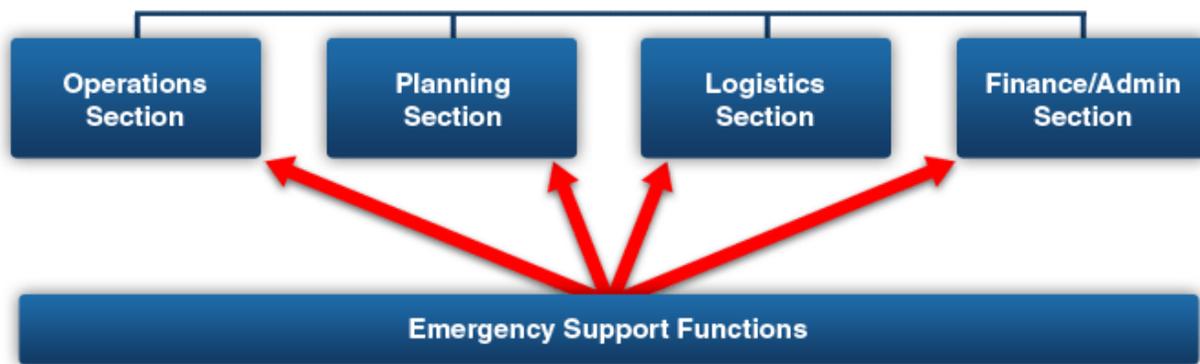


POTTAWATTAMIE COUNTY COMPREHENSIVE EMERGENCY PLAN  
PART A - OPERATIONS

Emergency Support Functions  
**INTRODUCTION**



Pottawattamie County  
Emergency Management Agency  
205 South Main Street  
Council Bluffs, Iowa 51503

## Emergency Support Function Annexes

### INTRODUCTION

---

#### Purpose

This section provides an overview of the Emergency Support Function (ESF) structure, common elements of each of the ESFs, and the basic content contained in each of the ESFs. It further describes the roles and responsibilities of departments and agencies assigned as ESF coordinators, primary agencies, or support agencies.

#### Background

The ESFs provide the structure for coordinating inter-agency support for a response to an incident. They are mechanisms for grouping functions most frequently used to coordinate response actions and support for declared disasters and emergencies under the Stafford Act and for non-Stafford Act incidents.

The Incident Command System provides for the flexibility to assign ESF and other stakeholder resources according to their capabilities, taskings, and requirements in order to respond to incidents in a more collaborative manner.

While ESFs are typically assigned to a specific section at the EOC for management purposes, resources may be assigned anywhere within the overall incident management structure. Regardless of the area ESF resources are deployed, all entities work within the organizational confines of this Operations Plan to ensure that appropriate planning and execution of required missions occur.

#### ESF Roles and Responsibilities

ESF	Scope
ESF #1 Transportation Annex	<ul style="list-style-type: none"><li>• Aviation/airspace management and control.</li><li>• Transportation safety.</li><li>• Restoration/recovery of transportation infrastructure.</li><li>• Movement restrictions.</li><li>• Damage and impact assessments.</li></ul>
ESF #2 Communications Annex	<ul style="list-style-type: none"><li>• Coordination with telecommunications and information technology industries.</li><li>• Restoration and repair of telecommunications infrastructure.</li><li>• Protection, restoration, and sustainment of cyber and information technology resources.</li><li>• Oversight of communications within the incident management and response structures.</li></ul>

---

## Emergency Support Function Annexes

### INTRODUCTION

---

<b>ESF #3</b> <b>Public Works &amp; Engineering Annex</b>	<ul style="list-style-type: none"><li>• Infrastructure protection and emergency repair.</li><li>• Infrastructure restoration.</li><li>• Engineering services and construction management.</li><li>• Emergency contracting support for life-saving and life-sustaining services.</li></ul>
<b>ESF #4</b> <b>Firefighting &amp; EMS Annex</b>	<ul style="list-style-type: none"><li>• Coordination of multi-jurisdictional firefighting &amp; EMS activities.</li><li>• Support to wildland, rural, and urban firefighting operations.</li><li>• Mass casualty management.</li></ul>
<b>ESF #5</b> <b>Emergency Management Annex</b>	<ul style="list-style-type: none"><li>• Coordination of incident management and response efforts.</li><li>• Issuance of mission assignments.</li><li>• Resource and human capital.</li><li>• Incident action planning.</li><li>• Financial management.</li></ul>
<b>ESF #6</b> <b>Mass Care &amp; Human Services Annex</b>	<ul style="list-style-type: none"><li>• Mass care.</li><li>• Emergency assistance.</li><li>• Disaster housing.</li><li>• Human services.</li></ul>
<b>ESF #7</b> <b>Logistics Management &amp; Resource Support Annex</b>	<ul style="list-style-type: none"><li>• Comprehensive logistics planning, management and sustainment.</li><li>• Resource support (facilities, equipment, supplies, etc.).</li></ul>
<b>ESF #8</b> <b>Public Health &amp; Medical Services Annex</b>	<ul style="list-style-type: none"><li>• Public health.</li><li>• Medical services.</li><li>• Mental health.</li><li>• Mass fatality management.</li></ul>
<b>ESF #9</b> <b>Search &amp; Rescue Annex</b>	<ul style="list-style-type: none"><li>• Live-saving assistance.</li><li>• Search and rescue operations.</li></ul>
<b>ESF #10</b> <b>Hazardous Materials Response Annex</b>	<ul style="list-style-type: none"><li>• Hazardous materials response.</li><li>• Site/environmental short- and long-term cleanup.</li></ul>

---

## Emergency Support Function Annexes

### INTRODUCTION

---

<b>ESF #11</b> <b>Agriculture &amp; Natural Resources Annex</b>	<ul style="list-style-type: none"><li>• Animal and plant disease response.</li><li>• Food safety and security.</li><li>• Natural and cultural resources and historic properties protection and restoration.</li><li>• Safety and well-being of household pets.</li></ul>
<b>ESF #12</b> <b>Energy Annex</b>	<ul style="list-style-type: none"><li>• Energy infrastructure assessment, repair, and restoration.</li><li>• Energy industry utilities coordination.</li><li>• Energy forecast.</li></ul>
<b>ESF #13</b> <b>Public Safety and Security Annex</b>	<ul style="list-style-type: none"><li>• Facility and resource security.</li><li>• Security planning and technical resource assistance.</li><li>• Public safety and security support.</li><li>• Support to access, traffic, and crowd control.</li></ul>
<b>ESF #14</b> <b>Damage Assessment Annex</b>	<ul style="list-style-type: none"><li>• Initial damage reporting.</li><li>• Initial damage assessment process management.</li><li>• Damage assessment data management.</li><li>• Damage assessment and public assistance program coordination.</li></ul>
<b>ESF #15</b> <b>External Affairs Annex</b>	<ul style="list-style-type: none"><li>• Media and community relations.</li><li>• Joint information operations.</li></ul>

### ESF Notification and Activation

The Emergency Management Agency monitors incidents countywide and depends on the 911 Communications Center to make timely notification of incidents to EMA staff that meet criteria set forth by the chief elected leaders and public safety department heads. It is this monitoring, agreements and existing plans that are used by EMA to determine the need to activate one or more ESFs based on the scope and magnitude of the threat or incident.

ESF primary agencies are notified of the activation, time and location to report. This alerting will

## Emergency Support Function Annexes

### INTRODUCTION

---

be primarily completed through the Alert Iowa emergency notification system.

ESF primary agencies notify and activate support agencies as required for the threat or incident, to include support to specialized teams. Each ESF will develop and maintain current rosters and contact information for support agencies and resources they may deploy.

#### ESF Member Roles and Responsibilities

Each ESF Annex identifies the coordinator and the primary and support agencies pertinent to the ESF. Several ESFs incorporate multiple components, with primary agencies designated for each component to ensure seamless integration of and transition between preparedness, response, and recovery activities. ESFs with multiple primary agencies designate an ESF coordinator for the purposes of pre-incident planning and coordination of primary and supporting agency efforts throughout the incident. Following is a discussion of the roles and responsibilities of the ESF coordinator and the primary and support agencies.

#### ESF Coordinator

The ESF coordinator is the entity with management oversight for that particular ESF. The coordinator has ongoing responsibilities throughout the preparedness, response, and recovery phases of an incident. Responsibilities of the ESF coordinator include:

- Coordination before, during, and after an incident, including pre-incident planning and coordination.
- Maintaining ongoing contact with ESF primary and support agencies.
- Conducting periodic ESF meetings and conference calls.
- Coordinating efforts with corresponding private-sector organizations.
- Coordinating ESF activities related to catastrophic incident planning and critical infrastructure preparedness, as appropriate.

#### Primary Agencies

An ESF primary agency is an organization with significant authorities, roles, resources, or capabilities for a particular function within an ESF. ESFs may have multiple primary agencies, and the specific responsibilities of those agencies are articulated within the relevant ESF Annex.

When a representative from an ESF primary agency is activated, they serve on the command staff of the Emergency Operations Center which operates under the direct delegated authority of the chief elected officials and the assigned individual must have the delegated authority to commit resources and strategies on behalf of their agency to accomplish the ESF mission. When activated in response to an incident, the primary agency is responsible for:

## Emergency Support Function Annexes

### INTRODUCTION

---

- Supporting the ESF coordinator and coordinating closely with the other primary and support agencies.
- Orchestrating support within their functional area for an affected jurisdiction.
- Providing staff for operational functions at designated locations.
- Notifying and requesting assistance from support agencies.
- Managing mission assignments and coordinating with support agencies, under the implemented EOC/ICP procedures and structures.
- Working with private-sector partners to maximize use of all available resources.
- Supporting and keeping other ESFs and organizational elements informed of ESF operational priorities and activities.
- Conducting situational and periodic readiness assessments.
- Coordinating any required contracts, goods, and services.
- Ensuring financial and property accountability for ESF activities.
- Planning for short- and long-term incident management and recovery operations.
- Maintaining trained personnel to support inter-agency emergency response and support teams.
- Identifying new equipment or capabilities required to prevent or respond to new or emerging threats and hazards, or to improve the ability to address existing threats.

#### Support Agencies

Support agencies are those entities with specific capabilities or resources that support the primary agency in executing the mission of the ESF. When an ESF is activated, support agencies are responsible for:

- Conducting operations, when requested by emergency management 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 operations plans, SOPs, checklists, or other job aids, in concert with existing first-responder standards.
- Assisting in the conduct of situational assessments.
- Furnishing available personnel, equipment, or other resource support as requested by emergency management or the ESF primary agency.
- Providing input to periodic readiness assessments.
- Maintaining trained personnel to support inter-agency emergency response and support teams.
- Identifying new equipment or capabilities required to prevent or respond to new or emerging threats and hazards, or to improve the ability to address existing threats.