

EMERGENCY SUPPORT FUNCTION # 5 - EMERGENCY MANAGEMENT

Primary Agency

ESF-5 Coordinator

- Campbell County Office of Emergency Management
-

Support Agencies

- Local Elected Officials
 - Local Government Administrators
 - Local Fire Departments
 - Local Law Enforcement Agencies
-

Purpose

The purpose of ESF-5 is to collect, analyze, and disseminate information about potential or actual emergencies or disasters to enhance response and recovery activities across Campbell County. ESF-5 provides the framework for emergency management coordination, supports incident management activities, and ensures that the Emergency Operations Center (EOC) is maintained in a constant state of readiness.

Situation and Assumptions

- In the event of an incident, affected jurisdictions will require support and assistance in mitigation, response, and recovery efforts. County government agencies, in coordination with private relief organizations, will support the restoration of essential services.
 - In the event of a threatened or actual use of weapons of mass destruction (WMD), local and state governments must be prepared to warn, evacuate, shelter, protect, treat the injured, support evacuees, restore essential services, and rehabilitate property.
-

Mission

To provide staff, facilities, and procedures for coordinating local, state, federal, and private response agencies during impending or actual incidents; and to assist in formulating policy, establishing priorities, analyzing information, monitoring execution of plans, and directing response and recovery operations as needed.

Direction and Control

- The **Chief Elected Official(s)** retains overall responsibility for coordination of government operations during emergencies.
 - The **Emergency Management (EM) Director** ensures a timely and coordinated emergency response within the County.
 - Each participating agency appoints an **ESF Coordinator** to coordinate its emergency activities with the County EOC.
-

Concept of Operations

- Activation of the County EOC automatically activates ESF-5.
 - ESF-5 serves as the central coordination point between local jurisdictions/agencies, County EOC operations, and the Kentucky Division of Emergency Management (KyEM) when state assistance is required.
 - ESF-5 coordinates resources and assets to support local jurisdictions during emergencies and disasters.
 - The County EOC, staffed by ESF-5 and other ESFs, provides situational awareness, planning, coordination, and situation reports to ensure effective operations.
 - During recovery, the Office of Emergency Management will coordinate with state and federal counterparts to support ongoing local recovery activities.
-

Phases of Management

Preparedness

- Maintain and annually review the County Comprehensive Emergency Operations Plan (EOP).
- Advise and assist local agencies in plan development to ensure compliance with local, state, and federal requirements.
- Maintain current resource and personnel inventories.
- Develop and maintain Continuity of Operations Plans (COOP) for ESF-5.
- Maintain administrative and financial procedures for documentation of ESF-5 activities.
- Maintain trained staff capable of fulfilling ESF-5 responsibilities under NIMS/ICS standards.
- Update and manage GIS data, evacuation studies, demographics, and critical facility information.
- Standardize reporting formats, templates, and declaration documents.
- Maintain MOUs and mutual aid agreements.
- Conduct training, exercises, and planning workshops to test and improve ESF-5 readiness.
- Update the County Hazard Analysis as needed.

Response

- Activate ESF-5 through the County EOC.
 - Coordinate response activities with local governments and agencies.
-

- Collect, verify, analyze, and distribute incident information.
- Provide field situation updates regarding damage to people and property.
- Support and monitor public information operations.
- Facilitate planning meetings to develop Incident Action Plans (IAPs) and Situation Reports (SITREPs).
- Process requests for state and federal support.
- Conduct EOC staff briefings and disseminate situation updates.
- Track deployment of assets and resources.
- Initiate transition to recovery operations.

Recovery

- Support and coordinate recovery activities while response is ongoing.
- Deploy ESF-5 resources to assist recovery operations.
- Coordinate with local, state, and federal agencies to support long- and short-term recovery needs.
- Track expenses for reimbursement.
- Disseminate recovery plans and SITREPs.
- Conduct After Action Reviews (AARs), capture lessons learned, and update plans, procedures, and guidelines.

Organization and Assignment of Responsibilities

The ESF-5 Coordinator identifies and coordinates local, state, and federal agencies to support response and recovery, damage assessment, recovery planning, reimbursement tracking, and information sharing.

General Responsibilities

- Operational control remains consistent with normal operations but may require 24-hour staffing and centralized coordination.
- The ESF-5 Coordinator must be prepared for extended operations during both response and recovery.

Specific Responsibilities

Primary – ESF-5 Coordinator (Campbell County OEM)

- Coordinate ESF-5 activities within the County.
- Coordinate multi-agency response when more than two County agencies are engaged in an incident.
- Serve as liaison with KyEM for requesting state assistance.
- Provide training, exercise programs, and planning support for County/local agencies.
- Identify plan deficiencies and recommend corrective actions.
- Support County emergency communications, situation reporting, and documentation.
- Implement priorities of the Chief Elected Official and EM Director.

Supporting Agencies

- Support activation of the County EOC during emergencies or disasters.
 - Collect and document information needed to meet state and federal assistance requirements.
 - Maintain familiarity with EOC operations and procedures.
 - Participate in training and exercises to ensure readiness.
-

Administrative Support / References

- **KRS 39A–G**
- **National Response Framework (NRF)**
- **National Incident Management System (NIMS)**
- **Kentucky Division of Emergency Management, State EOC SOPs**
- **ESF-5 Standard Operating Procedures**

