ESF Coordinator:
Office of the County Administrator
  Office of Emergency Management

Sections:
Management and Control
Planning

Primary Agency:
Office of the County Administrator
  County Administrator
  Office of Emergency Management

Support Agencies:
Loudoun County Emergency
  Management Executive Committee
  (EMEC) Representatives
EMEC Agencies
Loudoun County Fire and Rescue
  Communications and Support
  Services Division
Department Building and Development
Office of Mapping and Geographic
  Information

Community Lifeline(s):
Safety and Security
Communications

INTRODUCTION

Purpose

Emergency Support Function (ESF)-5 Emergency Management coordinates and facilitates support for overall County response and initial recovery activities during a significant event. In addition, ESF-5 is responsible for gathering, compiling, analyzing, and reporting situational awareness.

Scope

ESF-5 Emergency Management coordinates the overall County response to a significant event. Activities within the scope of ESF-5 functions include: recommends emergency protective actions; gathers, compiles, analyzes, and reports situational awareness; supervises all planning, operational, and resource management processes; serves as the primary liaison with all governmental and non-governmental entities; and ensures compliance with all regulations.

For the purpose of this document:

▸ Due to the complexity of this ESF, the Agency Roles and Responsibilities section will also include Management and Control Group and Planning Section positions.

▸ Members of the Loudoun County EMEC serve as the Policy Group during an Emergency Operations Center (EOC) activation. The group is comprised of senior representatives from the following agencies:

   · Office of the County Administrator
   · Department of Animal Services
   · Department of Family Services
   · Department of General Services
   · Department of Information Technology
   · Department of Finance and Procurement
   · Department of Parks, Recreation, and Community Services
   · Loudoun County Fire and Rescue
   · Loudoun County Health Department
   · Loudoun County Public Schools
   · Office of Emergency Management
   · Public Affairs and Communications
   · Loudoun County Sheriff's Office

▸ The County Administrator and/or designee serves as the Director of Emergency Management (Director).

▸ Recovery refers to the preliminary actions during an EOC activation necessary to initiate subsequent comprehensive strategies coordinated by ESF-14 Community Recovery.

▸ While the Public Information Officer is identified as part of the Management and Control Group, roles and responsibilities are defined and specified in ESF-15 External Affairs.

Relevant Laws, Statutes, Plans, and Policies

▸ Loudoun County Emergency Operations Center Policies and Procedures Guide

▸ Code of Virginia, Title 44 Military and Emergency Laws, Chapter 3.2 Emergency Services and Disaster Laws

▸ Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288) as amended

▸ Integrated Public Alert and Warning System (IPAWS) Memorandum of Agreement

▸ Virginia Statewide Mutual Aid Agreement (Loudoun County Resolution adopted October 16, 2000)

▸ Emergency Management Assistance Compact, Public Law 104-321

▸ Code of Virginia, Title 15. 2, Chamber 13.1 Joint Aid Agreements by Localities

ESF Planning Assumptions

▸ Management and Control positions will be staffed by qualified personnel regardless of agency affiliation.
▸ While Policy Group representatives have roles and responsibilities associated with that

group, some may also be required to fill a position within their ESF.

ORGANIZATION

ESF Responsibilities

▶ Provides direction to EOC staff.

▶ Ensures informational updates are analyzed, documented, and reported.

▶ Develops plans, policies, and procedures necessary to resolve issues during the significant event.

▶ Documents information and actions related to emergency management missions and assignments.

▶ Utilizes current methods and procedures to process requests for assistance.

▶ Submits a detailed record of costs and expenditures to the Finance and Administration Section.

Agency Roles and Responsibilities

Office of Emergency Management (OEM)

▶ The agency recognized with ESF coordination. OEM is responsible for overall ESF leadership and coordination associated with Management and Control and Planning Section during a significant event. Emergency operational policies and procedures developed by OEM provide the framework for carrying out these activities.

▶ Monitors, gathers, compiles, and analyzes situational awareness in order to provide a recommendation to the Director for an EOC activation and other emergency protective actions.

▶ Solicits authorization from the Director regarding utilization of the Integrated Public Alert and Warning System (IPAWS) for Emergency Public Information (EPI). Coordinates with ESF-15 External Affairs to ensure effective message development and usage of all other EPI notification methods.

Director of Emergency Management

▶ As stipulated in the Code of Virginia, the Director is the final authority during all significant events. As such, the Director declares local emergencies, authorizes emergency protective actions, manages and controls certain commodities and services, requests resources from other localities, authorizes the use of County facilities for alternative functions, and amends or suspends certain human resources policies.

▶ Designates an Assistant County Administrator, or other qualified individual, to serve as the Government Liaison Officer and delegates certain other responsibilities to

authorized personnel.

▶ Determines the need to convene the Policy Group.

▶ In collaboration with the Policy Group, if convened, develops and communicates strategic goals relevant to the successful resolution of the significant event.

Policy Group

▶ Provides discipline-specific subject matter expertise to assist the Director of Emergency Management during the strategic goal development process.

▶ Formulates policy guidance and recommendations for the Director regarding emergency policy decisions.

Government Liaison

▶ Serves as the primary point of contact for local elected officials and government leaders to respond to questions and provide information.

EOC Manager

▶ Presents emergency protective action recommendations to the Director.

▶ Assigns qualified staff to Management and Control positions based on size, scope, and complexity of the significant event.

▶ Facilitates development of Strategic Goals with the Director and Policy Group. Serves as the conduit for guidance and direction from the Policy Group to the Management and Control Group.

▶ Directs the Management and Control Group and ensures that all EOC staff and processes are managed effectively and efficiently. Authorizes and approves all key plans and documents.

Public Information Officer (PIO)

▶ Serves as the coordination point for all public information, media relations, and internal information sources. Reviews and coordinates all information releases.

▶ Manages the Major Event Hotline and Joint Information Center (JIC).

▶ Ensures that additional roles and responsibilities identified in ESF-15 External Affairs are implemented.

Operations Section Chief

▶ Directs the Public Safety, Infrastructure, and Human Services Branches and ensures that all Operations staff and processes are managed effectively and efficiently. Operations Groups include:

Operations Group	Emergency Support Function
Law Enforcement Group	ESF-13 Law Enforcement
Fire, Hazmat, and SAR Group	ESF-4 Firefighting ESF-9 Search and Rescue ESF-10 Hazardous Materials Response
Health and Medical Group	ESF-8 Public Health and Medical Services
Mass Care Group	ESF-6 Mass Care, Emergency Assistance, Housing, and Human Services
Animal Protection Group	ESF-6 Mass Care, Emergency Assistance, Housing, and Human Services
Volunteer Management Group	ESF-6 Mass Care, Emergency Assistance, Housing, and Human Services
Donation Management Group	ESF-6 Mass Care, Emergency Assistance, Housing, and Human Services
Transportation Infrastructure Group	ESF-1 Transportation
Communications Infrastructure Group	ESF-2 Communications
Agriculture and Natural Resources Group	ESF-3 Public Works and Engineering ESF-11 Agriculture and Natural Resources
Public Works Group	ESF-3 Public Works and Engineering
Energy Group	ESF-12 Energy

Planning Section Chief

▶ Directs the Planning Section and ensures that all Planning staff is managed effectively and efficiently. Planning Units assigned include, but are not limited to:
- Situation Unit gathers, compiles, analyzes, and reports situational awareness information.
- Documentation Unit maintains accurate and complete EOC related files.
- Resource Unit establishes and maintains a system to track status of all EOC managed resources and coordinates with Logistics and Operations Sections to ensure resource requirements are fulfilled.
- Demobilization Unit develops an EOC demobilization plan.
- Geographic Information System (GIS) Unit provides spatial information, analysis, display, and/or dissemination.
- Community Recovery Unit initiates and coordinates the County's recovery efforts in collaboration with local, state, and federal partners.

▶ Facilitates the planning process which includes, but is not limited to:
- Collaborates with EOC Manager in development of initial EOC operational strategies, resource requirements, and actions.
- Conducts situational briefings.
- Guides development and assignment of operational objectives in support of strategic goals.
- Supports tactical planning initiatives.
- Supervises development of the EOC Incident Action Plan (IAP).
- Prepares EOC Shift Briefing.
- Ensures timely completion and distribution of EOC Situation Reports.

Logistics Section Chief

▶ Directs the Service and Support Branches and ensures that all Logistics staff and processes are managed effectively and efficiently. Ensures that additional roles and responsibilities identified in ESF-7 Logistics Management and Resource Support are implemented.

Finance and Administration Section Chief

▶ Directs the Finance and Administration Units and ensures that all assigned staff and processes are managed effectively and efficiently. Ensures that additional roles and responsibilities identified in ESF-7 Logistics Management and Resource Support and in ESF-16 Finance and Administration are implemented.

Loudoun County Fire and Rescue (LCFR)
Communications and Support Services Division

▶ The Public Safety Geographic Information System (GIS) Coordinator is recognized as the GIS Unit Leader. The GIS Unit is responsible for providing geographic and spatial information, analysis, and display.

Department of Building and Development (DBD)

▶ Serves as the department with ancillary responsibility for GIS Unit processes and activities.

Office of Mapping and Geographic Information (OMAGI)

▶ Serves as the department with ancillary responsibility for GIS Unit processes and activities.

MISSIONS AND ASSIGNMENTS

Mission 1: Recommends actions to mitigate and respond to life-safety impacts of significant events.

    Assignment 1-1:   Identifies emergency protective actions necessary to protect life and property.

    Assignment 1-2:   Determines if conditions warrant declaration of local emergency.

    Assignment 1-3:   Utilizes IPAWS to provide the public with life-saving information quickly.

    Assignment 1-4:   Activates the EOC with sufficient, qualified staff.

Mission 2: Gathers, compiles, analyzes, and reports situational awareness.

    Assignment 2-1: Establishes and maintains a common operating picture and determines size, scope, and complexity of the significant event.

    Assignment 2-2: Assembles substantive information from each ESF and produces routine situation reports.

    Assignment 2-3: Conducts various briefings to update EOC personnel on situational updates, unmet needs and potential actions.

Mission 3: Manages the EOC Planning Process.

    Assignment 3-1: Develops prioritized, strategic goals, and operational objectives in order to address event conditions.

    Assignment 3-2: Assists and supports ESF personnel with development of tactical plans.

    Assignment 3-3: Monitors progress of planning initiatives and prepares alternative solutions as required.

    Assignment 3-4: Constructs the EOC IAP.

Mission 4: Coordinates the County's overall response to a significant event in compliance with the National Incident Management System (NIMS).

    Assignment 4-1: Notifies and assigns sufficient EOC staff commensurate with the activation level.

    Assignment 4-2: Provides logistical support to incident commanders and coordinates allocation of scarce resources.

    Assignment 4-3: Supervises initial recovery activities.

Mission 5: Administers all processes associated with resource management from request to demobilization.

    Assignment 5-1: Authorizes and directs the request for external resources via Statewide Mutual Aid (SMA), Emergency Management Assistance Compact (EMAC), and other recognized sources.

    Assignment 5-2: Maintains accurate and current accounting of all resources required, deployed, or demobilized.

Mission 6: Serves as the primary liaison with all governmental and non-governmental entities and ensures compliance with all local, state, and federal regulations.

EMERGENCY SUPPORT FUNCTIONS ANNEX: ESF-5 EMERGENCY MANAGEMENT

Assignment 6-1: Acts in accordance with all public laws including, but not limited to the Stafford Act, the Code of Virginia, and all local ordinances.

Assignment 6-2: Coordinates local activities with the Virginia Department of Emergency Management (VDEM) and the Federal Emergency Management Agency (FEMA) on all issues including, but not limited to damage assessment, public assistance, and individual assistance.

COMMUNITY LIFELINE(S)

Safety and Security

1. Government Service (Emergency Operation Centers, Essential Government Functions, Government Offices, Schools)

    ‣ Identify the status of government services.
    ‣ Determine impact to response operations and how they will improve if component is stabilized.
    ‣ Identify actions that must be taken to improve government services.
    ‣ Evaluate factors that may limit the ability to make improvements.
    ‣ Establish restoration timeline for government services.

2. Imminent Hazard Mitigation (Hazards, Recommend Protective Actions)

    ‣ Identify the imminent hazards and protective actions.
    ‣ Determine impact to response operations and how they will improve if component is stabilized.
    ‣ Identify actions that must be taken to improve imminent hazards.
    ‣ Evaluate factors that may limit the ability to make improvements.
    ‣ Establish triggers for issuance of protective actions.

Communications

1. Alerts and Warnings (Local Alerts/Warnings, Integrated Public Alerts and Warning System)

    ‣ Identify the alerts and warnings necessary to provide emergency public information.
    ‣ Determine impact to response operations and how they will improve if component is stabilized.
    ‣ Identify actions that must be taken to improve alerts and warnings.
    ‣ Evaluate factors that may limit the ability to make improvements.
    ‣ Establish timeline for issuance of alerts and warnings.

Note: This Community Lifeline is a shared responsibility with ESF-15 External Affairs.