Emergency Support Function

Montana Emergency Response

MERF

Framework

2022

Annex # 5
Information & Planning

MONTANA DISASTER + EMERGENCY SERVICES

DES

Authorization & Concurrence:

This Annex is considered operational and serves as a guide for rendering assistance whenever the **Montana Emergency Response Framework** (MERF) is activated. It supersedes all previous editions.

Approved: _____ Date: _____

Record of Changes

All changes to this plan annex are to be dated on the master copy kept by the Montana Disaster & Emergency Services (DES).

Date Posted	Change	Recommending Agency/Individual

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Section I: Agencies

Coordinating Agency:
Montana Disaster & Emergency Services

Support Agencies:
All State Department and Agencies

Primary Agency:
Montana Disaster & Emergency Services

Section II: Purpose & Scope

Purpose:
Emergency Support Function (ESF) #5 – Information and Planning describes how the State of Montana will collect, compile, analyze, process, disseminate, and coordinate overall information activities and conduct incident planning activities through the State Emergency Coordination Center (SECC).

Scope:
The activities within the scope of ESF #5 include the following:

- Coordinating with state agency operations centers and local, tribal, and private sector emergency management organizations to facilitate the flow of situational information and coordination for operations involving incidents requiring State assistance.
- Collecting, processing, analyzing, and disseminating situation information to guide response and recovery efforts.
- Collecting and aggregating damage assessment data and tracking local emergency/disaster declarations.
- Coordinating state incident planning in the SECC to manage and support incident activities. State agencies participate in the planning processes coordinated by Montana Disaster and Emergency Services at the SECC. This includes crisis and incident action planning, analysis of risks and capability requirements, and other support as required.
- Coordinate the development of information products for situational information, information management, modeling and analysis, and reports and information analysis on the status of operations and impacts.

Section III: Assumptions & Relationships

Assumptions
For the purpose of designing responses in an all hazard environment, this annex outlines the following assumptions:

- There will be an immediate and continuing need to collect, process, and disseminate situational information, identify urgent response requirements before, during and immediately following a disaster or emergency event in order to plan for continuing response, recovery, and mitigation activities.
- Assessment of damage impacts and SECC operations may be delayed due to minimal staffing. Jurisdictions impacted the most will be given priority for assistance and support as needed and available.

- During the early stages of an event, little information will be available, and it may be vague and inaccurate; the need to verify this information can delay response to inquiries.
- Reporting from local and tribal jurisdictions to the SECC will improve as the event matures.
- Reporting of information may be delayed due to damaged telecommunications and transportation infrastructure.
- Normal forms of communications may be severely interrupted during the early phases of an emergency or disaster.
- Transportation to affected areas may be cut off due to weather conditions or damage to roads, bridges, airports, and other transportation means.
- Effective incident response activities rely on information and planning systems that provide a common operating picture to all local, tribal, state, and federal jurisdictions and entities engaged in a response.
- Information needs are defined by the jurisdiction/organization. These needs are often met at the local, tribal, and state levels in concert with nongovernmental organizations (NGOs) and the private sector, and primarily through preparedness organizations.
- Procedures and protocols for the release of warnings, incident notifications, public communications, and other critical information are disseminated through a defined combination of networks used by emergency operations centers.
- Notifications are made to the appropriate jurisdictional levels and to NGOs and the private sector through defined mechanisms specified in emergency operations plans and incident action plans.

Relationships

This section describes how this Annex relates to key agencies and stakeholders. Basic concepts that apply to key agencies and stakeholders include:

Local & Tribal Governments

Local and tribal governments engage in incident planning and collaborate with State planning elements as part of unified response efforts. State plans support the needs of state, local, and tribal governments and is adaptable to address changing priorities and requirements.

Local and tribal area governments are responsible for their own information and planning and have the primary responsibility for mitigation, preparedness, response, and recovery. Local and tribal mutual aid and assistance networks facilitate the sharing of resources to support response activities. Local jurisdictions are responsible for requesting state support through the jurisdiction's emergency management agency when incident exceeds local capabilities.

Responsibility for situation assessment and determination of resource needs lies primarily with the local Incident Commander. Shortages of critical information and planning resources are adjudicated at the lowest jurisdictional level. Local Sheriff Offices coordinate with the local or on-site Incident Commander within the disaster area to determine evacuation areas, roadblocks, and access control points.

Private Sector/Non-Governmental Organizations

The private sector and NGOs are important sources of critical incident information. Many members of the private sector and NGOs participate in planning efforts as well as conduct their own. Plans shall be developed in a manner to ensure the concepts of operations are mutually supporting private sector lifesaving and sustainment or restoration operations. To the greatest extent possible, private sector coordination mechanisms should be employed to help synchronize public-private sector operations.

State Government

The State Emergency Coordination Center (SECC) serves as the principal point for coordinating state, local, tribal, and federal resources as in the delivery of emergency assistance to affected jurisdiction(s). If the Governor has declared an emergency resources may be requested through the Emergency Management Assistance Compact (EMAC). State mutual aid (aka EMAC) requests will be processed, through the SECC, in cooperation with DES.

The SECC will coordinate with the primary agency and support agencies in the use of state resources to support response activities. When activated to respond to an incident, the primary agency and support agencies will develop work priorities in cooperation with local and tribal governments and in coordination with the SECC.

Section IV: Core Capabilities

The following table list the core capabilities and their key activities that the coordinating, primary, and supporting agencies collectively support. Though not listed in the table, all ESFs, including ESF #5, support the core capabilities of Planning, Operational Coordination, and Public Information and Warning.

CORE CAPABILITIES	**Key Activities –** The SECC coordinates with the primary agency and supporting agencies to coordinate resources in support and response for the following key activities during actual or potential incidents:
Planning	• Coordinates and conducts deliberate planning during the steady state for response to manage risks and execute support functions, and crisis action planning activities during an actual or potential incident. This includes, among other things: – Organizational and coordination constructs. – Key decisions and corresponding critical information requirements. – Tasks and proposed operational actions for consideration. – Planning factors and potential capability requirements.
Situation Assessment	• Maintains situational awareness of an incident. • Provides an informational link to members of the whole community. • Serves as the centralized conduit for situation reports, geospatial data, and other decision support tools. • Provides decision-relevant information regarding the nature and extent of an incident, and well as cascading effects, in support of a potential or actual coordinated State response. • Coordinates the production and dissemination of modeling and effects analysis to inform immediate emergency management actions and decisions. • Maintains standard reporting templates, information management systems, essential elements of information, and critical information requirements.

Public Information & Warning	• Provides information for the development of credible, culturally appropriate, and accessible messages to inform the public of ongoing emergency services, protective measures, and other life-sustaining actions that facilitate the transition to recovery.

Section V: Operational Functions

The following table lists the operational functions that both the primary agency and supporting agencies most directly support for ESF #5:

PRIMARY AGENCY	**Operational Functions –** MT DES serves as the primary agency. The operational functions for the primary agency include:
Montana Disaster & Emergency Services	• Coordinates contracting, acquisitions, and deployments of safety and security personnel, equipment, and supplies in response to requests for State assistance, as appropriate. • Coordinates National Guard assistance, when requested and upon approval by the Governor. • Coordinates and/or deploys personnel to fill positions in operations centers and on emergency response teams and other entities, as necessary. • Coordinate emergency-related response and recovery functions related to safety and security. • Coordinates international and domestic offers of safety and security-related assistance and support. • Provides assistance in the allocation and prioritization of safety and security resources. • Coordinates the prevention, protection, mitigation, response, and recovery actions among safety and security stakeholders at state and local levels. • Provides equipment and personnel as needed for immediate lifesaving response operations. • Assist in coordinating the provision of temporary emergency power to critical facilities (e.g., hospitals, water treatment plants, shelters, fire stations, police stations). • Coordinates EMAC, Federal, and International offers of safety and security support. • Coordinates and/or provides situational awareness regarding safety and security.
SUPPORTING AGENCIES	**Operational Functions –** The operational functions for the supporting agencies may include:
All Supporting Agencies	• Provides accurate and timely information related to an actual or potential incident. • Develops and executes plans related to an actual or potential incident, as appropriate.

	• Develops internal operational plans and procedures to inform an agencies internal coordination and execution of objectives and tasks set forth in agency Emergency Operation Plans.