

**EMERGENCY SUPPORT FUNCTION #5—INFORMATION AND PLANNING**

**LEAD AGENCY**

Pierce County Department of Emergency Management (DEM)

**SUPPORT AGENCIES/ORGANIZATIONS**

All Pierce County Executive Departments, Judicial, and Legislative Branches  
 Pierce County Cities and Towns  
 Pierce County Type III Incident Management Team

**STATE LEAD**

Washington Military Department-Emergency Management Division

**I. INTRODUCTION**

A. Purpose

To outline activities that support emergency management functions in Pierce County, including Emergency Operations Center (EOC) management and operations, warning, information sharing, coordination of resources, and mutual aid and state assistance.

B. Scope

1. Describe collect, analyze, evaluate, compile, and share information about a potential or actual emergency or major disaster to enhance response and the provision of recovery activities.
2. This Emergency Support Function (ESF) does not imply that all emergency planning contingencies are addressed but does outline basic principles consistent to most emergencies or major disasters.

C. Core Capabilities and Actions

The following table lists the core capabilities that ESF #5 most directly supports along with the related ESF #5 actions. In addition to the core capabilities listed in the table, all ESFs support the following core capabilities: Planning, Operational Coordination, and Public Information and Warning.

<b>Mission Area</b>	<b>Core Capability</b>	<b>Description and Actions</b>
Response	Situational Assessment	<ol style="list-style-type: none"> <li>1. 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.</li> <li>2. Deliver information sufficient to inform decision making regarding immediate lifesaving and life-sustaining activities and engage governmental, private, and civic sector resources within and outside of the affected area to meet basic human needs and stabilize the incident.</li> </ol>

**PIERCE COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN**

<b>Mission Area</b>	<b>Core Capability</b>	<b>Description and Actions</b>
Response <i>(continued)</i>	Situational Assessment <i>(continued)</i>	3. Deliver enhanced information to reinforce ongoing lifesaving and life-sustaining activities, and engage governmental, private, and civic sector resources within and outside of the affected area to meet basic human needs, stabilize the incident, and transition to recovery.

**II. POLICIES**

- A. DEM and the Tacoma-Pierce County EOC—hereafter called the “EOC”—will maintain current hazard and risk analysis information.
- B. The EOC will receive and disseminate current and accurate information to other county agencies, cities and towns, the Washington State Emergency Operations Center (SEOC), volunteer organizations, and response personnel during times of activation.
- C. Operation of the EOC aligns with NIMS/ICS principles.
- D. DEM and the EOC will adhere to planning and program guidance in CPG 101, the National Response Framework, National Disaster Recovery Framework, the Stafford Act, and all other applicable state and federal guidance.
- E. DEM will adhere to Pierce County Code 2.118 which defines the responsibilities of Pierce County’s emergency management organization.

**III. SITUATION**

- A. Emergency/Major Disaster Conditions and Hazards  
  
Refer to the Pierce County Hazard Identification and Risk Assessment (published separately).
- B. Planning Assumptions
  - Timely coordination is required during an emergency or major disaster, or in the imminent threat of one, and the EOC will provide this coordination.
  - Planning for extended response and recovery operations requires the immediate and continued collection, processing, and dissemination of situational information.
  - First responders, as well as field responders, volunteers, residents, the news media, and others will provide information to the EOC.
  - Information, particularly initial information, may be ambiguous, conflict with information from other sources or with previous information from the same source, or be limited in detail.

- Information collection may be hampered due to many factors including, but not limited to, damage to telecommunications systems, telecommunications overload, damage to the telecommunications infrastructure, and effects of weather, smoke, human error, and other environmental factors.

**IV. CONCEPT OF OPERATIONS**

**A. Response Mission**

Support agencies must assign a designee as an agency representative/liaison to operate from the EOC—when activated—to coordinate agency activities within the overall disaster response and into disaster recovery.

Agency representatives in the EOC, from county departments and other agencies/organizations, will work to meet the informational requirements of incident operations in the field, other jurisdictional EOCs, other county agency EOCs, and the Washington State Emergency Operations Center (SEOC).

The Planning Section chief is responsible for the management of the information received and processed in the EOC. The planning section is responsible to collect, analyze, evaluate, report, and display current information. From this information, the Planning Section Chief will ensure that Situation Reports accurately reflect activities that occurred during previous operation periods, and that EOC Action Plans have adequate information for reference during the next operational period.

**V. RESPONSIBILITIES**

Lead Agency	ESF Responsibilities
Pierce County Department of Emergency Management	<ol style="list-style-type: none"> <li>1. Request and track operational status of Pierce County departments for Continuity of Operations (COOP) purposes.</li> <li>2. Lead agency for day-to-day emergency management services for Pierce County and most incorporated Cities and Towns within (excluding Lakewood, Puyallup, and Tacoma). These services include, but are not limited to, coordinating the delivery of capabilities within the prevention, protection, response, recovery, and mitigation mission areas.</li> <li>3. Coordinating agency for local, state, regional, and tribal emergency management agencies.</li> <li>4. As host agency of the Tacoma-Pierce County Emergency Operations Center (EOC), responsible for management, administration, and operations of the EOC.</li> <li>5. Activate and assemble emergency assets and capabilities to assist in the prevention and response of emergencies or major disasters.</li> <li>6. Coordinate overall staffing of the EOC, including the necessary ESFs.</li> <li>7. Obtain legal counsel when needed during EOC activations.</li> </ol>

**PIERCE COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN**

<b>Lead Agency</b>	<b>ESF Responsibilities</b>
Pierce County Department of Emergency Management <i>(continued)</i>	<ol style="list-style-type: none"> <li>8. Coordinate planning activities including immediate, short-term, and long-range planning. The response planning and operations implementation priorities of county government are developed, tracked, and implemented through this ESF.</li> <li>9. Responsible for inter-departmental emergency financial planning, management of revenues and expenditures, preparation of financial reports and other related fiscal operations.</li> </ol>

<b>Support Agencies/ Organizations</b>	<b>ESF Responsibilities</b>
All Pierce County Executive Departments, Judicial, and Legislative Branches	<ol style="list-style-type: none"> <li>1. County departments will assign staff for EOC training and operations when requested by the Director of Emergency Management and/or the EOC manager.</li> <li>2. County departments are responsible for the accountability of employees, level of operations, assessment of damages, and identification of resources needs, and report the information to the EOC in a timely manner.</li> <li>3. Provide situation reports and damage assessments, as necessary.</li> <li>4. Provide an agency representative to the EOC, when requested.</li> </ol>
Pierce County Cities and Towns	<ol style="list-style-type: none"> <li>1. Provide timely and accurate information about the emergency and their organizations operational status, with an emphasis on:                             <ol style="list-style-type: none"> <li>a. Small businesses operating within their jurisdiction.</li> <li>b. Nongovernmental Organizations/Private Non-Profits providing services within their jurisdiction.</li> </ol> </li> <li>2. Make requests for all local, state, and federal assistance through the EOC.</li> <li>3. Collect, analyze, evaluate, and compile damage assessment information and provide to the EOC.</li> </ol>
Pierce County Type III Incident Management Team	<ol style="list-style-type: none"> <li>1. Provide incident management or EOC support capabilities, upon request.</li> </ol>

<b>State Lead</b>	<b>ESF Responsibilities</b>
Washington Military Department-Emergency Management Division	<ol style="list-style-type: none"> <li>1. Distribute and/or maintain tools to collect, compile, analyze, and share Essential Elements of Information during emergencies or major disasters.</li> <li>2. Coordinate information requests, as prioritized by the EOC.</li> <li>3. Host daily “Local Jurisdiction Conference Calls” during emergencies or major disasters to share vital incident response information.</li> </ol>

**VI. AREAS OF COORDINATION CROSSWALK**

The following table describes the typical functions concurrently active during incidents involving ESF #5. Other ESF annexes are listed as a reference to guide coordination.

<b>Function</b>	<b>Agency</b>	<b>ESF Annex</b>
Information Collection	All affected entities	All
Information Management	All affected entities	All
Modeling and Analysis	All affected entities	All

**VII. AUTHORITIES AND REFERENCES**

- Chapter 38.52 RCW: Emergency Management, as amended.

**VIII. TERMS AND DEFINITONS**

- (See Appendices I and II)

**IX. ATTACHMENTS**

- Pierce County Emergency Operations Center Plan

This page intentionally left blank