

# Comprehensive Emergency Management Plan (CEMP)

## **Annex III**

## **Response**



*This Page is Blank Intentionally*

## **Annex III**

# **Response Functions – Emergency Support Functions (ESFs)**

### ***I. INTRODUCTION.***

#### **A. PURPOSE.**

1. This section provides an overview of the Emergency Support Function (ESF) structure, common elements of each of the EFSs, and the basic content contained in each of the ESF Annexes. The following section includes a series of annexes describing the roles and responsibilities of local departments and agencies as ESF coordinators, primary agencies, support agencies, or cooperating agencies.
2. The scope of each ESF is provided to reflect the range of activities in which the ESF group may find itself tasked. These are broad statements describing policies and procedures of the emergency response organization.

#### **B. BACKGROUND.**

The ESFs provide the structure for coordinating interagency support for a response to an incident or disaster. These are mechanisms for grouping functions most frequently used to provide support for the most common consequences to incidents, declared disasters and emergencies.

Under this approach this approach, it is the consequence, not the cause that is important. The public must be warned, lives must saved, the injured attended to, the infrastructure restored, order maintained—these functions have to be accomplished regardless of the cause.<sup>1</sup>

#### **C. DEFINITIONS.**

1. **Primary Coordinator:** The primary coordinator is the entity, or position, with management oversight for that particular ESF. The coordinator has ongoing responsibilities throughout the preparedness, response, and recovery phases of incident management. Responsibilities of the ESF coordinator include:
  - Coordination before, during, and after an incident, including pre-incident planning, resource plan development, and coordination.

---

<sup>1</sup> International Association of Emergency Managers, 201 Park Washington Court, Falls Church, VA. 22046. Website: [www.IAEM.com](http://www.IAEM.com)

- Conducting ESF meetings and trainings with the ESF support and cooperating agencies.
2. **Primary Agency:** An ESF primary agency is an organization, predominantly but not exclusively a Butte-Silver Bow agency, with significant authorities, roles, resources, or capabilities for a particular function within an ESF. An ESF may have multiple primary agencies; the specific responsibilities are articulated within the relevant ESF Annex. When an ESF is activated in response to an incident, the primary agency is responsible for:
- Supporting the ESF primary coordinator;
  - Managing mission assignments and coordinating with support and cooperating agencies;
  - Supporting and keeping other ESF's and organizational elements informed of ESF operational priorities and activities.
3. **Support Agencies:** Support agencies are those entities, public, private, or nonprofit, with specific capabilities or resources that support the primary agency in executing the mission of the ESF. Support agencies should have agreements with the local Emergency Management Agency to provide assistance and participate in the organized disaster management activities. When an ESF is activated in response to an incident, supporting agencies are responsible for:
- Conducting operations, when requested by the EOC Manager or the designated ESF primary agency, consistent with their own authority and resources.
  - Participating in planning for short- and long-term incident management and recovery operations and the development of supporting operational plans, SOPs, checklists, or other job aids, in concert with existing first responder standards.
  - Furnishing available personnel, equipment, or other resource support as requested by the EOC Manager or the ESF primary agency.
  - Maintaining trained personnel to support interagency emergency response and support teams.
  - Participating in training and exercises aimed at continuous improvement of response and recovery capabilities.
4. **Cooperating Agencies:** Cooperating agencies, sometimes called Adjunct Agencies, are those entities that may have direct interest in or have specific expertise and capabilities to assist the coordinating agency in executing incident related tasks or processes. These organizations are not part of the local government or may not have agreements pre-established with the local Emergency Management Agency. When the procedures within a Support Annex are needed to support elements of an incident, the coordinating agency will notify cooperating agencies of the

circumstances. When an ESF is activated in response to an incident, cooperating agencies are responsible for:

- Conducting operations, when requested by the EOC Manager or the designated ESF primary agency, consistent with their own authority and resources.
- Participating in planning for short- and long-term incident management and recovery operations and the development of supporting operational plans, SOPs, checklists, or other job aids, in concert with existing first responder standards.
- Furnishing available personnel, equipment, or other resource support as requested by the EOC Manager or the ESF primary agency.
- Maintaining trained personnel to support interagency emergency response and support teams.

**B. POLICIES.**

1. Each ESF will utilize resources available and obtainable to accomplish missions/tasks within its defined purpose. Resource shortfalls will be coordinated through the Butte-Silver Bow EOC, so that a formal request can be made for additional resources through the most appropriate means.

**II. CONCEPT OF OPERATIONS.**

**A. GENERAL.**

1. During smaller emergencies, each agency performs its specialized tasks according to in-house operating procedures. During major emergencies, however, there is an increased need for the coordination of all activities relevant to the emergency response and this operation takes place in the EOC.
2. Conflicts that arise during emergency operations will be resolved by the EOC Manager.
3. ESF's are coordinated through the designated representative of the Primary Agency.
4. Each ESF is required to develop Standard Operating Procedures, notification protocols, contact information, and resource lists.

**B. NOTIFICATION and ACTIVATION.**

1. The EOC Manager or designee develops and issues operations orders to activate individual ESFs based on the scope and magnitude of the event.
2. ESF primary agencies are notified of the operations orders and time to report to the EOC.
3. ESF primary agencies notify and activate support agencies as required for the event.

### **III. ROLES AND RESPONSIBILITIES**

The response operations of Butte-Silver Bow are divided into the following Emergency Support Functions.

ESF # 1 – Transportation

ESF # 2 – Communications and Information Technology (IT)

ESF # 3 – Public Works & Engineering

ESF # 4 – Fire Fighting

ESF # 5 – Information, Analysis & Planning

ESF # 6 – Mass Care, Housing & Human Services

ESF # 7 – Resource Support

ESF # 8 – Public Health, Hospital and Medical Services

ESF # 9 – Search and Rescue

ESF # 10 – Hazardous Materials

–

ESF # 11 – Energy & Utilities

ESF # 12 – Law Enforcement & Security

ESF # 13 – Public Protection

ESF # 14 – Emergency Public Information

ESF # 15 – Volunteers & Donation Management

ESF # 16 – Animal Veterinary Services

ESF # 17 – Life Safety & Damage Assessment

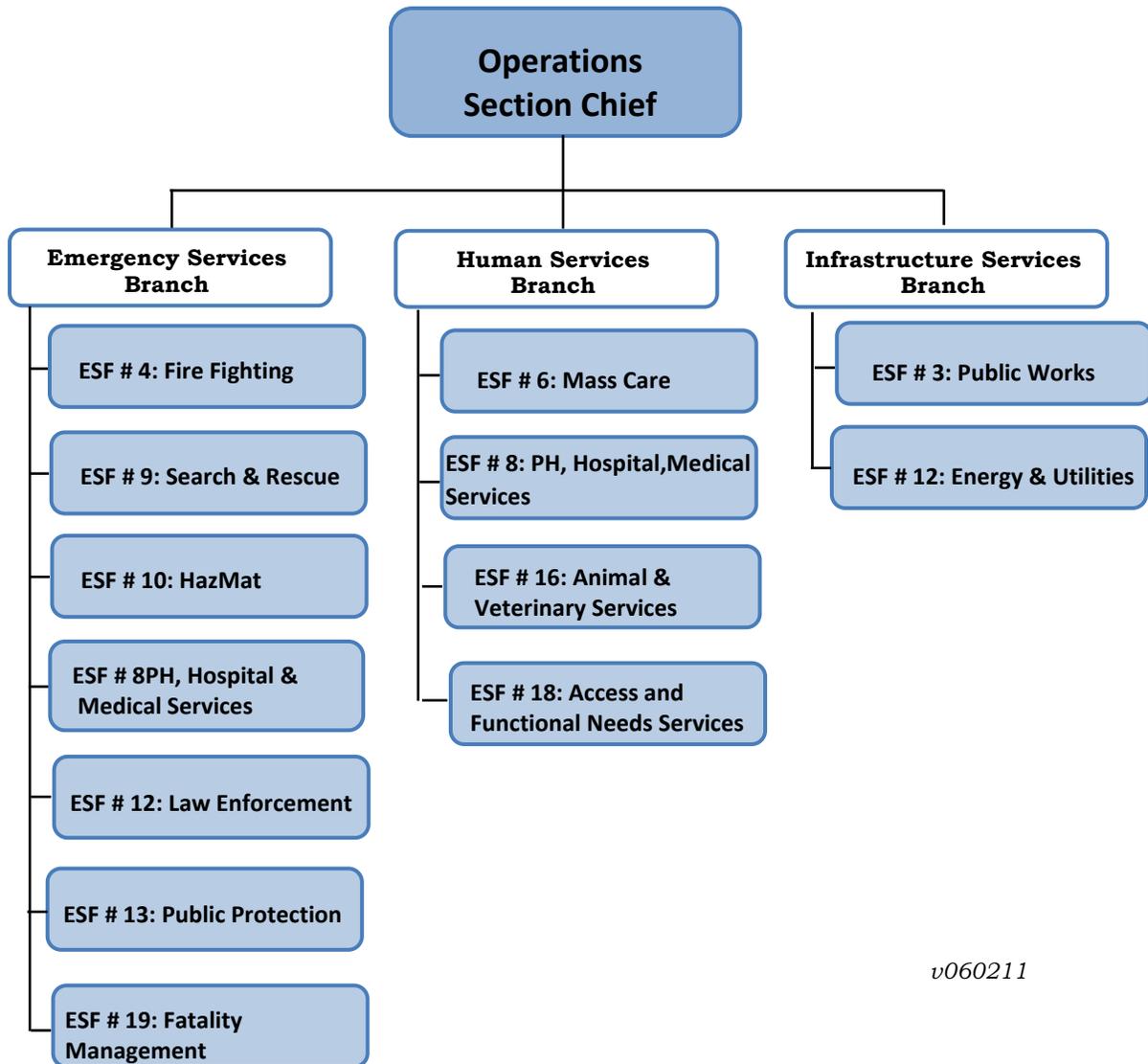
ESF # 18 – Access and Functional Needs Services ESF

ESF# 19 – Fatality Management

For the purpose of further defining roles and responsibilities, each ESF group is also assigned to a branch in the EOC as depicted in the following organizational charts:

**BUTTE – SILVER BOW  
EOC Incident Management**

**OPERATIONS ORGANIZATIONAL STRUCTURE**

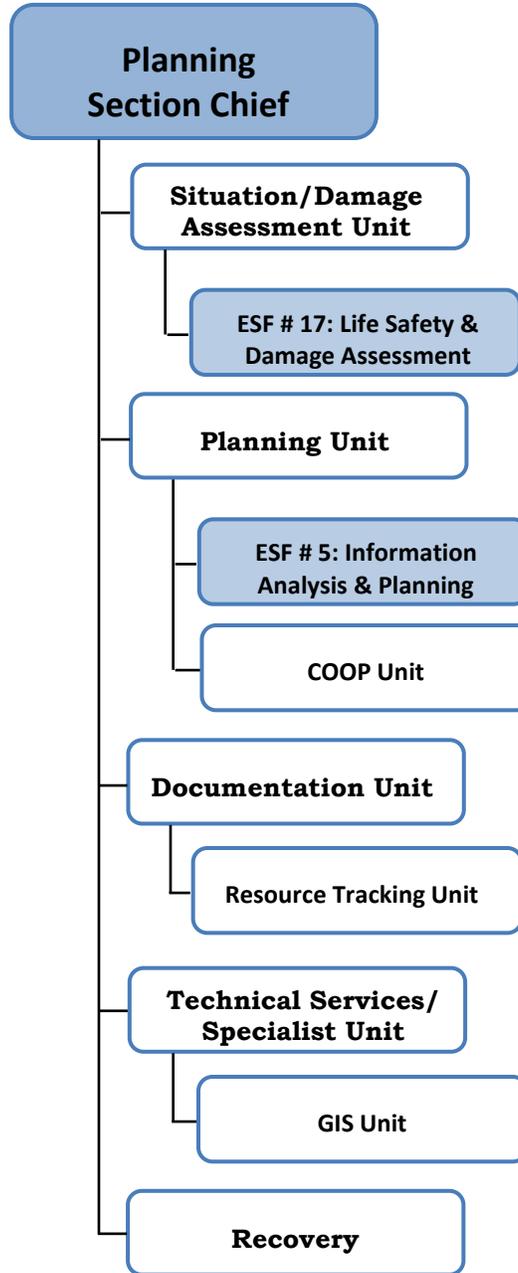


v060211

**BUTTE – SILVER BOW**

**EOC Incident Management**

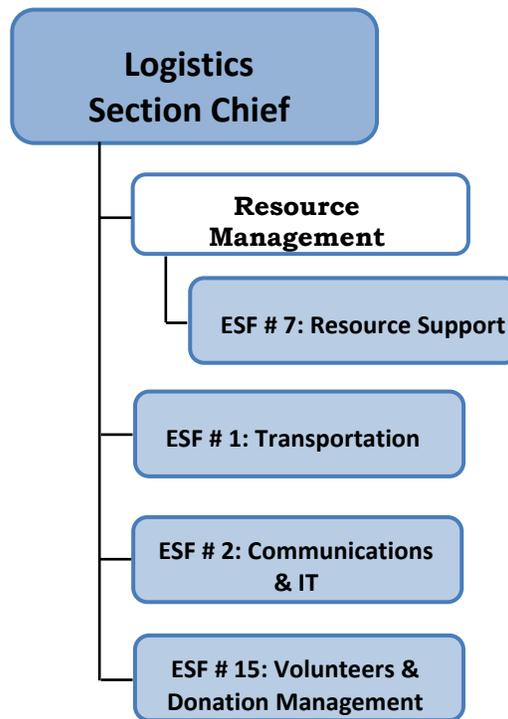
**PLANNING ORGANIZATIONAL STRUCTURE**



**0810111**

**BUTTE – SILVER BOW  
EOC Incident Management**

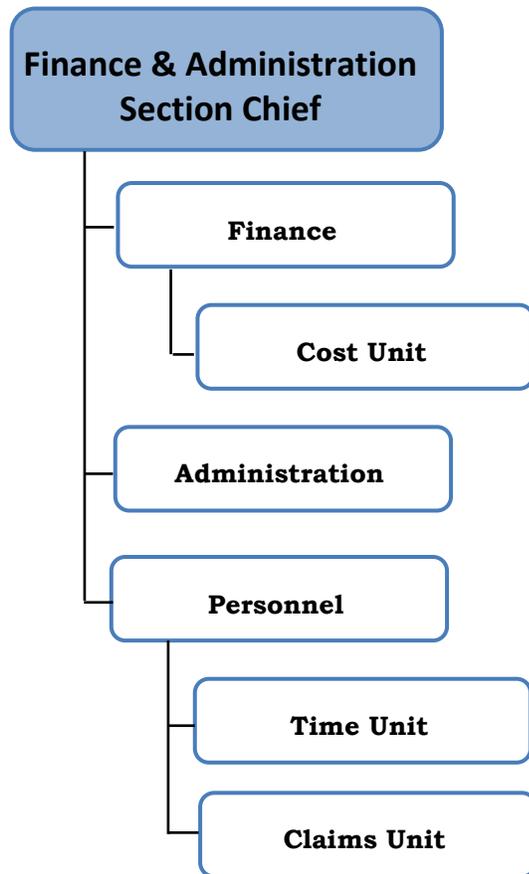
**LOGISTICS ORGANIZATIONAL STRUCTURE**



v081011

**BUTTE – SILVER BOW  
EOC Incident Management**

**FINANCE & ADMINISTRATION ORGANIZATIONAL  
STRUCTURE**



*This Page Is Blank Intentionally*