



# **NEW HAMPSHIRE**

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# **STATE EMERGENCY OPERATIONS CENTER**



## **EMERGENCY SUPPORT FUNCTION ESF 5 – EMERGENCY MANAGEMENT**

**2019**

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## Acronyms

AAR	After Action Report
DOS	NH Department of Safety
DHS	U.S. Department of Homeland Security
EMAC	Emergency Management Assistance Compact
ESF	Emergency Support Function
FEMA	Federal Emergency Management Agency
HSEM	NH Division of Homeland Security and Emergency Management
IEMAC	International Emergency Management Assistance Compact
JFO	Joint Field Office
LOA	Letter of Agreement
MOU	Memorandum of Understanding
NIMS	National Incident Management System
NRF	National Response Framework
PIO	Public Information Officer
SEOC	State Emergency Operations Center
SEOP	State Emergency Operations Plan
SME	Subject Matter Experts
SITREP	Situation Report
SOP	Standard Operation Procedure



## Lead Agency

NH Department of Safety, Division of Homeland Security and Emergency Management (HSEM)

## Resource Agencies

All State Agencies

## Introduction

The State Emergency Operations Center (SEOC) serves as the central clearinghouse for disaster-related information and requests for deployment of state resources, and as the center for coordinating the state and federal agencies' response and initial recovery actions to an emergency event.

## Purpose

The purpose of Emergency Support Function 5 – Emergency Management (ESF 5) is to manage and facilitate a coordinated emergency operation through collecting, processing, and disseminating emergency information and disaster intelligence; developing Incident Action Plans (IAP); and coordinating resource support to local governments.

ESF 5 provides the core management and administrative functions in support of the State Emergency Operations Center (SEOC) and the overall implementation of the State Emergency Operations Plan (SEOP).

## Concept of Operations

This annex will be activated at the direction of HSEM when there is potential for or an actual disaster situation or planned event requiring state coordination of emergency operations.

## General

1. When an incident or potential incident is first detected, the SEOC will activate to a level appropriate to the threat. The State will respond to events on a 24-hour basis.
2. SEOC duties and responsibilities are stated in general terms to facilitate an all-hazards approach on processes regarding direction and control. There are, however, some tasks unique to specific hazard responses, which are in the SEOP and the hazard specific plans.
3. ESF 5 provides trained and experienced staff to fill management positions in the Operations, Information and Planning, Logistics, and Administration/Finance Sections of the SEOC, upon activation.

## Organization

1. **Command & Control Structure:** Command and control of all phases of emergency management will be under the leadership of the Governor of the State of New Hampshire. *(See Organizational Chart in SEOP Base Plan)*
2. **Field Operations:** ESF 5 may serve in Field Operations (i.e., Mobile Command Vehicles, intrastate, and/or interstate mutual aid assistance).
3. **Federal Resources:** When ESF 5 anticipates or has a need for resources not otherwise available, action will be taken to secure such resources through the *National Response*



*Framework* (NRF) or some other federal source. This request should be coordinated through the SEOC Manager and Logistics Chief, as required.

4. **Contracts and Contractors** – Resources that are available through ESF 5 may, at times, be obtained through a contractor. State of NH contracts or private sector contracts should be facilitated through Logistics and ESF 7 – Resource Support.

#### **Notification**

1. HSEM will notify the lead agency points of contact when there is an immediate or anticipated SEOC activation requiring their representation in the SEOC.

#### **Event Reporting**

1. WebEOC will be utilized, to provide continuous situational awareness.
2. Position logs should be maintained by each ESF agency in sufficient detail to provide information on activities taken during the event.
3. General Staff leads will be responsible for making periodic reports to the SEOC Manager on activities taken by the ESF during the event and assure the actions are properly documented.
4. Lead and support agencies must maintain financial records of all activities and costs during the event. The records will be turned into the lead agency when requested.

#### **ESF Actions**

##### **Prevention/Preparedness Actions**

1. Maintain situational awareness of event through coordination with ESF 5 support agencies.
2. Participate in state exercises or conduct an exercise to validate this Annex and supporting SOPs.
3. Support the Emergency Management Assistance Compact (EMAC) and the International Emergency Management Assistance Compact (IEMAC), including training of ESFs on EMAC/IEMAC responsibilities and pre-identification of assets, needs, and resources that may be allocated to support other states/provinces.
4. Annually review the U.S. Department of Homeland Security Core Capabilities and integrating tasks as appropriate.
5. Integrate NIMS principles in all aspects of planning for ESF 5.
6. Maintain notification systems to support emergency/disaster response.
7. Establish contacts with local emergency management agencies and local government officials who will be providing information.
8. Develop plans and strategies for the activation of ESF 5 and the overall state approach to emergency management.
9. Assure operational readiness of SEOC.
10. Maintain coordination and communication with the Governor and other state officials; other local, state, and regional Emergency Management organizations; FEMA; and US DHS, as appropriate and required.



11. Maintain and provide training to partners on WebEOC.

### **Response Actions**

1. Activate the SEOC as appropriate, including ESFs and support agencies that may be required for incident response.
2. Notify partners in threatened or impacted areas.
3. Develop situation reports, action plans, etc.
4. Assign and schedule sufficient personnel to cover an SEOC activation for an extended period of time.
5. Provide WebEOC informational support to all functional ESFs and support agencies.
6. Maintain operational status of the SEOC.
7. Assess the situation, types, availability, and location of response resources, technical support, and required services.
8. Determine priorities for protecting human safety and public welfare (affected populations and response personnel).
9. Prepare the deployment of response personnel, Preliminary Damage Assessment Team and/or Damage Assessment Teams.
10. In conjunction with ESF 2 – Communications and Alerting, maintain communications with local and other state emergency management organizations and FEMA Region I.
11. Maintain constant communications with the local Emergency Operations Center(s) (EOC) in the affected area(s) and initiate periodic teleconferences with all appropriate parties, to coordinate the joint local and state operations.
12. Coordinate and document initial damage assessment, including key resources and critical infrastructure, businesses, and individual homes.
13. Coordinate with ESF 2 and ESF 15 to identify alternate means of getting information to local government officials and agencies, to ensure channels of communication remain open.
14. Establish contacts with the local Emergency Management Agencies (EMA) and local government officials, to coordinate the use of resources.
15. Prepare documentation and situational awareness needed to support the requests for and directives resulting from a State of Emergency declared by the Governor and/or requests for a federal emergency/disaster declaration.
16. Consult with other ESFs, support agencies, and impacted local municipalities to determine response activities and needs.
17. Plan and establish relief resources to replace or rotate committed resources for extended operations.
18. Collect information for and develop After “Action-Report” (AAR) for activation.

### **19. Radiological Emergency Preparedness Actions**



Refer to the *NH Radiological Emergency Response for Nuclear Facilities Incident Annex, Attachment A – Implementing Procedures for State Agencies*.

### **Recovery Actions**

1. Refer to the State Recovery Annex, in addition to the below activities.
2. Determine recovery strategies and activities.
3. Maintain information and status of SEOC activities in WebEOC.
4. Assign personnel to work with the JFO, if established.
5. Continue to coordinate activities and requests with partner ESFs.
6. Prepare for arrival of and coordinate with FEMA, as appropriate.
7. Generate and collect information to be included in SEOC briefings, situation reports, and/or action plans.
8. Ensure all ESFs and support agencies document event-related costs for any potential reimbursement.
9. Continue to keep partners and appropriate governmental officials (state, local, regional, and federal) updated on recovery activities.
10. Begin assessment of damage and capabilities of key resources and infrastructure caused by incident and reporting to appropriate bureau/agency.

### **Mitigation**

1. Facilitate the maintenance and update of the State Hazard Mitigation Plan as needed.
2. Support and plan for mitigation measures including monitoring and updating mitigation actions in the State Hazard Mitigation Plan.
3. Support requests and directives from the Governor and/or FEMA concerning mitigation and/or redevelopment activities.



## Responsibilities

### General

1. Agencies will provide Subject Matter Experts (SMEs) to support ESF 5 in the SEOC.
2. Agencies will maintain inventories/databases, status of availability, and procedures to obtain access to and use of their communications and alerting assets.
3. Participate in the evaluation and mission assignment of ESF 5 resource requests submitted to the SEOC including resources that are available through mutual aid agreements, compacts, contracts, etc.

### Agency Specific

#### Lead Agency

#### **NH Department of Safety, Division of Homeland Security & Emergency Management (HSEM):**

1. Identify, train, and assign personnel to staff ESF 5 in the SEOC.
2. HSEM, as lead for ESF 5, fills the SEOC with Command General Staff positions.
3. Provide support for all administration, management, prevention, planning, training, preparedness, recovery, and mitigation activities associated with the State response.
4. Maintain current points of contact for all ESF/Support agencies and local municipalities.
5. Assure the Governor and appropriate state officials are kept up-to-date and provided with situational awareness.
6. Provide training for partners at all levels on plans and strategies utilized for a comprehensive approach to emergency management.
7. Provide personnel for coordination with federal support.
8. Develop operating procedures to implement the state emergency prevention, preparedness, response, recovery, and mitigation functions.
9. Maintain position, situational awareness, significant events logs, and mission tasks in WebEOC.
10. Keep ESF and support agencies updated on all new guidelines and strategies developed or released for state emergency management response.
11. Function as the liaison and point of contact for interstate and international mutual aid (EMAC/IEMAC) and federal agencies.
12. Secure and administer federal funding, as appropriate, for incident-related activities.

#### Support Agencies

##### **1. All other State Agencies**

- a. Provide personnel to augment ESF 5 during emergencies and disasters.
- b. Support development of the SitRep and IAP for each operational period.





- c. Assist in incident preparedness, prevention, response, recovery, and mitigation as outlined in the State Emergency Operations Plan, NH laws, and other applicable plans.

**Coordination with Other Emergency Support Functions:**

ESF 5 will coordinate with other ESFs through the SEOC by:

1. Notifying organizations of available resources.
2. Providing availability of subject matter experts for specialized requests.
3. Notifying ESFs and support agencies of any pertinent information that may affect their ability to carry out missions/tasks.

**Mutual Aid**

Lead and support agencies will maintain up-to-date agreements and Memoranda of Understanding/Letters of Agreement (MOU/LOA) with various other agencies, regions, states, or countries, as appropriate.

Each agency is responsible for keeping these documents updated and with appropriate points of contact. Support agencies should keep the lead agency informed of any such agreements that may affect resources or capabilities during an emergency incident.

The State of New Hampshire also maintains agreements and mutual aid compacts on behalf of various organizations. These may be activated, as the situation warrants.

**Attachments**

**Plans**

1. SEOC Activation Manual

**MOUs/LOAs**

2. Emergency Management Assistance Compact
3. International Emergency Management Assistance Compact

**Record of Update**

Date	Title and Agency of ESF Lead Approving Update