

## **Mississippi Emergency Support Function #5 – Emergency Management Annex**

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### **MS ESF #5 Coordinator:**

Mississippi Emergency Management Agency

Mississippi Public Service Commission  
Mississippi Department of Transportation  
Mississippi Department of Wildlife,  
Fisheries and Parks

### **Primary Agency:**

Mississippi Emergency Management Agency

### **Non-Governmental Support Agencies:**

American Red Cross, Mississippi Chapter  
Mississippi Volunteer Organizations  
Active in Disaster  
Salvation Army  
Radio Amateur Civil Emergency  
Services  
Civil Air Patrol

### **Support Agencies:**

Mississippi Department of Agriculture and  
Commerce  
Mississippi Department of Archives and  
History  
Mississippi Development Authority  
Mississippi Department of Education  
Mississippi Department of Environmental  
Quality  
Mississippi Department of Finance and  
Administration  
Mississippi Forestry Commission  
Mississippi Gaming Commission  
Mississippi Department of Health  
Mississippi Department of Human Services  
Information Technology Services  
Mississippi Insurance Department  
Mississippi Department of Marine  
Resources  
Mississippi Department of Mental Health  
Mississippi Military Department  
Mississippi Department of Public Safety

### **Federal ESF Coordinator:**

Department of Homeland Security/  
Emergency Preparedness and Response/  
Federal Emergency Management  
Agency

### **Federal Primary Agency:**

Department of Homeland Security/  
Emergency Preparedness and Response/  
Federal Emergency Management  
Agency

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## **Introduction**

### **Purpose**

The purpose of this Emergency Support Function is to provide overall support activities of State Government for all incident management. ESF #5 provides the core management and administrative functions to support the response to significant incidents effecting local and state operations.

### **Scope**

ESF #5 serves as the support ESF for all state departments and agencies across the spectrum of domestic incident management from prevention to response and recovery. ESF #5 facilitates information flow in the pre-incident prevention phase in order to place assets on alert or to pre-position assets for quick response. During the post-incident response phase, ESF #5 transitions

and is responsible for support and planning functions. ESF #5 activities include supporting and facilitating multi-agency planning and coordination for operations. This includes alert and notification, deployment and staffing of the State Emergency Response Teams (SERT) and other emergency response teams, incident action planning, coordination of operations, logistics and material, direction and control, information management, requests for Federal assistance, resource acquisition and management, worker safety and health, facilities management, financial management, and other support as required.

### **Policies**

- ESF #5 is responsible for establishing the State support infrastructure in the affected area in anticipation of requirements for prevention, response, recovery, and mitigation.
- Resource allocation and taskings are coordinated through ESF #5 using the MEMA mission assignment process and other procedures outlined in the Mississippi Comprehensive Emergency Management Plan (CEMP) Base Plan and applicable Standard Operating Guides (SOGs).
- Local requests for state assistance to the Governor under Title 33-15, Mississippi Code 1972, Annotated are coordinated through MEMA.
- ESF #5 serves as the centralized conduit for state situation reports from the various ESFs and is the informational link between the state and FEMA Region IV as well as other Federal and Congressional offices.
- Departments and agencies participate in the incident action planning process coordinated by ESF #5.
- When activated, agencies in ESF #5 will operate under this document and the current State Emergency Operations Center SOG.
- ESF #5 staff supports the implementation of mutual aid agreements as per the “MS Operations Guidance for Resource Assistance and Mutual Aid Request” to ensure a seamless resource response to affected areas.
- ESF #5 maintains an on-call workforce of trained and skilled “Disaster Reservists” to provide surge capability and to perform essential emergency management functions on short notice and for varied duration.
- The MEMA Operations Center is responsible for notifying the county and municipal departments and agencies, as well as emergency management organizations, of potential threats to enable the elevation of operational response postures or the pre-positioning of assets as per the MEMA Communications SOG.
- ESF #5 provides representatives to staff key positions on the SERT in support of the established Area Command Group.

- ESF #5 staff establishes required field facilities, supplies, and equipment to support State activities related to the management of incidents. These facilities include, but are not limited to the Forward Area Command, Joint Information Center (JIC), mobilization centers, and State staging areas.
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## Concept of Operations

### General

- ESF #5 provides trained and experienced staff to fill management positions in the Command, Operations, Planning, Logistics, and Administration/Finance Sections of the SEOC upon activation.
  - The role of state agencies involved in information and planning is to collect raw data in the field and provide it to their ECO or designated personnel of MEMA in the State Emergency Operations Center (SEOC).
  - When ESFs are activated, their ESF emergency coordinating officer (ECO) primary agency coordinator will assign a liaison to work with ESF #5.
  - ESF #5 provides ESF #15 timely and accurate information to distribute to the media, public officials, and the general public, and other interested parties.
  - If a Joint Field Office (JFO) is established, MS-ESF #5 personnel may locate jointly with their Federal counterparts in the JFO or other designated facility.
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**Organization** (this layout may vary based on the actual incident or state requirements. See also diagram in the basic plan )

ESF #5 is organized in accordance with the National Incident Management System (NIMS). The ESF #5 structure supports the general staff functions described in the NIMS. These functions include:

- **Command:** ESF #5 supports the command function by providing senior staff, incident action planning capabilities, information, administrative, logistics and financial support functions. When appropriate, ESF #5 will appoint an Incident Safety Officer to coordinate and implement safety functions required by the command staff.
- **Operations:** ESF #5 provides the Operations Section Chief position to coordinate the Human Services, Infrastructure Support, Emergency Services, and Mitigation & Recovery Branches (various ESFs also provide key staff for these areas); processes requests for assistance, and initiates and manages the mission assignment and mutual aid agreements.
- **Planning:** ESF #5 provides the Planning Section Chief position. ESF #5 provides for the collection, evaluation, dissemination, and use of information regarding incident prevention and response actions and the status of resources. The Planning Section is

responsible for the State incident action planning process. This includes preparing and documenting incident priorities; establishing the operational period and tempo; and developing contingency, long-term, demobilization, and other plans related to the incident, as needed. The Planning Section also coordinates for special technical capabilities to request support for geospatial intelligence, modeling, and forecasting. The Planning Section will plan for and conduct all briefings for ESF #5 during an incident. The Planning Section will coordinate all requirements for training of staff assigned, contractual or detailed under mutual aid as deemed appropriate by the incident. Additionally, the Planning Section will provide representatives to staff key positions on the SERT as well as ensuring adequate staffing to meet the needs of the Documentation Unit, Situations Unit, and Resources Unit.

- **Logistics:** ESF #5 provides staff for the Logistics Section Chief to manage the control and accountability of State supplies and equipment; resource ordering; delivery of equipment, supplies, and services; resource tracking; facility location and operations; transportation coordination; and other logistic services. The Logistics Section coordinates closely with ESF #7 – Resource Support and implements the Logistics Management Support Annex to the CEMP Base Plan. The Logistics Section also coordinates with the DHS/Emergency Preparedness and Response/FEMA as necessary, to identify, and request assets that are beyond the operational capabilities of the State.
- **Finance/Administration (MEMA Support Services):** ESF #5 provides staff for the Finance/Administration Section Chief to monitor funding all financial, administrative, and cost analysis aspects of the incident. The Finance/Administration Section is responsible for employee services relating to Information Technology, Purchasing and Human Resources. The Finance/Administration Section implements the Financial Management Annex.

### **Direction, Control and Coordination**

- MEMA will maintain overall direction, control, and coordination of the state response and recovery efforts.
- MEMA will be the coordination point with the Local affected governments and with FEMA.
- Each agency participating in an ESF will provide representation to the SEOC ESF #5 section in order to maintain continuity for information and planning throughout all the ESFs that are participating in the event.
- All agencies with this ESF responsibility will receive administrative support from their own organization with additional support from MEMA personnel.
- All participating agencies are expected to attend and support briefings and other coordination meetings, whether at the SEOC or elsewhere.
- Operational logs, employee time logs, messages, requests for action or purchase, and other appropriate documentation will be maintained for future reference.

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## **Actions**

### **Preparedness**

- Develop a Standard Operating Guideline (SOG) and checklist for ESF #5, in conjunction with supporting agencies.
- Establish contacts with local emergency management agencies and local government officials who will be providing information.
- Where there is a credible threat, MEMA may take several actions including, but not limited to activating the SEOC at the appropriate level, deploying liaisons to the threat area, and pre-positioning strategic assets. ESF#5 monitors the situation and notifies local, state, and federal entities as appropriate.

### **Response**

#### **Initial Actions**

- When an incident occurs or has the potential to occur MEMA will activate the SEOC as required. Actions include alert, notification, and situation reporting. Once activated, ESF #5 is operational at the SEOC on a 24-hour basis.
- ESF #5 will maintain constant communications with the affected local emergency operations centers and initiates periodic teleconferences with all appropriate parties to coordinate the joint local and State operations.
- Establish contacts with local emergency management agencies and local government officials to coordinate the use of resources.

#### **Continuing Actions**

- Develop the action plan for each operating period identified.
- Analyze resource requirements based on information received and provide needed resources to local governments that are beyond their capabilities.
- Supply SEOC or JFO (when activated) with State ESF #5 staff and resources.
- Collect, process, and distribute all related information to local, state, and federal levels.
- 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.
- Provide Incident Management Information Systems (WEBEOC) information support to all functional ESFs.
- Provide state situation reports to outside agencies and officials as required.

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## **Responsibilities**

### **MEMA**

- Develop SOGs for ESF # 5 in coordination with participating agencies.
- Train and exercise ESF #5 personnel.
- Provide command staffing for the SEOC, SERT, RNA, and other emergency response teams if deployed
- Provide ESF #5 staff and resources to the JFO ESF #5 if operational.
- Provide operational personnel to analyze resource requirements based on information received.
- Establish contacts with local emergency management agencies and local government officials to coordinate the use of resources.
- Collect, process, and distribute all related information to local, state, and federal levels.
- Assist in providing support for Information Management Systems to all functional ESFs.
- Coordinate deployment of the emergency response teams to conduct operational support functions in the incident/threat area.
- Ensure coordination and support for development of action plans from all supporting agencies.

### **Responsibilities of All Support Agencies**

- Provide information through the primary ESF agency to ESF #5.
- Support development of the action plan for each operating period identified.
- Assist in incident prevention, response, recovery, and mitigation as outlined in the State CEMP, Emergency Management Law, and applicable SOGs.

### Support Agency Responsibilities:

Agency	Functions
MS Department of Agriculture and Commerce	<ul style="list-style-type: none"> <li>▪ Support the development of SOPs in conjunction with primary and supporting agencies.</li> <li>▪ Assist in damage impact assessment by analyzing impact on food supplies and delivery systems.</li> <li>▪ Support action plan and development.</li> <li>▪ Provide information from ESF #11 (Agriculture and Natural Resources).</li> <li>▪ Provide for animal health care issues.</li> </ul>
MS Department of Archives and History	<ul style="list-style-type: none"> <li>▪ Support the development of an SOP in conjunction with primary and supporting agencies.</li> <li>▪ Provide for the preservation of vital records and documents.</li> <li>▪ Provide historical information on disasters and emergencies.</li> <li>▪ Identify and report impacts of disaster on historic properties.</li> <li>▪ Support action plan and development.</li> </ul>
American Red Cross	<ul style="list-style-type: none"> <li>▪ Support the development of an SOP in conjunction with primary and supporting agencies.</li> <li>▪ Maintain and report on shelter status and human needs.</li> <li>▪ Recognize the state's ethnic and cultural diversity and consider the consequences of impact on delivery of goods and services to the affected population.</li> <li>▪ Support action plan and development.</li> </ul>
Civil Air Patrol (CAP)	<ul style="list-style-type: none"> <li>▪ Support the development of an SOP in conjunction with the primary and supporting agencies.</li> <li>▪ Provide information based on pre-and post-disaster aerial reconnaissance and photography.</li> <li>▪ Provide personnel for analysis in emergency action planning.</li> </ul>

Agency	Functions
MS Department of Environmental Quality	<ul style="list-style-type: none"> <li>▪ Support the development of an SOP in conjunction with primary and supporting agencies.</li> <li>▪ Provide information regarding the environmental impact within the disaster area and ensure compliance with state and federal environmental regulations.</li> <li>▪ Provide seismic or other geological information and digitized mapping support.</li> <li>▪ Support action plan and development.</li> <li>▪ Provide data information from ESF #10 (Oil and Hazardous Materials).</li> </ul>
MS Department of Finance and Administration	<ul style="list-style-type: none"> <li>▪ Support the development of an SOP in conjunction with primary and supporting agencies.</li> <li>▪ Assess economic impacts of the disaster or emergency.</li> <li>▪ Monitor and assess financial resource expenditures.</li> <li>▪ Facilitate the acquisition/disposition of property for state emergency use.</li> <li>▪ Assist in damage assessment.</li> <li>▪ Support action plan and development.</li> <li>▪ Provide resource data and information from ESF #7 (Resource Support).</li> </ul>
Mississippi Forestry Commission (MFC)	<ul style="list-style-type: none"> <li>▪ Support the development of SOPs in conjunction with primary and support agencies.</li> <li>▪ Conduct post-disaster aerial reconnaissance.</li> <li>▪ Provide intelligence on forestry impacted in the disaster area.</li> </ul>

Agency	Functions
Mississippi Gaming Commission	<ul style="list-style-type: none"> <li>▪ Support the development of an SOP in conjunction with primary and secondary agencies.</li> <li>▪ Coordinate temporary closure orders for casinos jointly with SEOC and affected local county EOC.</li> <li>▪ Provide information on status of patron evacuation.</li> <li>▪ Provide information on damage to casino facilities.</li> <li>▪ Coordinate re-opening of casinos jointly with the SEOC and local county EOC(s).</li> <li>▪ Support action plan and development.</li> </ul>
MS Department of Human Services	<ul style="list-style-type: none"> <li>▪ Support the development of an SOP in conjunction with primary and support agencies.</li> <li>▪ Supply information on ESF #6 (Mass Care, Housing and Human Services) human needs issues.</li> <li>▪ Maintain and report information on shelter availability and Support action plan and development.</li> </ul>
MS Information Technology Services	<ul style="list-style-type: none"> <li>▪ Support the development of an SOP in conjunction with primary and secondary agencies.</li> <li>▪ Assist in assessing the operating status of communications systems.</li> <li>▪ Provide technical assistance and personnel for data management.</li> </ul>
MS Department of Insurance	<ul style="list-style-type: none"> <li>▪ Support the development of an SOP in conjunction with the primary and supporting agencies.</li> <li>▪ Provide information on disaster losses for inclusion in Situation Reports.</li> <li>▪ Supply additional resource support.</li> <li>▪ Provide information relative to safety issues for inclusion in news statements and other issues.</li> <li>▪ Provide information relative to insured losses in order to determine unmet needs.</li> </ul>

Agency	Functions
MS Department of Marine Resources	<ul style="list-style-type: none"> <li>▪ Support the development of an SOP in conjunction with primary and supporting agencies.</li> <li>▪ Provide information on damage; analyze impacts to coastal preserves, public trust tidelands, and on environmentally and ecologically sensitive areas.</li> </ul>
Mississippi Military Department	<ul style="list-style-type: none"> <li>▪ Support the development of an SOP in conjunction with the primary and secondary agencies.</li> <li>▪ Provide aerial reconnaissance support.</li> <li>▪ Support action plan and development.</li> <li>▪ Provide manpower for ESF #15 (External Affairs).</li> </ul>
Mississippi Volunteer Organizations Active in Disaster	<ul style="list-style-type: none"> <li>▪ Support the development of SOPs in conjunction with the primary and secondary agencies.</li> <li>▪ Provide disaster information on Mississippi Volunteer Organizations Active in Disasters (MSVOAD) operations for situation reporting.</li> <li>▪ Support action plan and development.</li> </ul>
MS Department of Public Safety	<ul style="list-style-type: none"> <li>▪ Support the development of an SOP in conjunction with the primary and supporting agencies.</li> <li>▪ Support action plan and situation reporting.</li> <li>▪ Provide support personnel for damage assessment activities.</li> <li>▪ Analyze and make recommendations on ESF #13 (Public Safety and Security).</li> </ul>
MS Public Service Commission	<ul style="list-style-type: none"> <li>▪ Support the development of SOPs in conjunction with the primary and secondary agencies.</li> <li>▪ Assist in determining impacts of public utilities and restoration reporting.</li> <li>▪ Support action plan and development.</li> </ul>

Agency	Functions
Radio Amateur Civil Emergency Services (RACES)	<ul style="list-style-type: none"> <li>▪ Support the development of SOPs in conjunction with the primary and supporting agencies</li> <li>▪ Provide information on status of communications throughout the state</li> <li>▪ Provide or supplement communication during emergencies at the SEOC</li> <li>▪ Support state and local communications operations requirements as specified in the MEMA RACES Plan and accompanying procedures.</li> </ul>
MS Department of Transportation	<ul style="list-style-type: none"> <li>▪ Support the development of SOPs in conjunction with the primary and supporting agencies.</li> <li>▪ Determine access points and priority routing to Mobilization Centers (MC), Staging Areas (SA), Disaster Field Offices (JFOs), SEOC, etc.</li> <li>▪ Provide information on status of transportation routes (air, rail, or road) and pipelines before, during, and after a disaster.</li> <li>▪ Provide mapping support.</li> <li>▪ Support action plan and development.</li> <li>▪ Provide traffic design information.</li> <li>▪ Analyze and make recommendations for ESF #1 (Transportation) and ESF #3 (Public Works and Engineering).</li> </ul>
MS Department of Wildlife, Fisheries and Parks	<ul style="list-style-type: none"> <li>▪ Support the development of an SOP in conjunction with primary and supporting agencies.</li> <li>▪ Provide damage information on state park facilities and wildlife areas.</li> <li>▪ Provide information on extent of environmental damage.</li> <li>▪ Support action plan and development.</li> </ul>

**Attachments:**

1. DR-1 Initial Disaster Report
2. DR-2 Situation Report
3. DR-3 Proclamation of Local Emergency
4. DR-4 Request for State of Emergency to Governor

**References:**

1. The Emergency Management Law, Title 33, Chapter 15, Mississippi Code of 1972, Annotated, Revised 2004.
2. MEMA Communications SOG
3. MEMA State Emergency Operations Center SOG
4. MS State Emergency Response Team (SERT) SOG
5. MS Operations Guidance for Resource Assistance and Mutual Aid Request
6. MEMA Radio Amateur Civil emergency Service Plan, January 2005
7. MEMA Financial Management Annex
8. MEMA Logistic Management Support Annex