Emergency Support Function (ESF) # 5
Information, Analysis & Planning

Preface

During large scale emergencies and disaster the EOC is single point where all information is received and analyzed; where decisions are made, priorities established, and resources allocated. EOC information management consists of three interrelated functions:

(1)   the *Information Gathering and Warnings* function entails the gathering, consolidation, and retention of raw data and information from sources that include human sources, observation and technical sources;

(2)   the *Information Analysis and Production* function provides the ability to merge data and information for the purpose of analyzing, linking, and disseminating timely and actionable information with an emphasis on the larger public safety threat picture (situation reports) and needed future actions (incident action plans);

(3)   the *Information Sharing and Dissemination* function is the multijurisdictional, multidisciplinary exchange and dissemination of information among local layers of government, the private sector and citizens.

The purpose of ESF-5 is to describe how Butte-Silver Bow will collect, analyze, process, and disseminates information. In addition, ESF-5 delineates the EOC planning framework and process.

Primary Agency

Butte-Silver Bow Office of Emergency Management

Purpose:
1. The purpose of Emergency Support Function (ESF) #5: Information, Analysis, and Planning is to collect, analyze and share information about a potential or actual emergency or disaster to enhance Butte-Silver Bow response and recovery activities.

Primary:

BSB Office of Emergency Management :

City–County departments and other agencies as needed.
Community Development.
Planning Department
Geographic Information Systems (GIS).

Likely Tasks:
Provide direction and control of EOC operations.
Staff the Butte – Silver Bow EOC Planning Section and certain ESF # 5 Units (see EOC organization chart).
Compile damage assessment reports with Butte – Silver Bow EOC personal.
Ensure daily reconnaissance of all impacted areas.

– Compile status report to assist ongoing incident action planning.
Plan for future emergency operational periods.
– Collect, process and disseminate essential elements of information for use by response operations and provision of input for reports, briefings, displays and plans.
– Consolidate information into reports and other materials that describe and document overall response activities.

Likely Tasks Continued:
– Maintain displays of pertinent information for use in briefings.
– Research technical information.
– Collect and manage information from all sources.
– Provide for a written incident action plan which identifies the objectives and tasks to be performed during the next operational period and the resource requirements to complete those tasks, as well as identifying future issues to be addressed (what's to be done next, and what will it take to do it). Plan elements include:
* Summary/Briefing Document
* Objectives: specific and measurable.
* Organization: Butte – Silver Bow EOC staff, Incident Commanders, etc.
* Tasks and Assignments: who's doing what, where, resources required.
* Supporting Materials (as needed): maps, traffic plan, security plan, medical plan, communications plan, etc., as well as weather data, special precautions, and safety messages.
Establish, maintain contact with State ECC through the Butte – Silver Bow EOC.
 – Provide situation status and damage information. – Receive state situation information.
Conduct regular EOC briefings.
Compile information from weather, media, regional, and state sources.
Liaison with federal agencies.

State of Montana

Primary	Actions
Disaster & Emergency Services Division (DMA)	Coordination of statewide incident management and response efforts (i.e. via the State Emergency Coordination Center)
Support	Issuance of "mission assignments" (to state agencies)
EMAC	Resource and human capital
Environmental Quality	Incident action planning
MT National Guard (DMA)	Financial management
Security & Continuity Services (DOA/ITSD)	

Federal Government

Primary	Actions Continued
Department of Homeland Security/ Emergency Preparedness and Response/ Federal Emergency Management Agency (FEMA).	• ESF # 5 activities include those functions that are critical to support and facilitate multi–agency planning and coordination for operations involving potential and actual Incidents of National Significance. This includes alert and notification, deployment and staffing of Department of Homeland Security (DHS) emergency response teams, incident action planning, coordination of operations, logistics and material, direction and control, information management, facilitation of requests for Federal assistance, resource acquisition and management (to include allocation and tracking), worker safety and health, facilities management, financial management, and other support as required.
Support	
Federal agencies as required. **Actions** Facilitate information flow in the pre–incident prevention phase in order to place assets on alert or to preposition assets for quick response. During the post incident response phase, responsible for support and planning functions.	

Butte–Silver Bow Office of Emergency Management

Information, Analysis & Planning

Primary Agency:	**Butte-Silver Bow Office of Emergency Mangement**
Primary Coordinator:	**Butte-Silver Bow Emergency Management Director**
Primary Support Agency:	**Butte-Silver Bow Planning Department**
Support Organizations:	**Geographic Information Systems** **Community Development Department** **City–County departments and agencies as needed**

I. INTRODUCTION.

A. PURPOSE.

The purpose of Emergency Support Function (ESF) # 5: Information, Analysis, and Planning is to collect, analyze, and disseminate information about a potential or actual emergency or disaster to enhance Butte-Silver Bow response and recovery activities.

B. SCOPE.

1. The Information, Analysis, and Planning function supports incident management activities and maintains the Emergency Operations Center (EOC) in a state of readiness.

2. ESF # 5 activities include those functions that are critical to support and facilitate multiagency planning and coordination for operations for all actual incidents or preplanned events. This includes alert and notification, staffing of the EOC, incident action planning, provide support to operations, logistics and material direction and control, information management, facilitation of requests for State assistance, resource acquisition and management, worker safety and health management, facilities management, financial management, and other support as required.

C. SITUATION.

1. Emergencies or disasters may occur in a local jurisdiction at any time causing significant human suffering, injury and death, public and private property damage, environmental degradation, economic hardship to businesses, families, individuals, and disruption of local government.

2. There will be an immediate and continuing need to collect, process and disseminate situational information, to identify urgent response requirements during a disaster (or the threat of one) and to plan for continuing response, recovery and mitigation activities.

3. During the early stages of the event little information will be available and the information may be vague and inaccurate, verification of this information and caution can delay response to inquiries.

4. Reporting from the incident site(s) to the EOC will improve as the event(s) matures.

5. Reporting of information may be delayed due to damaged telecommunications infrastructure.

6. Effective planning is necessary to assure the coordinated response of government is consistent with actual impacts of the emergency, the availability of resources, and the priority needs of the community.

D. POLICIES.

1. ESF # 5 will be coordinated from the Emergency Operations Center (EOC) or alternate site if the EOC is non-operational.

2. The EOC will be managed by the BSB Office of Emergency Management Director or designee.

3. Participating departments and agencies will participate and contribute to the incident action planning process coordinated by ESF # 5.

4. The EOC will coordinate the activities of all departments and other organizations participating in the response and recovery from a major emergency in a timely manner.

5. All affected City–County departments and participating organizations and ESFs are to provide continuous information to the EOC Planning Section related to their department's current and planned response and recovery activities.

6. The EOC will strive to maximize the use of the available resources.

7. The Planning Section will produce periodic situation reports that will be distributed to EOC staff and Field incident commanders.

8. All affected City–County departments and participating organizations and ESFs are to be actively involved in the development and implementation of the EOC Incident Action Plan (a specific action plan for the Butte – Silver Bow EOC based on impacts of the emergency and resources available.)

9. All affected City–County departments and participating organizations and ESFs are to consider the goals, objectives, and tasks stated in the EOC Incident Action Plan as official priorities and policy for the period covered by the EOC Incident Action Plan.

10. All affected City–County departments and participating organizations and ESFs shall develop action plan components for implementing their assigned tasks within the EOC Incident Action Plan.

11. All departments will prepare an After Action Report of their activities after the conclusion of the event and participate in the development of a City–Countywide after action report of the event.

12. All City–County departments and ESFs will continually report to the Butte – Silver Bow EOC operational information such as situations involving life safety and damage.

13. Information will be shared with response and relief organizations in the EOC.

14. Personal information regarding emergency victims will be kept confidential and will only be shared with the response and recovery organizations identified within this ESF for the sole purpose of providing assistance to these emergency victims.

15. In the event of a law enforcement related event, law enforcement sensitive information will be kept confidential by the EOC staff until such time as the Law Enforcement Department deems it appropriate for release to the public.

16. Organization:

   • The EOC is organized under a modified version of the National Incident Management System (NIMS) basic concepts, the Incident Command System (ICS) and consists of several functional areas: Policy Group, EOC Manager, Public Information, Liaison, Operations, Planning, Logistics, and Finance/ Administration.

II. CONCEPT OF OPERATIONS.

A. GENERAL.

1. **The Butte-Silver Bow EOC.**

   a. **Centralizes coordination, direction, and control.** A single point where all information is received and analyzed; where decisions are made, priorities established, and resources allocated.

   b. **Provides single point for collection, evaluation, display and dissemination of information.** From information gathered at the EOC, the entire situation can be reviewed and evaluated - "What's happened?" or "What's about to happen?" The situation can be analyzed and response actions developed based on factual, coordinated data.

c. **Facilitates verification of information.** Rumors create problems until information can be verified (or communicated by an unimpeachable source). The EOC staff provides the resources and the capability to validate information, either by input from more than one source or by verification of data by field units.

d. **Provides a repository of data.** All parties involved in emergency operations must have immediate access to all information as quickly as possible. What transpires in one emergency response area may have significant impact on a number of emergency staff elements, even requiring complete reversal of planned actions.

e. **Makes information immediately available.** Information on what has happened, what's about to happen, and what's expected to happen are all accumulated and displayed in the EOC.

f. **Provides a ready reference to current situation.** The EOC provides a single location where the current status of an emergency situation is readily available and prominently displayed. This aids up-to-the-minute analysis of the situation, review of past actions or events, and development of possible courses of action to mitigate further destructive effects.

2. The EOC Planning Section is responsible for the management of the information received in the EOC. This section will be responsible to collect, analyze, verify, report, and display the current information. This information may be utilized as action plans are developed.

3. The Butte – Silver Bow agencies and organizations staffing the ESFs in the EOC will:
   • Request and receive periodic reports from field representatives.
   • Develop reporting procedures with their field representatives.
   • Share the information received by posting status boards, making announcements, routing messages to other EOC staff, and preparing periodic situation reports (SITREPS).

B. ORGANIZATION.

Leadership for the Information and Planning Section rests with the Information and Planning Section Chief who reports directly to the EOC Manager. A Deputy Information and Planning Section Chief shall support the Section Chief. A second deputy may be necessary in a situation where a secondary staffing shift would be operating. Each branch should have a minimum of staff as the event requires.

1. **Basic Organizational Structure for ESF #5**

   The organization chart in *Figure 5-1: ESF #5 Section Organization* shows a full Information and Planning Section that would operate at the EOC or alternate EOC location. The ESF #5 Section Chief may adjust the size and structure of the section to fit the needs of the specific situation. The Section Chief consults with the EOC Manager to determine the timetable for situation report (SITREP) inputs, SITREP publishing times, and times for daily status briefings. These consultations may include discussions with the Chief Executive's Office.

Figure 5-1: ESF #5 Section Organization
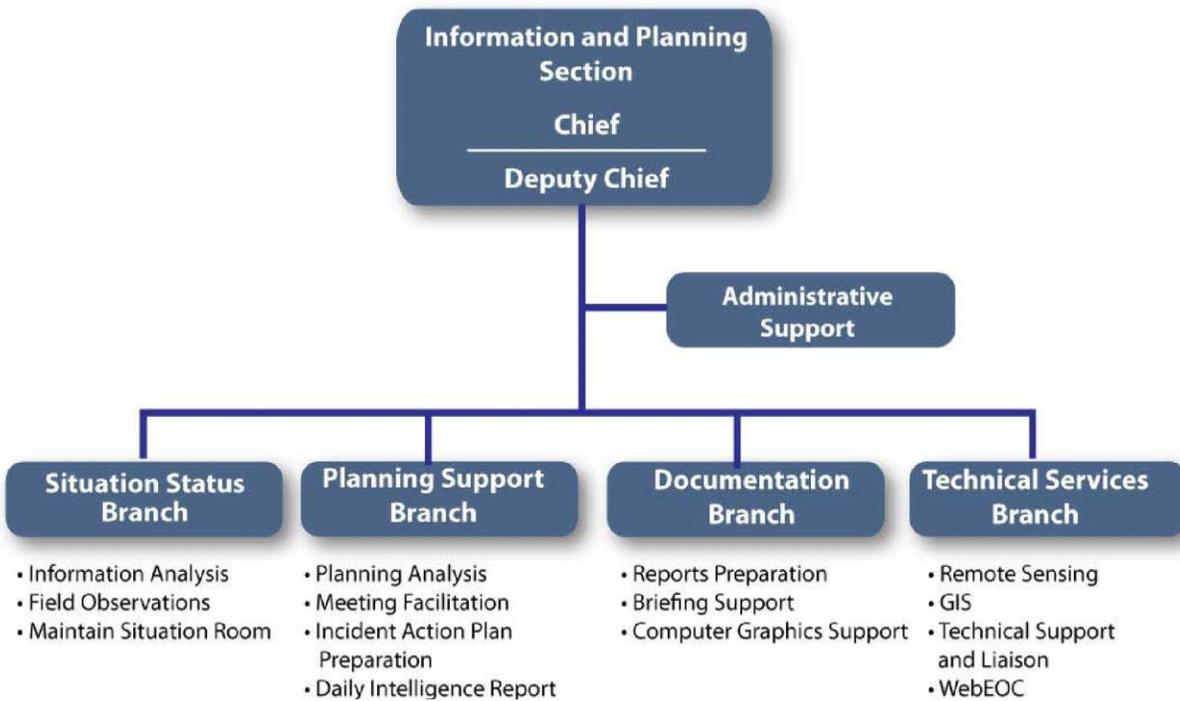
2. **Situation Status Branch**

   a. Collects, analyzes, and displays information regarding the public emergency and the location of critical resources. Critical resources include special teams, task forces, deployed personnel, and data from resource tracking information maintained by the Logistics Section.

   b. Maintains the Situation Room or area for information displays and collects and analyzes information to be used in the SITREPs, the status briefings, and by other responders.

   c. Develops appropriate media for displaying information, including the overall EOC or Crisis Action Team organizational chart and daily meeting information.

3. **Planning Support Branch**

   a. Receives information from the Situation Status Branch and uses it to support the Chief Executive's and BSBOEM 's planning needs.

   b. Analyzes mid- and long-term trends and assists team leadership in developing strategic plans.

   c. Identifies critical planning issues and provides general planning for response and recovery operations support to the EOC Manager.

d. Facilitates daily or special operational planning meetings.

e. Produces and disseminates daily incident action plans based on: other branches' functional plans; issue-based contingency plans; and long range management plans for personnel or operational priorities.

f. Produces and disseminates a Daily Intelligence Summary or other reports as requested by the EOC Manager and other disaster managers for distribution.

4. **Documentation Branch**

a. Receives information from the Situation Status Branch, as well as from other ESFs and other sources, to prepare its products, which include situation reports (SITREPs), status and informal briefings, and special reports.

b. Uses agency and ESF status reports to describe response efforts in the situation reports (SITREPs).

c. Solicits input and prepares the after-action report, which the EOC Manager signs.

d. Maintains the information entered into an electronic emergency management information software or other electronic format and monitors significant events and position logs.

5. **Technical Services Branch**

a. Maintains the emergency management information software platform, or other platforms used during an emergency event.

- WebEOC may be the tool used to collaborate, coordinate, and communicate during an emergency event.
- WebEOC may be the primary system to enter and retrieve information related to an emergency event.

b. Establishes and maintains a Geographic Information Systems (GIS) capability within the Information and Planning Section, including:

- Providing GIS capability with critical infrastructure mapping integrated into WebEOC or other platform.
- Making copies of the maps and maintaining all GIS programs in the EOC.
- Generating GIS products and analyses, including maps and tables, and/or coordinating with State or Federal information technology agencies, and/or mapping and analysis center to obtain these products.
- Providing hazard-specific technical advice to support operational planning.
- Using additional subject-matter experts or technical specialists such as a meteorologist or seismologist, as needed.

c. Assists with the facilitation of plume modeling though the following sources:

- National Atmospheric Release Advisory Center's (NARAC) hosted system accessed via the Internet, if possible. Located at the Lawrence Livermore

National Laboratory, NARAC is a national support and resource center for planning, real-time assessment, and emergency response involving a wide variety of hazards, including nuclear, radiological, chemical, biological, and natural emissions. In an emergency situation (if lives are at risk), specific NARAC support for non-NARAC customers can be requested through the Department of Energy Watch Office (202-5868100) or **https://narac.llnl.gov).**

- Computer-Aided Management of Emergency Operations (CAMEO) system developed and distributed by the National Oceanic and Atmospheric Administration's (NOAA) to plan for and respond to chemical emergencies.
- The Hazards U.S. Multi-Hazards (HAZUS-MH) system developed by the Federal Emergency Management Agency's (FEMA) methodology for estimating potential losses from earthquakes and floods.

C. TASKS AND RESPONSIBILITIES.

1. **Pre–Emergency Tasks.**

   a. Support agencies/departments will coordinate with the BSBOEM to:

   - Maintain this Emergency Support Function (ESF).
   - Primary Agency:
     - Prepare a standard template for the Declaration of Emergency.
     - Prepare standardized reporting formats and forms and establish reporting procedures to include development of display boards.
     - Maintain the CEMP and the emergency management program. Annually reviews the plans and makes necessary corrections, changes and additions.
     - Coordinates emergency and disaster related training and orientation to county and local officials to meet the NIMS/ICS requirements and to familiarize them with emergency or disaster related responsibilities, operational concepts, and procedures.
   - Maintain EOC supplies, and data displays.
   - Participate in training, drills, and exercises.
   - Develop emergency action checklists.
   - Develop procedures for After Action Report, critique and debriefing.
   - Maintain situational awareness by monitoring activity in the City– County as well as regionally.

2. **General Emergency Tasks.**

   a. Support Agencies.

   - When notified, report to the Butte – Silver Bow EOC and staff the Planning Section functions as well as other functions defined in the EOC organization chart.

3. **Specific Emergency Concepts and Responsibilities.**

   a. **BSBOEM is the coordinating agency for ESF # 5 Information, Analysis & Planning:**

- Prepare the Chief Executive's Declaration of Emergency and any amendments.
- Process requests for specific state and federal emergency and disaster related assets and services.
- Coordinate staffing the Planning Section of the EOC, and identify resources, personnel, and types of assistance required for emergency operations; develop an initial situation assessment and anticipate the needs that the recovery effort may demand.
- Provide information and planning, collect information essential for the briefing of appropriate personnel. Facilitate information exchange, briefings, displays, and operational planning related to emergency activities.
- Collect information from state, federal, and local organizations and other ESFs, and analyze the data for operational purposes. Collect critical information from other ESFs and develop Incident Action Plans, reports, briefings, and displays, in order to provide information to the general staff of the EOC, field Incident Commanders, and other appropriate users and agencies.
- Provide and maintain pertinent information to local response agencies; dissemination of information will be by regular briefings, as well as maps, charts, and other visual media such as status reports within the EOC. Planning Section will disseminate information throughout the EOC and to the support agencies' personnel outside the EOC utilizing radios, telephones, computer networks, electronic mail, and any other means that may become available.
- Display charts, maps, and other information appropriately so all EOC participants can readily access them. Information updates are passed via telephone and radio lines, as well as by hard copy reports, in accordance with the Emergency Operations Center SOP.
- Coordinate the location and provision of resources with other ESFs to support their mission. Allocate available resources to each assignment based upon identified priorities. Identify, through the Resource Unit Leader, the status of all primary and support resources and maintain a master list of such resources. Request additional resources from the State ECC or Disaster Field Office if the resources are not available within the City–County.
- Receive and disseminate information and requests to appropriate agencies, as well as preparing reports, briefings, charts, and action plans. Essential elements of information are received from Federal, State, and local governments, other ESFs, and volunteer agencies.
- Assess the information provided, develop and recommend action strategies.
- Coordinate and prepares periodic SITREPS and distributes as required.
- Request additional or special information from the field through the EOC ESF structure as necessary.
- Review PIO statements for accuracy.
- Maintain records of cost and expenditures to accomplish this ESF and forward them to the EOC Finance/Administration Section Chief.

b. **Butte-Silver Bow Planning Department:**

- *Roles and responsibilities are being refined in a collaborative effort with the Planning Department.*

- Serve as primary support agency Perform Support through the collection, analysis, and sharing of information about potential or actual emergencies that could affect Butte – Silver Bow.
- Provide planning staff support to the EOC.
- Record costs and expenditures and forward them to this ESF's Group Supervisor.

c. **Geographic Information Systems (GIS):**

- Provide situation analysis and situational awareness support to the EOC using GIS and other digital products.
- Record costs and expenditures and forward them to this ESF's Group Supervisor.

d. **Community Development Department:**

- *Roles and responsibilities are being refined in a collaborative effort with the Community Development Department.*
- Provide planning staff support to the EOC.
- Record costs and expenditures and forward them to this ESF's Group Supervisor.

e. **Additional City-County Support Agencies:**

- .
- Support through the collection, analysis, and sharing of information about potential or actual emergencies that could affect Butte – Silver Bow.
- Provide critical information to ESF # 5 during an emergency or disaster, as requested.

D. NOTIFICATIONS.

1. The BSBOEM Coordinator will notify the ESF agencies of EOC activations and request that representatives report to the EOC to coordinate ESF # 5 activities.

2. As additional EOC staffing needs become apparent, other support and partnering agency personnel may be asked to report to the EOC to assist with ESF # 5 activities.

III. ATTACHMENTS AND REFERENCES.

A. ATTACHMENTS.

1. Information, Analysis & Planning (ESF # 5) Checklist.

2. Operational Period Duties and Tasks (Example).

3. Standard Operating Guidelines for EOC Action Plans.

4. EOC Action Plan (Cover page example from EOC operating manual).

5. EOC Staffing Plan (Example EOC staffing plan from EOC operating manual).

B. REFERENCES.

    1. Continuity of Operations Plan (COOP).

    2. Emergency Operation Center Operating Manual (published separately).

C. PROVISO.

This support annex has been prepared in accordance with the standards of the National Incident Management System and other Federal and State requirements and standards for emergency plans applicable as of the date of the plan's preparation.

The plan provides guidance only; it is intended for use in further development for response capabilities, implementation of training and exercises, and defining the general approach to incident response. The actual response to an incident is dependent on:

    1. The specific conditions of the incident, including incident type, geographic extent, severity, timing, and duration;

    2. The availability of resources for response at the time of the incident;

    3. Decisions of Incident Commanders and political leadership; and

    4. Actions taken by neighboring jurisdictions, the State, and the Federal Government.

These and other factors may result in unforeseen circumstances, prevent the implementation of plan components, or require actions that are significantly different from those described in the plan.

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INFORMATION, ANALYSIS & PLANNING (ESF # 5) CHECKLIST

Pre–Emergency	Coordinate with the Emergency Management Director to: ❑ Maintain this Emergency Support Function (ESF). ❑ Maintain EOC supplies, and data displays. ❑ Participate in drills, exercises. ❑ Develop emergency action checklists. ❑ Develop procedures for After Action Report, critique and debriefing. ❑ Monitor activity in the City–County and regionally. ❑ Monitor severe weather systems for their potential impact on the Butte – Silver Bow. ❑ Advise City–County staff of changes in *National Terrorism Advisory System* status and of any announcements of credible threats from the Joint Terrorism Task Force (JTT).
Emergency	❑ Advise the Chief Executive of the need to expand activation of the EOC. ❑ When notified, report to the Butte – Silver Bow EOC. ❑ Monitor regional response and recovery activity that may affect the Butte – Silver Bow.

Emergency Operations Center (EOC)	❑ Staff the Butte – Silver Bow EOC Manager and Planning Section positions and certain ESF # 5 Units (see EOC organization chart) within the Planning Section to include: Resource Unit, Situation Unit, and Documentation Unit to prepare the EOC Situation Report, Incident Action Plan, and make provisions for developing contingencies for extended operations and recovery.
	❑ Compile information from weather, media, City–County, and state sources.
	❑ As a part of the Situation Unit, deploy damage assessment teams to compile damage assessment reports.
	❑ Ensure daily reconnaissance of all impacted areas.
	  – Compile status report to assist ongoing incident action planning.
	❑ Plan for future emergency operational periods.
	  – Collect, process and disseminate essential elements of information for use by response operations and provision of input for reports, briefings, displays and plans.
	  – Consolidate information into reports and other materials that describe and document overall response activities.
	  – Keep the Butte – Silver Bow EOC and other Emergency Support Functions apprised of overall operations.
	  – Maintain displays of pertinent information for use in briefings.
	  – Research technical information.
	  – Collect and manage information from all sources.

	– Provide for a written incident action plan which identifies the objectives and tasks to be performed during the next operational period and the resource requirements to complete those tasks, as well as identifying future issues to be addressed (what's to be done next, and what will it take to do it). IAP elements include:
	   * Summary/Briefing Document.
	   * Objectives: specific and measurable.
	   * Organization: Butte – Silver Bow EOC staff, Incident Commanders, etc.
	   * Tasks and Assignments: who's doing what, where, resources required.
	   * Supporting Materials (as needed): maps, traffic plan, security plan, medical plan, communications plan, etc., as well as weather data, special precautions, and safety messages.
	❑ Establish, maintain contact with State ECC through the EOC Manager.
	   – Provide situation status and damage information.
	   – Receive City–County, state situation information.
	❑ Conduct regular EOC and City–County staff briefings.

Recovery Actions
 	
Specific Details will be included in the Recovery Plan
	❑ Staff a Demobilization Unit to develop a specific recovery component in the EOC IAP based on the event and impacts. This event specific Recovery Transitional Plan (RTP), in part, will specify which recovery functions need to be activated, when and how they are coordinated with response activities and integrated into the EOC Management structure.
	❑ Once it is determined that recovery activities should occur they need to be included as a component of the Operations Section as either a recovery group or recovery branch, depending on the number of resources devoted to the task at that particular time.
	❑ The EOC IAP should contain objectives tasks, activities and resources devoted to them just like they are for response activities.
	❑ The recovery portion of the EOC IAP defines a phased recovery program with a priority of work plan, i.e. priorities and actions to be taken to:
	   – Eliminate life–threatening conditions.
	   – Restore utility and transportation services.
	   – Provide and restore suitable housing conditions.
	   – Resume normal economic activity.
	   – Expedite the securing of financial assistance from both the public and private sectors.
	   – Restore other important City–County services to normal levels.
	   – Restore the community's physical facilities, both public and private, such as waste collection, street lighting, street cleaning, traffic control, schools, nurseries, day care, etc.
	   – Return of all essential services (e.g. water, sewage, electricity, gas, refuse pickup, etc.).
	   – Return personnel to normal work schedules and assignments.
	❑ The recovery portion of the EOC IAP should:
	   – Outline the City–County recovery management structure and management process and how it interfaces with the emergency response phase, and how that transition will take place.

	– Describe the organizational networks and structures appropriate to recovery.
	– Formalize arrangements for the effective management of the recovery process.
	– Facilitate the recovery of affected individuals, businesses, infrastructure and City–County government as quickly and practicably as possible.
	– Involve all agencies with a role to play in the recovery process.
	– Ensure community participation in the recovery process.
	– Identify responsibilities and tasks of key agencies.
	– describe appropriate resource arrangements.
	– Be as simple as possible.
	❑ Recovery elements in the EOC IAP include:
	    – Recovery Team Composition.
	    – Priority of efforts.
	        (1) Activities that reestablish services that meet the physical and safety needs of the community: to include water, food, ice, medical care, emergency access, continuity of governmental operations, emergency communications, security of residents and possessions from harm, health, and temporary housing.
	        (2) Reestablishing infrastructure necessary for community reconstruction: e.g., electrical distribution systems, potable water and sanitary sewer service, restoring medical and health care, rebuilding damaged transportation facilities, and housing facilities.
	        (3) Restoring the City–County's economic base.
	        (4) Improving the City–County's ability to withstand the effects of future major or catastrophic emergencies.
	    – Phasing/milestones for recovery tasks.
	    – Support requirements.
	    – Coordination requirements.
	    – Methodologies.
	    – Reporting requirements.
	❑ Develop and distribute After Action Reports.

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OPERATIONAL PERIOD DUTIES AND TASKS (EXAMPLE)

(Based on a 12–Hour Shift)

Hour 1 **(Beginning Shift):**	• Status Briefing by EOC Manager or Planning Chief to all EOC staff. • Position/section briefings, emphasis on specific objectives and work to be performed during this operational period. • Use of logs and message forms (hardcopy and electronic) by all EOC staff.
Hours 2 to 6:	• Continued use of logs and message forms (hardcopy and electronic) by all EOC staff to document their activities. • Heads–up briefings by EOC Manager and Section Chiefs as appropriate. • Position/section meetings, briefings as necessary.
Hours 7 – 10:	• Continue operations • Planning meetings to develop Incident Action Plan (IAP) for next operational period. • Develop written IAP for next operating period.
Hours 11–12:	• All Positions/sections submit their situation reports in writing. • Debrief of personnel going off–shift. • Relief shifts arrive. • Individuals brief their replacement. • End of shift briefing.

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STANDARD OPERATING GUIDELINES FOR
EOC INCIDENT ACTION PLANS

A. PURPOSE.

1. The EOC Manager shall follow the policy direction received from the Information, Analysis & Planning Team in setting the objectives for the operating period.

2. The EOC Incident Action Plan sets forth objectives and tasks to be completed during the next operational period, the resources necessary to accomplish those tasks, and how they are organized.

3. Accurate and complete EOC Situation Reports (EOC SITREPs) are essential to the development of each operational period EOC Incident Action Plan. SITREPs are developed by the Planning Section from situational information received from each component of the EOC. The next operational period's objectives are derived from progress in achieving the previous operational period's EOC Incident Action Plan as reflected in the EOC SITREP, and from policy direction issued by the Information, Analysis & Planning Team.

B. EOC INCIDENT ACTION PLANNING PROCESS OVERVIEW.

1. The EOC General Staff, under direction of the EOC Manager and led by the EOC Planning Section Chief, will prepare a written EOC Incident Action Plan for the next operational period when emergencies last for more than one operational period, .

2. The EOC incident action planning process is an essential tool for Butte – Silver Bow EOC, particularly in managing sustained operations. If the emergency organization is to have a well planned and executed approach to resolving the problems posed by the emergency, the EOC organization must remain focused and unified in its efforts. The EOC incident action planning process is a key element to ensure that the entire EOC organization will be focused and acting as a unified coordinated body. If the organization is going to move forward in a unified manner, there must be a clear understanding of what goals are being pursued, what time frame is being used (the Operational Period) and how individual unit efforts are a part of the overall organizational efforts.

3. Common EOC goals and strategic objectives must be set, maintained and pursued. The EOC Manager receives policy direction from the Information, Analysis & Planning Team and sets goals and strategic objectives for the EOC to achieve the EMT policy direction. In order for that to happen, the EMT and the EOC Manager must have a good understanding of the current situation and where the situation is going. It is critical to know not only what has happened in the last operational period, but also what is likely to occur in the next and future operational periods. The Planning Section gathers information from a variety of sources, primarily from EOC staff, and compiles it in the form of an EOC Situation Report (SITREP) that provides this information. The EOC SITREP must contain all key information and should also illustrate what outcomes have been achieved to date and what are to be expected in the future.

4. Once the EOC SITREP has been delivered, the EOC Manager finalizes the goals and strategic objectives for the next operational period. These strategic operational objectives must be verifiable and measurable.

5. Once the goals and strategic objectives are set, they should be communicated through the EOC Management and general staff to all EOC components so that they can be considered. Each EOC Section needs to address how it will accomplish the goals and strategic objectives by setting tactical objectives and tasks to resolve the problems identified in the EOC Situation Report. The various branches, and divisions/groups in the EOC Operations Section should each address this issue and develop a coordinated EOC Operations Section approach, including the resources needed and how they should be organized.

6. Next the EOC Logistics and Planning Sections determine how they will support the EOC Operations Section's approach to meet the established strategic objectives and to anticipate equipment and supply procurement and personnel acquisition issues. If resources cannot be obtained, then EOC Operations may need to modify their approach based on the actual resources available.

7. The EOC Administration & Finance Section must determine how they will support the EOC Operations Section's efforts to meet the established strategic objectives and to establish specific cost tracking and contracting methods to procure needed resources in a timely manner.

8. The EOC Planning Section must also consider their ongoing efforts to continue to produce and post situation reports and information as well as continuing to support the EOC incident action planning process throughout future operational periods.

9. This will require continual briefing and rotation of staff in key information gathering roles in the EOC.

C. WRITTEN EOC INCIDENT ACTION PLANS.

1. Written EOC Incident Action Plans are a significant management tool and provide:

   - A clear statement of EOC goals and strategic objectives, and EOC operational tactical objectives and task assignments.
   - A basis for measuring EOC work effectiveness and cost effectiveness.
   - A basis for measuring EOC work progress and providing accountability.
   - Documentation of expected emergency or planned event flow.

D. OPERATIONAL PERIODS.

1. EOC operational periods can be of various lengths but are usually no longer than 24 hours. A 12-hour operational period is common when needing to staff EOC operations 24 hours a day, using a two shift schedule. The length of the Operational Period is determined based on a number of issues, including:

   - Length of time needed to achieve EOC tactical objectives.
   - Availability of fresh resources.
   - Future involvement of additional resources.
   - Environmental considerations. (e.g., available light or weather conditions).
   - Diminished mental and physical effectiveness of tired workers.
   - Safety considerations.

E. **ESSENTIAL ELEMENTS IN THE WRITTEN EOC INCIDENT ACTION PLAN.**

1. **Statement of Objectives** – This is a clear listing of what is expected to be achieved. Objectives must be attainable, measurable, and flexible.

2. **Organization of resources** – Describes what elements of the EOC organization will be active and in place for the next Operational period.

3. **Tactics and Assignments** – This describes the EOC tactics and operations to be employed to achieve the objectives. The EOC Operations Section will normally set the tactical methods for accomplishing the objectives and implement actions (e.g. how, when and where to open shelters). The EOC Planning, Logistics and the Finance/Administration Sections will accomplish resource ordering and acquisition of necessary personnel and materials to support the Operations Section activities.

4. **Supporting Material** – Examples include maps, weather information, special information, the EOC Communications Plan, EOC Medical Plan, and any other special data.

F. **RESPONSIBILITIES FOR EOC INCIDENT ACTION PLANNING.**

1. The EOC Planning Section Chief is responsible for developing the EOC Incident Action Plan in conjunction with other sections. The EOC Operations and Logistics Sections will provide a great deal of support in the construction of the EOC Incident Action Plan. The EOC Situation Unit will provide a situation report at the beginning of the planning meeting.

G. **SEQUENCE OF ACTIVITIES IN THE ACTION PLANNING PROCESS.**

1. The **EOC PLANNING Section** will present a formal current Situation Report. This report should include all key categories and other appropriate forms.

2. The EOC MANAGER will define the organizational priorities for the next operational period (short term) as well as for the intermediate goals. This should include no more than four or five broad goals and represents the strategic goals of the EOC organization. Goals should be measurable and verifiable. (Example: The City–County has a water issue. The short-term goal is providing bottled drinking water for those who need it, while the intermediate goal is restoration of water purification and delivery systems).

3. The **EOC MANAGER** will define the organizational priorities for the next operational period (short term) as well as for the intermediate goals. This should include no more than four or five broad goals and represents the strategic goals of the EOC organization. Goals should be measurable and verifiable. (Example: The City–County has a water issue. The short-term goal is providing bottled drinking water for those who need it, while the intermediate goal is restoration of water purification and delivery systems).

4. The **EOC PLANNING Section** posts the goals and strategic objectives as determined by the EOC Manager.

5. The **EOC OPERATIONS Section** will then address how it will tactically address the problems identified in the EOC Situation Report, based on the EOC organizational

priorities. Each branch must develop tactical plans. The liaison agencies should address how they will support the overall goals of the EOC keeping in mind that they will also address within their own organizations the same process for their own organization goals.

6. The **EOC LOGISTICS Section** determines what is required for them to obtain the needed personnel, supplies and materials to support the OPERATIONS Section in their pursuit of the organizational goals, as well as what the specific needs are.

7. The **EOC ADMINISTRATION/FINANCE Section** determines what is required for them to pay for, document, and recover the funds for the needed personnel, supplies, and materials to support the EOC OPERATIONS Section in their pursuit of the organizational goals.

8. The **EOC PLANNING Section** continues to capture the information necessary to produce reliable and current situation status reports, project future needs and outcomes and to facilitate the EOC incident action planning process and planning meetings.

H. THE EOC PLANNING MEETING.

1. The EOC planning meeting is critical and there may be a tendency for these meetings to last longer than necessary unless they are kept on track and have good focus. The EOC Planning Section Chief will be responsible for running the EOC planning meeting. There are some important tenants for this meeting:

   • All participants must come prepared.
   • Strong leadership must be evident.
   • Agency representatives must be able to commit resources for their agencies.
   • Cell phones and pagers on vibrate only.

I. SEQUENCE AND SUMMARY OF ACTIVITIES BY SECTION.

1. **EOC PLANNING** Present the Situation Report

2. **EOC MANAGER** Set goals and strategic objectives.

3. **EOC PLANNING** Post goals and strategic objectives for use by organizations.

4. **EOC OPERATIONS** Determine tactics to achieve goals, resources needed and the organization of the resources.

5. **EOC LOGISTICS** Determine how it will obtain the needed resources.

6. **EOC ADMIN/FINANCE** Determine how it will pay for and document the needed resources.

7. **EOC PLANNING** Prepares EOC Incident Action Plan (document); continues collecting, analyzing and displaying information and continues Action Planning process.

To assist in the completion of the EOC Incident Action Plan a fill–in–the–blank document format is used. The EOC Planning Section should distribute the appropriate fill-in-the-blank pages to the EOC Section Chiefs for completion.

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Butte – Silver Bow

EOC INCIDENT ACTION PLAN

FOR OPERATIONAL PERIOD
FROM: AM/PM   **TO:**   AM/PM

NOTE: Actions assigned herein should begin during this operational period and units should report progress at the EOC briefing at _____: · _____AM/ PM.

TIME/DATE PREPARED:

Organization:

Prepared By (EOC Planning Section Chief):	**Distribution:** • All EOC Sections and Units • Other
Approved By (EOC Manager):	

EOC STAFFING PLAN (SAMPLE FORM)

Butte – Silver Bow EOC STAFFING LIST		Date Prepared:	Time Prepared:	
EOC COMMAND STAFF		For Operational Period: to		
EOC Manager		**EOC OPERATIONS SECTION**		
EOC Deputy Manager				
EOC Legal Officer		**EOC Public Safety Branch**		
EOC Liaison Officer		Branch Director		
EOC Safety Officer		Fire Fighting Group Supervisor. (ESF4)		
EOC Public Information Officer		Technical Rescue Group Supervisor. (ESF # X)		
EOC Support Officer		HazMat Group Supervisor. (ESF-10)		
		Law Enforcement Group Supervisor. (ESF-13)		
		Hospital and Medical Group Supervisor. (ESF-11		
EOC AGENCY REPRESENTATIVES				
Agency	*Name*			
EOC PLANNING SECTION (ESF # 5)				
Chief		**EOC Human Services Branch**		
Situation Unit Leader		Branch Director		
Resource Unit Leader		Mass Care Group Supervisor. (ESF-6)		
Documentation Unit Leader		Health Group Supervisor. (ESF-8)		
Demobilization/recovery transition Unit Leader		Animal Services Group Supervisor (ESF-17)		
		Access & Functional Needs (ESF-19)		
		EOC Infrastructure Branch		
EOC LOGISTICS SECTION		Branch Director		
Chief		Transportation Group Supervisor. (ESF -1)		
Resource Unit Leader		Information Technologies & Communication Group Supervisor. (ESF-2)		
Communications Unit		Public Works Group Supervisor. (ESF-3)		
Food Unit Leader. (ESF-7)		Energy & Water Supply Group Supervisor. (ESF-12)		
Supply Unit Leader. (ESF-7)		Debris Management Group Supervisor. (ESF-3)		
Facility Unit Leader				
		EOC FINANCE/ADMINISTRATION SECTION		
		Chief		
		Time Unit Leader		
		Compensation/Claims Unit Leader		
		Cost Unit Leader		
		Procurement Unit Leader		
Prepared By:				

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