ESF 5 – INFORMATION & PLANNING

Emergency Support Function #5 – Information and Planning includes information regarding the Emergency Management Agencies (EMAs) in the region and provides guidance to assist EMAs in facilitating the exchange of information among jurisdictions and ensuring regional coordination activities are accomplished.

The goal of all regional coordination activities is to ensure the jurisdictions in the Region have the ability to (pg. 5-9):

- Exchange and/or Clarify Information
- Develop and Disseminate Common Messages
- Share Available Resources and Assist Impacted Jurisdictions
- Develop a Regional Common Operating Picture
- Participate in the Coordination of Multi-Jurisdictional Actions
- Participate in the Facilitation and Discussion Pertaining to the Prioritization of Resources within the Region

Distribution of Information (pg. 5-10):

- Regional Situation Report
- E-Mail: a listing of EOC email addresses is contained in the Regional Resource Annex
- HSIN Connect Webinar: https://share.dhs.gov/kcricg/ (jurisdictions do not need a HSIN account to access, but can enter as guests; Webinar limited to 400 attendees
- Fax
- WebEOC Boards (see Attachment D):
  - KC Metro Regional EOC Status – sends an automatic page to EMAs in the Region notifying them of EOC activations
  - KC metro Regional Sit Rep
  - KC Metro Regional Key Events
- Physical Meetings

Regional Coordination Support Specialists (pg. 5-12):
These specialists may serve to augment staff, provide critical services in their area of expertise, and provide subject-matter expertise, as needed, to the impacted jurisdiction in need of assistance. Support Specialists may also be used to help staff a RICG if a physical location is stood up.

Roles and Responsibilities of Coordinating Agencies (Local EMAs) (pg. 5-14):

- Include up-to-date info regarding local EOC activities in the regional WebEOC boards
- Initiate and maintain coordination with other jurisdictions in the region.
- Consider the potential pooling of local resources to meet a regionally identified need
- Initiate communication with other jurisdictions regarding the availability of resources
- Maintain ongoing communication with region
- Work to ensure consistent and useful emergency public information is released by all involved jurisdictions
- Provide information to state and federal agencies regarding the need for additional resources and serve as a liaison with state and federal entities
ESF 5 – INFORMATION & PLANNING

• Coordinate the activities of the Cooperating Agencies to ensure regional issues are considered during local EOC operations
• Ensure Cooperating Agencies provide information for the regional WebEOC boards
• Work to ensure appropriate record-keeping procedures are in place to track emergency-related expenditures

Roles and Responsibilities of Cooperating Agencies (all government, volunteer and private sector agencies w/ emergency responsibilities) (pg. 5-15):
• Provide information regarding activities for regional WebEOC boards
• Communicate with Cooperating Agencies in other jurisdictions regarding ESF#5 related issues
• Consider the potential pooling of local resources to meet a regionally identified need
• Participate in regional coordination activities such as conference calls and meetings
• Maintain communications with agencies in other jurisdictions regarding the availability of resources
• Work to ensure consistent and useful emergency public information is provided regarding agency activities and coordinating their release of information with the other jurisdiction

All Coordinating & Cooperating Agencies will accomplish the following additional tasks in support of ESF#5 activities:
• Provide ongoing status reports as requested by local EOCs and EMAs
• Include regional coordination activities in their standard operating procedures, guidelines and/or checklists
• When requested, deploy representatives to local EOCs to serve as Regional Coordination Support Specialists
• Maintain up-to-date rosters for notifying personnel and 24-hour staffing capabilities
• Ensure appropriate personnel are trained in NIMS and the use of WebEOC
• Perform other emergency actions as requested by local EOCs and EMAs

Resources for ESF#5:
The Regional Resource Annex provides a list of resources for each ESF, as well as information on how to access/request them. For ESF#5, it contains information on the following (page numbers below are from the Resource Annex):
• Local EMAs and EOCs in the Region (pg. 8)
• Regional Mass Care Trailers (pg. 33)
• Functional Needs Support Services (FNSS) Durable Medical Equipment (DME) Trailers (pg. 33)
• Emergency Mass Care Shelters (pg. 33)
• Regional Exercise Resources (pg. 34)

Useful Documents (included as Attachments in RCG ESF#5):
• Attachment A: Regional Coordination Guide Summary
• Attachment B: First Hour Checklist for Regional Emergencies – Information & Planning
• Attachment C: Regional Sit Report Form
• Attachment D: Regional WebEOC Boards