

STATE OF OHIO

EMERGENCY OPERATIONS PLAN



EMERGENCY SUPPORT FUNCTION #5

INFORMATION AND PLANNING

PRIMARY AGENCY

Ohio Emergency Management Agency

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 executing missions to assist local jurisdictions in response to, and/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 in order to create a common operating picture and to support State-level decision-making.
- B. During emergency operations, ESF-5 serves as the Information and Planning Section of the State Emergency Operations Center (State EOC).
- C. In executing its ESF-5 function, the Information and Planning Section will collect information from the whole community, including local, state, federal and private-sector partners.
- D. ESF-5 is continuously functioning in the State of Ohio. During Daily Operations the Watch Office serves as ESF-5. These responsibilities continue during Assessment and Monitoring, although operational tempo is increased, and additional staff may be provided to fulfill the mission. During State EOC activations, ESF-5 will be staffed with personnel from Ohio EMA. Additionally, trained personnel from the Department of Public Safety's Emergency Resource Team may supplement ESF-5 positions. In addition to supporting the activation, the Watch Office will maintain ESF-5 Daily Operation responsibilities.
- E. The Watch Office relies on information from the Ohio EMA Regional Operations and partners, such as other state agencies and county EMAs to complete its ESF-5 function.
- F. The Ohio EMA Watch Office collects and analyzes real-time information to provide incident awareness throughout Ohio. Their reporting supports informed decision-making for incident response. The Watch Office is the primary point of contact for Ohio EMA during an activation.

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. The Watch Chief is responsible for updating Planning Section Procedures in accordance with the process established by the Emergency Operations Center Manager.
3. During periods of higher operational tempo, staff can be added to ESF-5 from other sections within Ohio EMA.
4. ESF-5 will incorporate subject-matter experts to focus on areas of heightened risk.

B. Assumptions

1. 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.
2. The ability to initially report may be delayed due to incident impacts to communication systems.
3. Ohio EMA personnel and personnel from other state departments that support the Information and Planning Section will receive regular training in their functions.
4. 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 Watch Chief will jointly assess the situation with the Ohio EMA Operations Administrator, the Emergency Operations Center Manager, and the Executive Director to determine whether to activate the Information and Planning Section. This decision will be based on an actual or anticipated increase in operational tempo for ESF-5.

B. Essential Elements of Information

1. Essential Elements of Information (EIs) are important and standard information items that support timely and informed decision-making (NIMS definition, 2017).

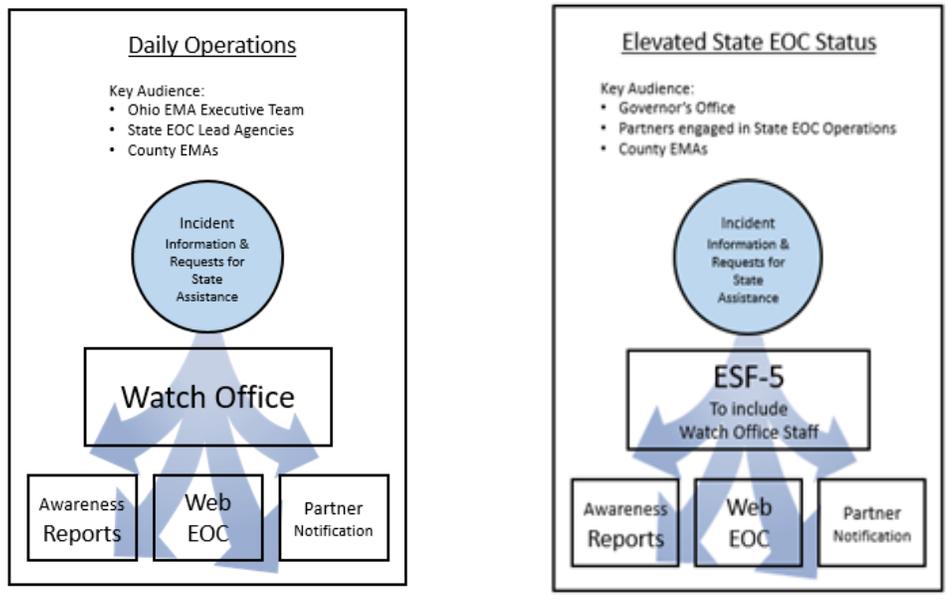
2. EEIs respond to specific information requirements that are required to plan and execute an operation, and to support timely and logical decision-making.
3. The Watch Office maintains a list of Daily Operations EEIs.
4. The Ohio EMA Executive Director will adjust EEIs based on an incident's information needs.
5. Current Daily Operations EEIs may include but not be limited to:
 - a. State EOC posture
 - b. Fatalities and injuries
 - c. Evacuation needs and status
 - d. Impacted infrastructure
 - e. Sheltering needs and activity
 - f. Extent of impacted areas
 - g. Access and functional needs populations impacts
 - h. Local emergency declarations
 - i. Resources requested
 - j. Incident trending (improving, stable, degrading)
 - k. Incident media needs and coverage

C. Requests For Information (RFI)

1. While EEIs address standing information requirements, RFIs request specific information at specific times. RFIs provide data to decision-makers and public-information personnel, which enable them to perform their duties. An uncontrolled information-gathering process can result in redundant RFIs, a fractured operating picture, and distracted response personnel.
2. In order to maintain a common operating picture and to avoid redundant requests, RFIs will be routed through the Situation Unit if it meets one of the following criteria:
 - a. Requestor is the Governor's Office, DPS, or Ohio EMA Leadership.
 - b. The request will require extensive effort to answer.
 - c. The request requires input from local personnel.
3. If the Situation Unit is unable to immediately respond to an RFI, the RFI will be tasked to the appropriate ESF.
4. If the origin of the RFI is an involved county EMA, it will be tasked to ESF-5.

5. If the RFI is likely to best be answered by a county EMA, the Situation Unit will reach out directly or through Ohio EMA Regional Staff.
6. If the State EOC has not been activated, incident-related RFIs will be addressed through the Watch Office.

D. Information Flow

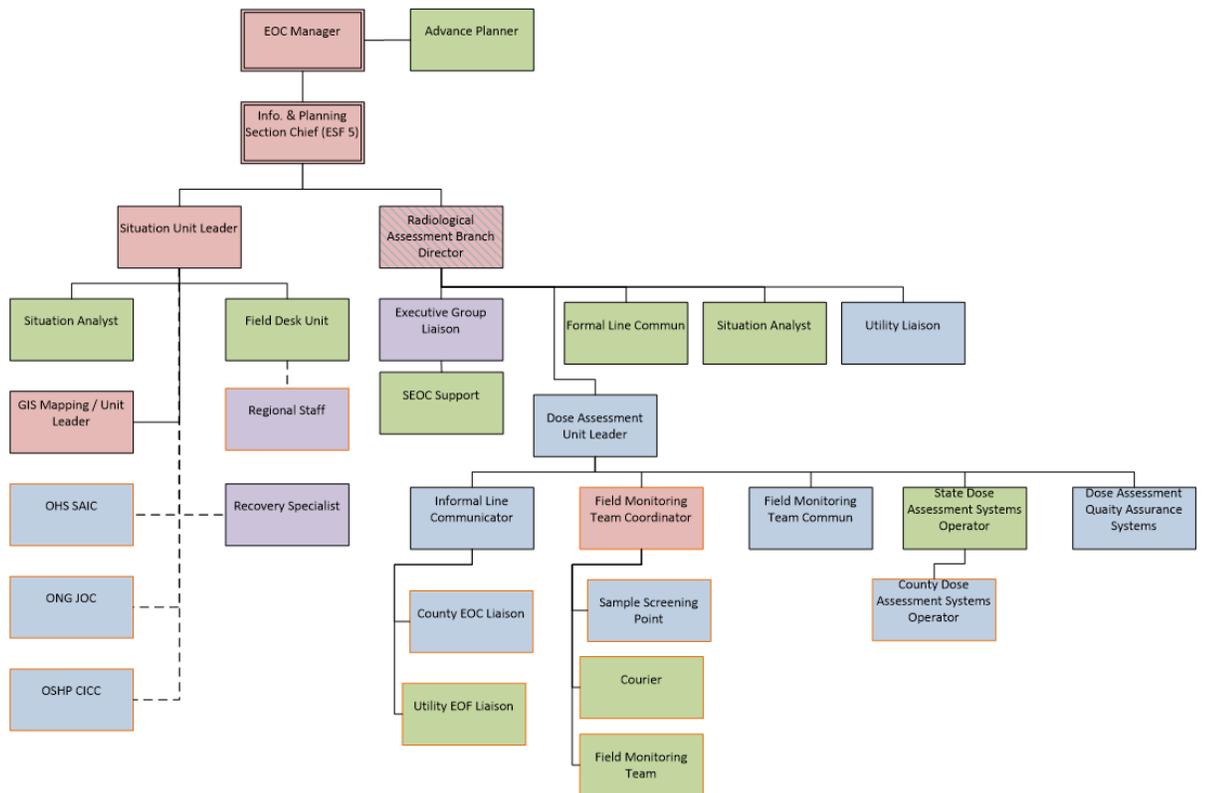


IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITY

A. ESF-5 Organization

1. The functions outlined in ESF-5 are predominately conducted by the ESF-5 Section, with the assistance of state and local partners. One exception is the position of Advanced Planner. When activated, this position reports directly to the EOC Manager. This is done to ensure that the Advance Planner is kept informed on incident trends and proposed actions.
2. The operation of the Information and Planning Section will continue for as long as it is necessary to provide incident support.
3. 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.

4. 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.
5. 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.
6. ESF-5 Organizational Chart



B. The Information and Planning Section Chief will specify which elements of the Section will be staffed, according to the situation’s requirements.

C. Situation Unit

1. The Situation Unit 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 Unit supports the establishment of a common operating picture for the State EOC, federal agencies, state agencies, and local officials.

3. When activated, the Situation Unit Leader, who may supervise one-or-more Situation Analysts/Report Writers, and/or one-or-more Field Desk staff. The Unit may also be assisted by a GIS Specialist and one-or-more Technical Specialists from one-or-more support agencies.
4. In response to smaller-scale incidents responses, Unit staffing will be scaled-back as appropriate to match an incident's scope and complexity.
5. Specific Actions that the Unit 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 for current 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.
6. Field Desk
 - a. This function coordinates the flow of information into, through and out of the field desk within the State EOC; and provides oversight of field-deployed personnel in support of county actions.
 - b. In response to larger-scale incidents, this function may be supported by one-or-more Field Desk personnel.
 - c. In response to smaller-scale incidents, this function could be absorbed into the duties of the Situation Unit Leader or the Information & Planning Section Chief.
7. GIS/Mapping
 - a. The GIS/Mapping function 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.
 - b. EOC GIS personnel may coordinate with GIS personnel in other State agencies to acquire specialized mapping products.

- c. The goal of this Function is to graphically display incident-related information as quickly and as effectively as possible.
- d. In smaller-scale responses, the duties this Function may be performed by the Situation Unit Leader or the Information and Planning Section Chief.

D. Radiological Assessment Branch

1. The Radiological Assessment Branch has the responsibility of ensuring the proper function of the Radiological 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 nuclear power plant radiological emergency response, the Branch will be headed by a Radiological Assessment Branch Director who will coordinate with the Group Supervisor and an Executive Group Liaison.
 - a. The Group Supervisor and Branch Director 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 all Field Monitoring Teams, 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 Partner Agency points of contact regarding 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 Radiological Assessment Room, 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 with and routed to 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.

E. Intelligence Branch

1. The Intelligence Branch is responsible for enhancing situational awareness through the sharing of pre- and post-incident information and real-time incident intelligence.
2. The Intelligence Branch is also responsible for obtaining, analyzing, and managing unclassified, classified, and open source intelligence.
3. When appropriate and in compliance with relevant laws and policies, the Intelligence Branch is responsible for de-classifying relevant information to share with the broader response community.
3. The Intelligence Branch ensures that requests for information, information needs, and intelligence gaps are identified, analyzed, validated, produced (if applicable) and resolved.
4. Coordination activities of the Intelligence Branch will be driven by the information needs of the State EOC based on the scale of the incident.
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.
- F. The Ohio Emergency Management Agency maintains procedures for State EOC-based operations, including, but not limited to:
- 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
 - 8. Logistics
 - 9. State EOC Support – Telephone Systems Procedures
- G. Information relevant to an incident will be documented within the State EOC's web-based operations tracking system, WebEOC. Information within this system will be provided to the Executive Group and other appropriate entities relevant to their determined priorities.
- H. Incident-specific planning will be conducted and plans will be created in accordance with the priorities of the Executive Group. Types of plans that will 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.

- I. Incident reporting will be according to formats and schedules as indicated in existing State EOC standard operating procedures, to include situation reports, spot reports, briefings, and special reports as dictated by the priorities of the incident.
- J. Incident After-Action Reporting (AAR) will be conducted according to existing Ohio EMA standard operating procedures, and will be based on information collected from the field and from responding agencies during the incident:
 - 1. An After Action Review (AAR) will be conducted upon the return to Daily Operations following the activation of the Ohio EOC with the purpose of documenting the strengths and areas of improvement regarding response systems during an event.
 - 2. The Operations Administrator will be responsible for conducting and facilitating an AAR.
 - 3. After conducting an AAR, an Improvement Plan that addresses identified deficiencies will be maintained by the Planning, Training and Exercise Branch.
- K. 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.
- L. 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.
- M. Information appropriate to the incident will be recorded within the State EOC's web-based operations tracking system, WebEOC, and will provided to the Executive Group and other appropriate entities in accordance with their determined priorities.

N. Incident 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.

O. Advance Planning

1. Ohio EMA will provide staffing for the Advance Planning function. When activated, Advance Planning staff will engage in advance planning tasks to assess response- and recovery-related operational issues and missions that are likely to occur within the next 36-to72 hours.
2. The Advance Planner will review and analyze After-Action Reviews from previous similar incidents. This review will examine: Threat Hazard Incident Risk Assessment – Stakeholder Preparedness Review (THIRA-SPR), available status reports, action plans, and other significant documents to determine likely future needs and missions.
3. The Advanced Planner will also identify future policy-related issues, social and economic impacts, significant response or recovery resource needs, and other key issues and will communicate them to State EOC leadership.
4. Using the above resources, the Advance Planner will develop documents that communicate probable future missions and needs. This will be communicated to State EOC leadership and other ESF-5 functions.