

Annex 5 to Florence County EOP  
ESF 5  
Information and Planning

PRIMARY: Florence County Emergency Management Department

SECONDARY: Florence County PIO  
Florence County Administrative Staff  
Florence County Central Dispatch

I. Introduction

ESF-5 is the hub of the EOC and all information and request flow through it. ESF-5 collects information, tracks request, plans future actions, prepares the SITREP, inputs information on WebEOC, coordinates EOC administrative operations and allocates resources. ESF-5 is also responsible for providing information to the media, general public and local industries within Florence County.

ESF-5's collection of information includes coordinating with the public utilities (power, phone, gas, etc) providing service to Florence County. This information is critical for the planning and coordination of recovery and relief operations. This information will be gathered by monitoring the utility's website or by contacting the utility point of contact directly.

II. Concept of Operations

When the EOC is activated, ESF-5 personnel will work in three specific locations within the EOC; the message center, the operations desk and the PIO workstation.

In the event that the EOC is opened under a limited or partial activation, the operations desk will be staffed by personnel from emergency preparedness while the message center and PIO workstation will be staffed as directed by the EM Director (see EOC activation in Basic Plan).

III. Specific Responsibilities

A. Emergency Management Department:

1. Serves as the hub of all EOC activities.
2. Develops and maintains this Annex.
3. Coordinates collection of information and development of the SITREP, Action Plan and EOC briefings.
4. Documents and tracks request.
5. Allocates resources.

6. Assigns priorities when needed (IE: power or utility restoration, road clearing, communications, etc.). This prioritization list may vary based on the size, scope and location of the disaster or the given needs at the time.
7. Ensures input of information on WebEOC.
8. Develops an EOC Action Plan for the next operational period.
9. Man and operate the EOC Operations Desk.
10. Maintain a list of possible duties/responsibilities for military support (SCNG, state guard, Civil Air Patrol, etc.). If military resources become available assign them specific responsibilities (POD site work, debris removal, etc.) so they function under their own chain of command.

B. County PIO:

1. Performs duties outlined in the PIO section of the basic plan and ESF-15 (External Affairs).
2. Man and operate the PIO workstation (EM Director's office).

C. Central Dispatch:

1. Provides personnel to work in EOC to assist Emergency Management.
2. Man and operate the EOC message center.

IV. State Interface

This annex is not supported by a directly corresponding ESF at the state and federal level. State ESF-5 duties differ from county ESF-5 responsibilities in that at the state level, ESF-5 is concerned only with future operations, development of the state SITREP, coordination among other state ESF and coordination with federal agencies. County ESF-5 will coordinate directly with the SEOC by WebEOC, phone, FAX, or radio. The points of contact for the purpose of coordination and information exchange at the SEOC are the SCEMD Operations Officer, Florence County Desk Officer, State Warning Point and any ESF which might have information vital to county ESF-5.

At the state (and federal) level the PIO is not part of ESF-5; therefore, the county PIO should establish direct contact with the SCEMD PIO and not state ESF-5. The SCEMD PIO operates from the SEOC.

V. Update and Maintenance

This annex will be updated in accordance with paragraph XI (Plan Development and Maintenance) of the Basic Plan.

Appendixes:

- A – EOC Activation Checklist
- B – Mobile Command Post Activation Checklist
- C – EOC Briefings Forms
- D – Situation Report (SITREP) Format
- E – EOC Action Plan

Appendix A (EOC Activation Checklist)  
To  
ESF 5 (Information and Planning)

(Check off by noting the time event was completed and initials of person completing)

**Partial Activation:** (OPCON 4) At this level only FC EMD personnel will staff the EOC.

- \_\_\_ Secure facility by locking all doors except lobby entrance. Place signs on doors.
- \_\_\_ Establish sign-in roster and set up badge issue point.
- \_\_\_ Open operational journal at Ops Desk.
- \_\_\_ Document/track all decisions through WebEOC or EOC logs.
- \_\_\_ Establish file of incoming/outgoing messages or request.
- \_\_\_ Establish contact with state warning point (803-737-8500). Advise them of situation or seek additional information. Inform them of desired communications method (WebEOC, Telephone, 800 MHz, other)
- \_\_\_ Alert key emergency personnel to standby (see smart book for names/numbers).
- \_\_\_ Notify County Administrator (665-3035).
- \_\_\_ Conduct an “Activation Briefing” (See Appendix C, Annex 5 for format).
- \_\_\_ Conduct operational test of communications equipment (radios, telephones, etc).
- \_\_\_ Computers, facsimiles, copiers, TV, LCD projectors turned on and tested.
- \_\_\_ Set up information displays as required (maps, dry erase boards, WebEOC, etc).
- \_\_\_ Continue to track weather or other event(s) driving EOC activation.
- \_\_\_ Provide information to other agencies/industry/schools/media via text/email.
- \_\_\_ Post information/press releases on Website/WebEOC to inform public.
- \_\_\_ Prepare and submit SITREP to SEOC (see Appendix D, Annex 5 for format).
- \_\_\_ Prepare EOC Action Plan for next operational period ( see Appendix E, Annex 5).

\_\_\_ Advise Jail of any feeding or administrative support requirements.

\_\_\_ Escalate to more severe class if appropriate.

\_\_\_ If event is terminated, notify all agencies, reposition equipment, account for used supplies and equipment, capture costs and begin after action review process.

**Limited Activation** (OPCON 4 or 3)

\_\_\_ Complete all **Partial Activation** actions.

\_\_\_ Place telephones on “Night Mode 2” if not already done.

\_\_\_ Alert and recall needed ESF personnel (and PIOs) based on situation.

\_\_\_ Alert and recall additional dispatchers to staff ESF 2 and ESF-5.

\_\_\_ Request security personnel from jail to man sign-in/ badge issue point.

\_\_\_ Review appropriate hazard specific plans (Annex 25); implement required actions.

\_\_\_ H.B. Robinson Site Specific

\_\_\_ Hurricane

\_\_\_ Terrorism

\_\_\_ Emergency Response Team (ERT)

\_\_\_ Earthquake

\_\_\_ Dam Failure

\_\_\_ Aircraft Failure

\_\_\_ Flooding

\_\_\_ Consider asking for county declaration of emergency.

\_\_\_ Deploy PIO to JIC if one is activated.

\_\_\_ Issue additional 800 MHz radios for in-house use if needed.

\_\_\_ Continue to track weather or other event(s) driving EOC activation.

\_\_\_ Continue to provide information to other agencies/industry/schools/media via paging/email.

\_\_\_ Continue to post information/press releases on Website to inform public.

\_\_\_ Continue to prepare and submit SITREP to SEOC per county EOP (see attached format).

- \_\_\_ Continue to conduct briefing per EOP (See attached format).
- \_\_\_ Continue to prepare EOC Action Plans for next operational period.
- \_\_\_ Escalate to more severe class if appropriate.
- \_\_\_ If event is terminated, notify all agencies, reposition equipment, account for used supplies and equipment, capture costs and begin after action review process.

**Full Activation** (OPCON 2 or 1)

- \_\_\_ Complete all actions on **Limited Activation** checklist.
- \_\_\_ Continue to track weather or other event(s) driving EOC activation.
- \_\_\_ Continue to provide information to other agencies/industry/schools/media via paging/email.
- \_\_\_ Continue to post information/press releases on Website to inform public.
- \_\_\_ Continue to prepare and submit SITREP to SEOC per county EOP (see attached format).
- \_\_\_ Continue to conduct briefing per EOP (See attached format).
- \_\_\_ Continue to prepare EOC Action Plan for next operational period.
- \_\_\_ Escalate to more severe class if appropriate.
- \_\_\_ If event is terminated notify, all agencies, reposition equipment, account for used supplies and equipment, capture costs and begin after action review process.

Appendix B (Mobile Command Post Activation Checklist)  
To  
Annex 5 (Information and Planning)

(Check off by noting the time event was completed and initials of person completing.)

At least one FC EMD employee will remain with the mobile command post at all times while it is in operation.

\_\_\_ Level command post with tongue jacks; do not level with corner jacks. These are stabilizing jacks only.

\_\_\_ Place wooden blocks under corner jacks and lightly tighten.

\_\_\_ Open generator door and lock in up position.

\_\_\_ To start generator push and hold one of the start buttons until unit starts. Start buttons are located on the generator and inside the command post, marked "**START**".

\_\_\_ Turn on main breaker located in main panel box, marked "**MAIN BREAKER**".

\_\_\_ Turn refrigerator and TV switch from shore to generator. This switch is located beside the main panel and marked "**REFRIGERATOR SWITCH**".

\_\_\_ Turn on top two power supplies for 12-volt system. These are located in bottom right side of equipment room, marked "**POWER SUPPLY ONE, POWER SUPPLY TWO, POWER SUPPLY THREE**".

\_\_\_ Turn on UPS for telephone system. This is located in bottom left side of equipment room. The on and off button is marked "**POWER BUTTON**".

\_\_\_ Turn on heat or AC. Located in front and rear ceiling.

\_\_\_ Set radios on correct zone and channel. Conduct radio check.

\_\_\_ Place other equipment in operation as needed (ie: copier/fax, laptop computers, TV)

\_\_\_ Open outside storage door, remove contents.

\_\_\_ To set up awnings, cut wire ties, unlock support arms, flip in and out switch, pull awning out, extend upper support arms and lock, raise awning and lock in place.

\_\_\_ To set up observation deck, pull pins, fold up rails, insert pins in place to lock.

\_\_\_\_ Once command post is operational, follow steps of activation checklist if FC EMD is in operational control. If command post is supporting local IC, follow their respective action plan.

\_\_\_\_ Shut down command post in reverse order making sure all personnel and storage doors are locked.



Appendix C (EOC Briefings)  
To  
ESF 5 (Information and Planning)  
To  
Florence County Emergency Operations Plan

I. An “**Activation Briefing**” will be given by the EOC Manager to inform the EOC staff of the nature of the event causing activation of the EOC and to provide guidance and assign priorities to the EOC staff. The activation briefing will cover, as a minimum:

1. Current Status of county/EOC.
2. Background information/nature of event.
3. Status of local departments, municipalities, adjoining counties or state agencies involved.
4. Known damages/causalities.
5. Anticipated problems.
6. General plan of action.
7. Specific assigned tasks.
8. Safety considerations.
9. Administrative procedures.

II. Two operational “**Operational Briefings**” will be conducted each day while the EOC is activated. These briefings will be conducted at 1000 (10:00 am) and 2200 (10:00 pm) to allow for inclusion of the information in the SITREP. These briefings will be conducted to allow the EOC Manager to keep EOC staff updated and to allow each ESF to brief other EOC personnel on its ongoing operations. The EOC Manager will start these briefings and then each ESF (in numerical order) will provide its update. The briefing format is as follows:

1. EOC Manager uses the format for the activation briefing and addresses items that are pertinent.
2. Each ESF will then address the following topics for their ESF:
  - a. Highlight significant events of the past 12 hours.
  - b. Discuss key ongoing operations.
  - c. Highlight operations/actions planned for the next 12 hours.
  - d. Brief any anticipated problems or shortfalls and recommended solutions.

III. Most of the departments staffing the EOC have varying levels of staffing, therefore, many of these agencies are forced to change EOC shift personnel at different times. For this reason there is no formal “shift change”. To ensure an adequate exchange of information when an ESF changes shift the oncoming and outgoing shift member will complete the attached “**Shift Change Briefing**” document and submit it to the EOC Manager before the outgoing shift is released from duty.

## Shift Change Briefing

ESF/Agency \_\_\_\_\_ Time \_\_\_\_\_ Date \_\_\_\_\_

Topics discussed/information exchanged:

Highlight significant events of the past 12 hours.

---

---

---

Discuss key ongoing operations.

---

---

---

Highlight operations/actions planned for the next 12 hours.

---

---

---

Brief any anticipated problems or shortfalls and recommended solutions.

---

---

---

Location of notes/phone numbers/after action input/etc.

---

---

---

I have been briefed on the above information and I have been instructed in proper use of WebEOC, other necessary software, briefing schedules, message procedures and certify that I am prepared to assume my role as a member of this ESF.

Incoming ESF Member

Print Name \_\_\_\_\_ Sign \_\_\_\_\_

Outgoing ESF Member

Print Name \_\_\_\_\_ Sign \_\_\_\_\_

Appendix D (SITREP)  
To  
Annex 5(Information and Planning)  
To  
Florence County Emergency Operations Plan

Each ESF will update their respective ESF paragraph on the WebEOC SITREP board no later than 1000 hrs. (10:00 am) daily. The EOC Manager will, in turn, insure that a completed SITREP is forwarded to the SEOC by email or Fax no later than 1200 hrs. (noon) daily. The SITREP format follows:

**SITREP #** \_\_\_\_\_  
**DATE/TIME** \_\_\_\_\_  
**TO** \_\_\_\_\_ (SEOC) \_\_\_\_\_  
**FROM** \_\_\_\_\_ (Florence County EOC) \_\_\_\_\_

**Situation:** A paragraph giving specific Florence County information such as closing of schools or government offices, opening of shelters and status of major ongoing operations (IE conducting damage assessment). Completed by EOC Manager/Ops Officer.

**Weather:** Specific weather conditions in Florence County and its expected impact. To be completed by EOC Manger/Ops Officer.

**Estimate of Casualties:** Be specific. If numbers are not confirmed clearly state so. Never include names of casualties. To be completed by EOC Manager/Ops Officer.

**Status of Declarations:** Has Florence County enacted a state of emergency or have local municipalities' enacted curfews or other emergency measures. To be completed by the EOC Manager/Ops Officer.

**Status of Emergency Operations Center:** Will note what level of activation the Florence County EOC is staffed at and if there are plans to close or scale down operations. Should include any municipal or special agency EOCs within the county.

**ESF 1-17:** Each ESF is listed separately and contains a brief paragraph, completed by the respective ESF, noting key events since last SITREP or expected within the next 12 hours. If the ESF is not activated, the EOC Manager/Ops Officer will ensure that it is noted as such. ESF 5-Information/Planning and ESF 12-Energy will be completed by the EOC Manager/Ops Officer. ESF 12 should include number of citizens without electrical power and estimated restoration time.

Appendix E (EOC Action Plan)  
To  
Annex 5(Information and Planning)  
To  
Florence County Emergency Operations Plan

The primary focus of the EOC Action Plan will be to identify and prioritize county issues for the next operational period. The plan establishes objectives and assigns responsibilities for the EOC staff, ESFs and county agencies. These objectives will be determined by the EM Director, county staff, ESF staff and County Administrator or County Council.

The initial EOC Action Plan may be a verbal plan put together in the first hour after EOC activation. The EOC Manager in concert with the EMD Staff usually develops it. Once the EOC is fully activated, EOC Action Plans will be in written form.

The EOC Action Plan may also include mission assignments to ESF's, agencies / departments, policy and cost constraints, inter-agency considerations, etc. While there is no established format for the EOC Action Plan it should generally, based on the nature of the disaster event, cover the following topics:

1. Listing of objectives to be accomplished (should be measurable).
2. Statement of current priorities related to objectives.
3. Statement of strategy to achieve the objectives (identify if there is more than one way to accomplish the objective and which way is preferred).
4. Assignments and actions necessary to implement the strategy.
5. Operational period designation - the time frame necessary to accomplish the actions.
6. Organizational elements activated to support the assignments; also, later EOC Action Plans may list organizational elements that will be activated during or at the end of the response.
7. Logistical or other technical support required.
8. Where and how the support items will be obtained.