating an AAR.
  - 4. After conducting an AAR, a Corrective Action Plan that addresses identified deficiencies will be developed by the After Action Coordinator
- J. State EOC procedures contain additional information regarding State EOC positions and the Information and Planning Section relationship to other sections in the Multi-Agency Coordination (MAC) system.

## **IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITY**

### **A. Continuing Actions**

1. The operation of the Information and Planning Section will continue for as long as it is necessary to provide incident support.
2. Operational response will transition from response to recovery as part of demobilization activities. This transition will not change the mission of the Information and Planning Section, and it will not affect the basic functions of information gathering, analysis, dissemination and planning.
3. Positions listed on the State EOC Organization Chart will be filled dependent on the activation level of the incident. Depending on the tempo of the incident, multiple positions could be filled by a single person.
4. As the tempo of incident operations slows, Information and Planning Section staffing will be gradually reduced and the responsibility for steady-state monitoring will be returned to the Watch Office.