



# **Emergency Support Function (ESF) #5** **Information, Analysis, & Planning**

**Primary Agency**

**Albuquerque Office of Emergency Management**





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| <p><b>Purpose:</b></p> <p>1. The purpose of Emergency Support Function (ESF) #5: Information, Analysis, and Planning is to collect, analyze and share information about a potential or actual emergency or disaster to enhance City of Albuquerque response and recovery activities.</p>  |   |
| <p><b>Primary:</b></p> <ul style="list-style-type: none"> <li>Albuquerque Office of Emergency Management</li> </ul> <p><b>Support:</b></p> <ul style="list-style-type: none"> <li>All City Departments</li> </ul> <p><b>Likely Tasks:</b></p> <ul style="list-style-type: none"> <li>Provide direction and control of EOC operations.</li> <li>Staff the CABQ EOC Planning Section and certain ESF #5 Units (see EOC organization chart).</li> <li>Compile damage assessment reports with CABQ EOC personal.</li> <li>Ensure daily reconnaissance of all impacted areas.</li> <li>Compile status report to assist ongoing incident action planning.</li> <li>Plan for future emergency operational periods.</li> <li>Collect, process and disseminate essential elements of information for use by response operations and provision of input for reports, briefings, displays and plans.</li> <li>Consolidate information into reports and other materials that describe and document overall response activities.</li> <li>Maintain displays of pertinent information for use in briefings.</li> <li>Research technical information.</li> </ul> | <p><b>Likely Tasks Continued:</b></p> <ul style="list-style-type: none"> <li>Collect and manage information from all sources.</li> <li>Provide for a written incident action plan which identifies the objectives and tasks to be performed during the next operational period and the resource requirements to complete those tasks, as well as identifying future issues to be addressed (what's to be done next, and what will it take to do it). Plan elements include:             <ul style="list-style-type: none"> <li>Summary/Briefing Document</li> <li>Objectives: specific and measurable.</li> <li>Organization: CABQ EOC staff, Incident Commanders, etc.</li> <li>Tasks and Assignments: who's doing what, where, resources required.</li> <li>Supporting Materials (as needed): maps, traffic plan, security plan, medical plan, communications plan, etc., as well as weather data, special precautions, and safety messages.</li> </ul> </li> <li>Establish, maintain contact with State EOC through the CABQ EOC.</li> <li>Provide situation status and damage information.</li> <li>Receive state situation information.</li> <li>Conduct regular EOC briefings.</li> <li>Compile information from weather, media, regional, and state sources.</li> <li>Liaison with federal agencies</li> </ul> |
| <p><b>State of New Mexico</b></p>   |   |
| <p><b>Primary:</b></p> <ul style="list-style-type: none"> <li>New Mexico Department of Homeland Security &amp; Emergency Management (NMDHSEM)</li> </ul> <p><b>Support:</b></p> <ul style="list-style-type: none"> <li>Department of Health</li> <li>Department of Indian Affairs</li> <li>Department of Higher Education</li> </ul>  | <p><b>Likely Actions:</b></p> <ul style="list-style-type: none"> <li>Coordination of statewide incident management and response efforts (i.e. via the State Emergency Coordination Center)</li> <li>Issuance of "mission assignments" (to state agencies)</li> <li>Resource and human capital</li> <li>Incident action planning</li> <li>Financial management</li> </ul>  |
| <p><b>Federal Government</b></p>  |   |
| <p><b>Primary:</b></p> <ul style="list-style-type: none"> <li>Department of Homeland Security/ Emergency Preparedness and Response/ Federal Emergency Management Agency (FEMA).</li> </ul> <p><b>Support:</b></p> <ul style="list-style-type: none"> <li>Federal agencies as required.</li> </ul> <p><b>Likely Actions:</b></p> <ul style="list-style-type: none"> <li>Facilitate information flow in the pre-incident prevention phase in order to place assets on alert or to preposition assets for quick response.</li> <li>During the post incident response phase, responsible for support and planning functions.</li> </ul>   | <p><b>Likely Actions Continued:</b></p> <ul style="list-style-type: none"> <li>ESF #5 activities include those functions that are critical to support and facilitate multi-agency planning and coordination for operations involving potential and actual Incidents of National Significance. This includes alert and notification, deployment and staffing of Department of Homeland Security (DHS) emergency response teams, incident action planning, coordination of operations, logistics and material, direction and control, information management, facilitation of requests for Federal assistance, resource acquisition and management (to include allocation and tracking), worker safety and health, facilities management, financial management, and other support as required.</li> </ul>   |

## **EMERGENCY SUPPORT FUNCTION #5**

# **INFORMATION, ANALYSIS, & PLANNING**

**Primary Agency:** Albuquerque Office of Emergency Management

**Primary Coordinator:** CABQ Director of Emergency Management

**Support Organizations:**

- All City Departments

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### ***I. Introduction.***

#### **A. PURPOSE.**

1. Emergency Support Function (ESF) #5 is responsible for supporting the overall disaster management activities for the City of Albuquerque during any potential or actual incident of critical significance.
2. During such circumstance, ESF #5 will provide the core management and administrative functions in support of the CABQ Emergency Operations Center (EOC) and associated departmental and field operations.
3. ESF #5 will collect, analyze, and disseminate information about potential, actual emergency or disaster to enhance the CABQ's response and recovery activities.

#### **B. SCOPE.**

1. ESF #5: Emergency Management serves as the coordinating function for overall emergency management activities prior to and immediately following a major event within the CABQ.
2. ESF #5 activities include those functions that are critical to support and facilitate multiagency planning and coordination for operations for all actual incidents or preplanned events. This includes alert and notification, staffing of the EOC, incident action planning, provide support to operations, logistics and material direction and control, information management, facilitation of requests for State assistance, resource

acquisition and management, worker safety and health management, facilities management, financial management, and other support as required.

**C. SITUATION.**

1. Emergencies or disasters may occur in a local jurisdiction at any time causing significant human suffering, injury, death, public and private property damage, environmental degradation, economic hardship to businesses, families, individuals, and disruption of local government.
2. There will be an immediate and continuing need to collect process and disseminate situational information, to identify urgent response requirements during a disaster (or the threat of one) and to plan for continuing response, recovery and mitigation activities.
3. During the early stages of the event little information will be available and the information may be vague and inaccurate, verification of this information and caution can delay response to inquiries.
4. Reporting from the incident site(s) to the EOC will improve as the event(s) matures.
5. Reporting of information may be delayed due to damaged telecommunications infrastructure.
6. Effective planning is necessary to assure the coordinated response of government is consistent with actual impacts of the emergency, the availability of resources, and the priority needs of the community.

**D. POLICIES.**

1. ESF #5 will be coordinated from the Emergency Operations Center (EOC) or alternate site if the EOC is non-operational.
2. The Office of Emergency Management Director or designee will manage the EOC.
3. Participating departments and agencies will participate and contribute to the incident action planning process coordinated by ESF #5.
4. The EOC will coordinate the activities of all departments and other organizations participating in the response and recovery from a major emergency.
5. All affected City departments and participating organizations and ESFs are to consider the goals, objectives, and tasks stated in the EOC Consolidated Action Plan (CAP) as official priorities and policy for the period covered by the EOC Action Plan.

6. All affected City departments and participating organizations and ESFs shall develop action plan components for implementing their assigned tasks within the EOC CAP.
7. Personal information regarding emergency victims will be kept confidential and will only be shared with the response and recovery organizations identified within this ESF for the sole purpose of providing assistance to these emergency victims.
8. In the event of a law enforcement related event, law enforcement sensitive information will be kept confidential by the EOC staff until such time as ESF #13 Law Enforcement and Security deems it appropriate for release to the public.

## ***II. Concept Of Operations.***

### **A. GENERAL.**

1. ESF #5 is designated to support citywide emergency management activities for any event requiring multi-agency planning and coordination. ESF #5 activities include alert and notification, EOC activation and staffing, emergency management planning, resource allocation, and financial management.
2. Under ESF #5, a trained and experienced staff fills management positions in the Planning, Operations Support, Logistics, and Finance and Administration Sections of the EOC.
3. The CABQ OEM is the coordinating office for ESF #5, and has ultimate responsibility to oversee ESF #5 activities. Upon EOC activation, OEM may request representatives from other CABQ departments to fill relevant ESF #5 positions in accordance with the needs of the event.

### **B. THE CABQ EOC.**

1. The EOC is a central location that facilitates the operation of ESF #5 activities. The EOC provides a physical location where all departments involved in an event may co-locate in order to enable citywide emergency management coordination.
2. The EOC is staffed with specially trained personnel and is equipped with a variety of systems and tools that aid in data collection and sharing, resource allocation, and other critical functions. The EOC also serves as CABQ's Multi-Agency Coordination Center (MACC), thereby ensuring that all response systems are interconnected and complementary rather than duplicative.
3. The City of Albuquerque has a primary and alternate EOC. The primary EOC is located at the communications building, Office of Emergency Management at 11510 Sunset

Gardens SW Albuquerque, NM 87121. The alternate EOC is REDACTED. If the primary EOC is not operable, the alternate EOC will be utilized.

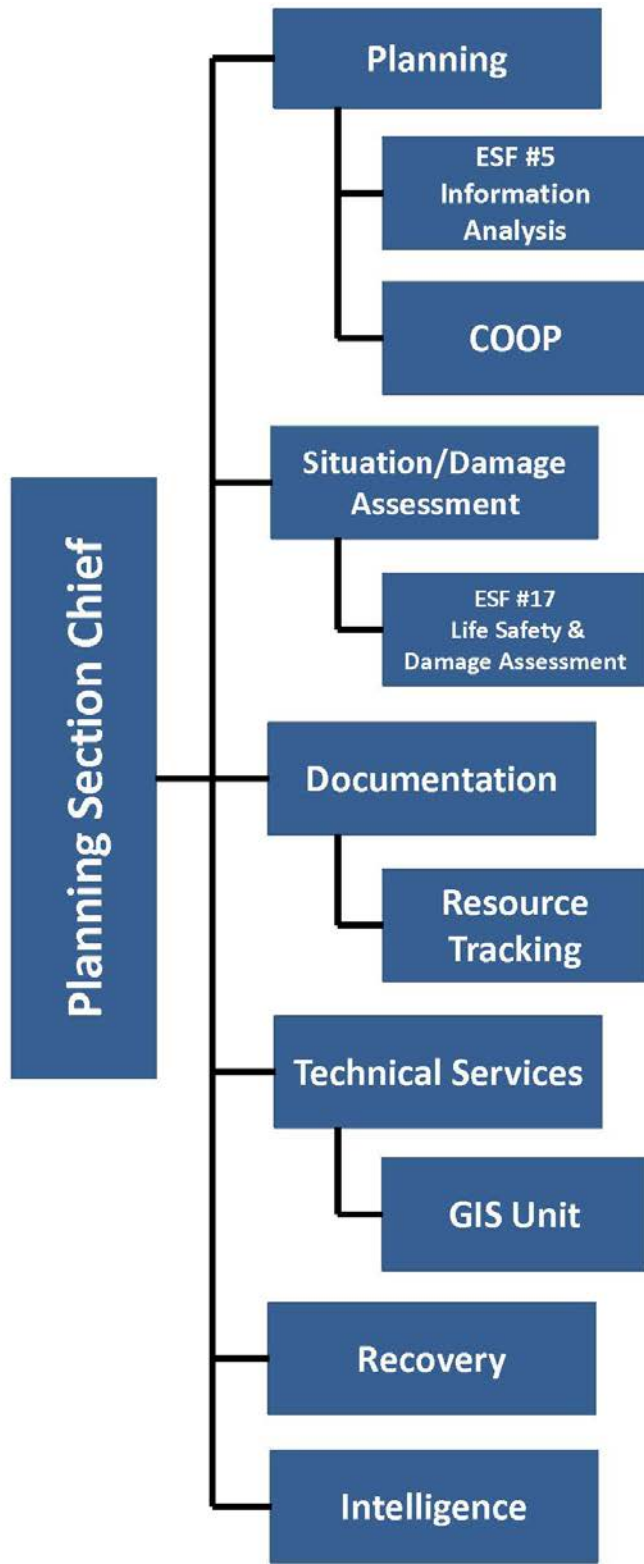
4. The general responsibilities of the EOC:
  - a. Centralizes coordination, direction, and control. A single point where all information is received and analyzed; where decisions are made, priorities established, and resources allocated.
  - b. Provides single point for collection, evaluation, display and dissemination of information. From information gathered at the EOC, the entire situation can be reviewed and evaluated - "What's happened?" or "What's about to happen?" The situation can be analyzed and response actions developed based on factual, coordinated data.
  - c. Facilitates verification of information. Rumors create problems until information can be verified. The EOC staff provides the resources and the capability to validate information, either by input from more than one source or by verification of data by field units.
  - d. Provides a repository of data. All parties involved in emergency operations must have immediate access to all information as quickly as possible. What transpires in one emergency response area may have significant impact on a number of emergency staff elements, even requiring complete reversal of planned actions.
  - e. Makes information immediately available. Information on what has happened, what's about to happen, and what's expected to happen are all accumulated and displayed in the EOC.
  - f. Provides a ready reference to current situation. The EOC provides a single location where the current status of an emergency situation is readily available and prominently displayed. This aids up-to-the-minute analysis of the situation, review of past actions or events, and development of possible courses of action to mitigate further destructive effects.
  - g. The EOC Planning Section is responsible for the management of the information received in the EOC. This section will be responsible to collect, analyze, verify, report, and display the current information. This information may be utilized as action plans are developed.

- h. The CABQ agencies and organizations staffing the ESFs in the EOC will:
  - (1) Request and receive periodic reports from field representatives.
  - (2) Develop reporting procedures with their field representatives.
  - (3) Share the information received by posting status boards, making announcements, routing messages to other EOC staff, and preparing periodic situation reports.

**C. RESPONSE ORGANIZATION & STRUCTURE.**

1. Leadership for the Information and Planning Section rests with the Planning Section Chief who reports directly to the EOC Manager. A Deputy Planning Section Chief shall support the Section Chief. A second deputy may be necessary in a situation where a secondary staffing shift would be operating. Each branch should have a minimum of staff, as the event requires.
2. Basic Organizational Structure for ESF #5 - The organization chart on the following page ESF #5 Section Organization shows a full Information and Planning Section that would operate at the EOC or alternate EOC location. The ESF #5 Section Chief may adjust the size and structure of the section to fit the needs of the specific situation. The Section Chief consults with the EOC Manager to determine the timetable for situation report inputs, SITREP publishing times, and times for daily status briefings. These consultations may include discussions with the Mayor's Office.
3. Situation / Damage Assessment.
  - Collects, analyzes, and displays information regarding the public emergency and the location of critical resources. Critical resources include special teams, task forces, deployed personnel, and data from resource tracking information maintained by the Logistics Section.
  - Maintains the Situation Room or area for information displays and collects and analyzes information to be used in the SITREPs, the status briefings, and by other responders.
  - Develops appropriate media for displaying information.

**The Organizational Structure Of The Planning Section**





4. Planning Unit.

- Receives information from the Situation Status Branch and uses it to support the Chief strategic and planning needs.
- Analyzes mid- and long-term trends and assists team leadership in developing strategic plans.
- Identifies critical planning issues and provides general planning for response and recovery operations support to the EOC Manager.
- Facilitates daily or special operational planning meetings.
- Produces and disseminates a Consolidated Action Plan for the current operational period based on: other branches' functional plans; issue-based contingency plans; and long range management plans for personnel or operational priorities.
- Produces and disseminates a consolidated Action Plan, SITREP or other reports as requested by the EOC Manager and other disaster managers for distribution.

5. Documentation Unit.

- Receives information from the Situation Status Branch, as well as from other ESFs and other sources, to prepare its products, which include situation reports, status and informal briefings, and special reports.
- Uses agency and ESF status reports to describe response efforts in the situation reports.
- Solicits input and prepares the after-action report, which the EOC Manager signs.
- Maintains the information entered into an electronic emergency management information software (i.e., WebEOC) or other electronic format and monitors significant events and position logs.

6. Technical Services Unit.

- Maintains the emergency management information software platform WebEOC, or other platforms used during an emergency event.
- WebEOC may be the tool used to collaborate, coordinate, and communicate during an emergency event.
- WebEOC may be the primary system to enter and retrieve information related to an emergency event.

7. GIS Unit.

Establishes and maintains a Geographic Information Systems (GIS) capability within the Information and Planning Section, including:

- Providing GIS capability with critical infrastructure mapping integrated into WebEOC or other platform.

- Making copies of the maps, and maintaining all GIS programs in the EOC.
  - Generating GIS products and analyses, including maps and tables, and/or coordinating with State or Federal information technology agencies, and/or mapping and analysis center to obtain these products.
  - Providing hazard-specific technical advice to support operational planning.
  - Using additional subject-matter experts or technical specialists such as a meteorologist or seismologist, as needed.
8. Resource Tracking Unit.
- The Resource Status function maintains detailed tracking records of EOC staff, mutual aid and other outside resource allocation and use (resources already in place, resources requested but not yet on scene, and estimates of future resource needs and a macro level summary of resources assigned to field incidents.
  - Cooperates closely with the EOC Operations section to determine resources currently in place and mutual aid resources needed and with the Planning section to provide resources information to the EOC Action Plan. To do this requires performing the following actions:
    - Prepare and maintain displays, charts, and lists, which reflect the current status and location of controlled resources, transportation, and support vehicles.
    - Establish a resources reporting system for field and EOC units.
    - Prepare and process resource status change information.
  - Provide information to assist the Situation Analysis and Documentation units of the Planning section in strategy planning and briefing presentations.
    - Track resources deployed for disaster response.
    - Direct the collection, organization, and display status of incident resources to include allocation, deployment and staging areas.
    - Maintain a master list of resources reported.
    - Provide for an authentication system in case of conflicting resources status reports.
    - Provide a resources overview and summary information to the Situation Unit of the EOC Planning Section as requested and written status reports on resources allocations as requested by the EOC Section Chiefs.
    - Assist in strategy planning based on the evaluation of the resources allocation, resources en-route and projected resources shortfalls.
    - Ensure that the EOC Operations Section staff does not overlook available resources.
    - Establish a reporting procedure for resources at specified locations.
    - Make recommendations to the EOC Logistics or EOC Planning Section Chiefs of resources that are not deployed or should be deactivated.

9. Recovery Unit.

The immediate response to an incident will focus on saving lives, providing resources to sustain CABQ residents, and stabilizing the situation. At some point, however, CABQ must transition to a phase in which recovery operations take precedence. Given the level of damage to housing, business, and infrastructure; the direct impact on the population; and the effect on the regional economy, full recovery from a major incident will take years, if not longer. Nonetheless, rapid initiation of recovery operations is critical to restoring confidence in the community. Within the first few days of activation, the triggers for transition from EOC response to recovery operations (EOC deactivation) should be determined and shared with EOC staff. Triggers for transition from response to recovery may include the following conditions:

- Widespread fire suppression and Search and Rescue (SAR) operations have concluded.
- Evacuations have ceased.
- Mutual Aid response resources are being released.
- Care and shelter operations have stabilized and shelter population is decreasing daily.
- Restoration of utilities and lifelines is underway.
- Local Assistance Centers are in operation.

10. Continuity of Operations (COOP) Unit.

The identification of individual department/agency activities and sub-components are key to ensure that mission essential COOP functions. Agencies are required to:

- Establish COOP plans and procedures that delineate mission essential functions.
- Specify succession to office and the emergency delegation of authority.
- Provide for the safekeeping of vital records and databases.
- Identify alternate operating facilities.
- Provide for interoperable communications.
- Validate the capability to continue mission essential functions through tests, training, and exercises.

11. Intelligence Unit

The Intelligence Unit is responsible for three major functions: (1) information intake and assessment; (2) operations security, operational security, and information security; and (3) information/intelligence management.

The information intake and assessment function ensures that incoming information,

except the results of investigative leads/tasks, is:

- Evaluated to determine the correct information security designation (e.g., classified or sensitive) and the required information security procedures.
- Assessed by performing the appropriate databases/records queries.
- Analyzed to determine whether the incoming information is related to any existing information.

Operations security, operational security, and information security activities include, but are not limited to:

- Classified information is disseminated to personnel who have the required clearance, access, and “need to know” and in compliance with applicable restrictions and laws.
- Maintaining liaison through appropriate channels with the Intelligence Community and the intelligence components of other agencies affected by the disaster.
- Conferring with the EOC Management and General Staff to ensure that the confidentiality and security of intelligence/investigations activities are not compromised.

The information/intelligence management function activities include, but are not limited to:

- Intelligence/investigations information is documented, secured, organized, evaluated, collated, processed, exploited, and analyzed.
- Requests for intelligence/investigations information are made to the appropriate governmental agencies, non-governmental organizations, private sector entities/individuals, the media, and the public.
- Conferring with the Planning Section Chief regarding information/intelligence-related activities as needed.



**D. PRIMARY DEPARTMENT RESPONSIBILITIES/TASKS BY PHASE**

| <b>PRIMARY DEPARTMENT RESPONSIBILITIES/TASKS BY PHASE</b> |   |
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| <b>ALBUQUERQUE OFFICE OF EMERGENCY MANAGEMENT</b>         |   |
| <b>Pre-Emergency</b>                                      | <ul style="list-style-type: none"> <li>• Maintain this Emergency Support Function (ESF).</li> <li>• Prepare a standard template for the Declaration of Emergency.</li> <li>• Prepare standardized reporting formats and forms, and establish reporting procedures.</li> <li>• Maintain EOC supplies, and data displays.</li> <li>• Participate in drills, exercises.</li> <li>• Develop emergency action checklists.</li> <li>• Develop procedures for After Action review, critique, and debriefing.</li> <li>• Maintain situational awareness by monitoring activity in the City as well as the County.</li> <li>• Monitor severe weather systems for their potential impact on the City of Albuquerque.</li> <li>• Provide computer support.</li> <li>• Provide Telecommunications support.</li> </ul>   |
| <b>Emergency</b>  | <ul style="list-style-type: none"> <li>• Activate the EOC.</li> <li>• Request and receive situation reports from field responders.</li> <li>• Develop reporting procedures and determine schedule with the field representatives.</li> <li>• Share the information received by posting status boards, making announcements, routing messages to other EOC staff, and preparing periodic situation reports.</li> </ul>   |
| <b>Emergency Operations Center (EOC)</b>                  | <ul style="list-style-type: none"> <li>• Staff the Planning Section positions and Units to prepare the EOC Situation Report, Consolidated Action Plan (CAP) and make provisions for developing contingencies for extended operations and recovery.</li> <li>• Compile information from weather, media, and other relevant sources.</li> <li>• As a part of the Situation Unit, deploy or coordinate damage assessment teams to compile damage assessment reports.</li> <li>• Ensure daily reconnaissance of all impacted areas.</li> <li>• Compile status report to assist ongoing incident action planning.</li> <li>• Plan for future emergency operational periods. Prepare the Incident Action Plan. Make appropriate recommendations:</li> <li>• Collect, process and disseminate essential elements of information for use by response operations and provision of input for reports, briefings, displays and plans.</li> <li>• Consolidate information into reports and other materials that describe</li> </ul> |

**PRIMARY DEPARTMENT RESPONSIBILITIES/TASKS BY PHASE**

**ALBUQUERQUE OFFICE OF EMERGENCY MANAGEMENT**

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|  | <p>and document overall response activities.</p> <ul style="list-style-type: none"> <li>• Keep the CABQ EOC and other Emergency Support Functions apprised of overall operations.</li> <li>• Maintain displays of pertinent information for use in briefings.</li> <li>• Research technical information.</li> <li>• Collect and manage information from all sources.</li> <li>• Liaison with state and federal agencies as needed.</li> <li>• Provide for a written CAP which identifies the objectives and tasks to be performed during the next operational period and the resource requirements to complete those tasks, as well as identifying future issues to be addressed (what’s to be done next, and what will it take to do it). CAP elements include:             <ul style="list-style-type: none"> <li>– Tasks and Assignments: who’s doing what, where, resources required.</li> <li>– Establish, maintain contact with State and Regional EOC’s through the EOC Manager.</li> <li>– Provide situation status and damage information.</li> <li>– Receive City situation information.</li> <li>– Establish, maintain EOC message center.</li> <li>– Monitor flow of information to/from EOC and field forces.</li> <li>– Conduct regular EOC and City staff briefings.</li> <li>– Prepare the Mayor’s Declaration of Emergency and any amendments.</li> </ul> </li> <li>• Process requests for specific state and federal emergency and disaster related assets and services.</li> <li>• Coordinate staffing the Planning Section of the EOC, and identify resources, personnel, and types of assistance required for emergency operations; develop an initial situation assessment, and anticipate the needs that the recovery effort may demand.</li> <li>• Provide information and planning, collect information essential for the briefing of appropriate personnel. Facilitate information exchange, briefings, displays, and operational planning related to emergency activities.</li> <li>• Collect information from state, federal, and local organizations and other ESFs, and analyze the data for operational purposes. Collect critical information from other ESFs and develop Incident Action Plans, reports, briefings, and displays, in order to provide information to the general staff of the EOC, field Incident Commanders, and other appropriate users and agencies.</li> </ul> |
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| <b>PRIMARY DEPARTMENT RESPONSIBILITIES/TASKS BY PHASE</b> |  |
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| <b>ALBUQUERQUE OFFICE OF EMERGENCY MANAGEMENT</b>         |  |
|   | <ul style="list-style-type: none"> <li>• Provide and maintain pertinent information to local response agencies; dissemination of information will be by regular briefings, as well as maps, charts, and other visual media such as status reports within the EOC. The Planning Section will disseminate information throughout the EOC and to the support agencies' personnel outside the EOC utilizing radios, telephones, computer networks, electronic mail, and any other means that may become available.</li> <li>• Display charts, maps, and other information appropriately so all EOC participants can readily access them. Information updates are passed via telephone and radio lines, as well as by hard copy reports, in accordance with the CEMP.</li> <li>• Coordinate the location and provision of resources with other ESFs to support their mission. Allocate available resources to each assignment based upon identified priorities. Identify, through the Resource Unit Leader, the status of all primary and support resources and maintain a master list of such resources. Request additional resources from the State EOC or Disaster Field Office if the resources are not available within the City.</li> <li>• Receive and disseminate information and requests to appropriate agencies, as well as preparing reports, briefings, charts, and action plans. Essential elements of information are received from Federal, State, and local governments, other ESFs, and NGOs.</li> <li>• Assess the information provided. Develop and recommend action strategies.</li> <li>• Coordinate and prepare periodic SITREPS, and distribute as required.</li> <li>• Document incident information (Documentation Unit)</li> <li>• Request additional or special information from the field through the EOC ESF structure as necessary.</li> <li>• Maintain records of cost and expenditures to accomplish this ESF, and forward them to the EOC Finance/ Administration Section Chief.</li> </ul> |
| <b>Recovery Actions</b>                                   | <ul style="list-style-type: none"> <li>• Staff a Demobilization Unit to develop a specific recovery component in the EOC CAP based on the event and impacts. This event specific Recovery Transitional Plan (RTP), in part, will specify which recovery functions need to be activated, when and how they are coordinated with response activities and integrated into the EOC Management structure.</li> <li>• The recovery portion of the EOC CAP defines a phased recovery program with a priority of work plan, i.e. priorities and actions to be</li> </ul>   |

**PRIMARY DEPARTMENT RESPONSIBILITIES/TASKS BY PHASE**

**ALBUQUERQUE OFFICE OF EMERGENCY MANAGEMENT**

taken to:

- Eliminate life-threatening conditions.
- Restore utility and transportation services.
- Provide and restore suitable housing conditions.
- Resume normal economic activity.
- Expedite the securing of financial assistance from both the public and private sectors.
- Restore other important services to normal levels.
- Restore the community’s physical facilities, both public and private, such as waste collection, street lighting, street cleaning, traffic control, schools, nurseries, day care, etc.
- Return of all essential services (e.g. water, sewage, electricity, gas, refuse pickup, etc.) to normal operations.
- Return personnel to normal work schedules and assignments.
- The recovery portion of the EOC CAP should:
  - Outline the CABQ recovery management structure and management process and how it interfaces with the emergency response phase, and how that transition will take place.
  - Describe the organizational networks and structures appropriate to recovery.
  - Formalize arrangements for the effective management of the recovery process.
  - Facilitate the recovery of affected individuals, businesses, infrastructure and municipal government as quickly and practicably as possible.
  - Involve all agencies with a role to play in the recovery process.
  - Ensure community participation in the recovery process.
  - Identify responsibilities and tasks of key agencies.
  - Describe appropriate resource arrangements.
- Recovery elements in the EOC CAP include:
  - Recovery team composition.
  - Priority of efforts.
  - Activities that reestablish services that meet the physical and safety needs of the community: to include water, food, ice, medical care, emergency access, continuity of governmental operations, emergency communications, security of residents and possessions from harm, health, and temporary housing.
  - Reestablishing infrastructure necessary for community reconstruction: e.g., electrical distribution systems, potable water



| <b>PRIMARY DEPARTMENT RESPONSIBILITIES/TASKS BY PHASE</b> |   |
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| <b>ALBUQUERQUE OFFICE OF EMERGENCY MANAGEMENT</b>         |   |
|   | <p>and sanitary sewer service, restoring medical and health care, rebuilding damaged transportation facilities, and housing facilities.</p> <ul style="list-style-type: none"> <li>– Restoring the economic base.</li> <li>– Improving the ability to withstand the effects of future major or catastrophic emergencies.</li> <li>– Establish milestones for recovery tasks.</li> <li>– Support requirements.</li> <li>– Coordination requirements.</li> <li>– Methodologies.</li> <li>– Reporting requirements.</li> <li>• Develop and distribute after action reviews.</li> </ul> |

**E. SUPPORT ORGANIZATION’S RESPONSIBILITIES AND TASKS.**

| <b>SUPPORT ORGANIZATIONS’ RESPONSIBILITIES AND TASKS</b> |   |
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| <b>All City Departments</b>                              | <ul style="list-style-type: none"> <li>• Provide staff to OEM or the EOC during emergencies as requested.</li> <li>• Support through the collection, analysis, and sharing of information about potential or actual emergencies that could affect CABQ.</li> <li>• Provide critical information to ESF #5 during an emergency or disaster, as requested.</li> </ul> |

***III. Response Actions.***

**A. NOTIFICATION.**

Upon notification by CABQ OEM Director or designee of an incident, the ESF coordinator will notify support departments and organizations of potential need for ESF #5 response in accordance with ESF #5 procedures and checklists. Notification may occur via landline, cell phones, electronic means, and/or two-way radios.

**B. ACTIVATION.**

1. Report to the EOC as requested and fulfill the role of ESF #5 unit leader.

2. Activation of ESF #5 will be determined by the OEM Director, Duty officer, or by the or by request of the ESF responding agency based on the needs of the incident and in accordance with CABQ CEMP.

**C. ONGOING ACTIVITIES.**

1. ESF #5 departments and organizations participate in activities throughout the emergency management cycle:
  - Continue to coordinate response activities.
  - Obtain Resources, Coordinate Public Information.
  - Continue to Monitor, Track, and Information.
  - Coordinate and support overall EOC activities.

**D. DEACTIVATION.**

1. The EOC will be deactivated or the response level will be lowered when the event needs have decreased. Deactivation or change in response level may also occur as a result of a transition of the EOC mission from response to recovery. EOC activation status may be changed when determined appropriate by the EOC Manager.
2. Upon EOC deactivation, ESF #5 responsibilities will either be deactivated or assumed by an appropriate department. Once the decision to deactivate the EOC has been reached, the following activities may be necessary:
  - Complete or transfer remaining coordinating activities to the appropriate department operation center or ESF(s).
  - Coordinate the physical closing of the EOC, to include staff release, equipment pack up, return and inventory.
  - Coordinate the release of a public deactivation announcement with the JIC.
  - Provide deactivation information and a final status report to all involved response departments and/or coordinating and supporting ESF departments.

***IV. Attachments And References.*****A. ATTACHMENTS.**

1. ESF #5 Emergency Management Process Flow Chart.

**B. REFERENCES.**

1. Continuity of Operations Plan (COOP).

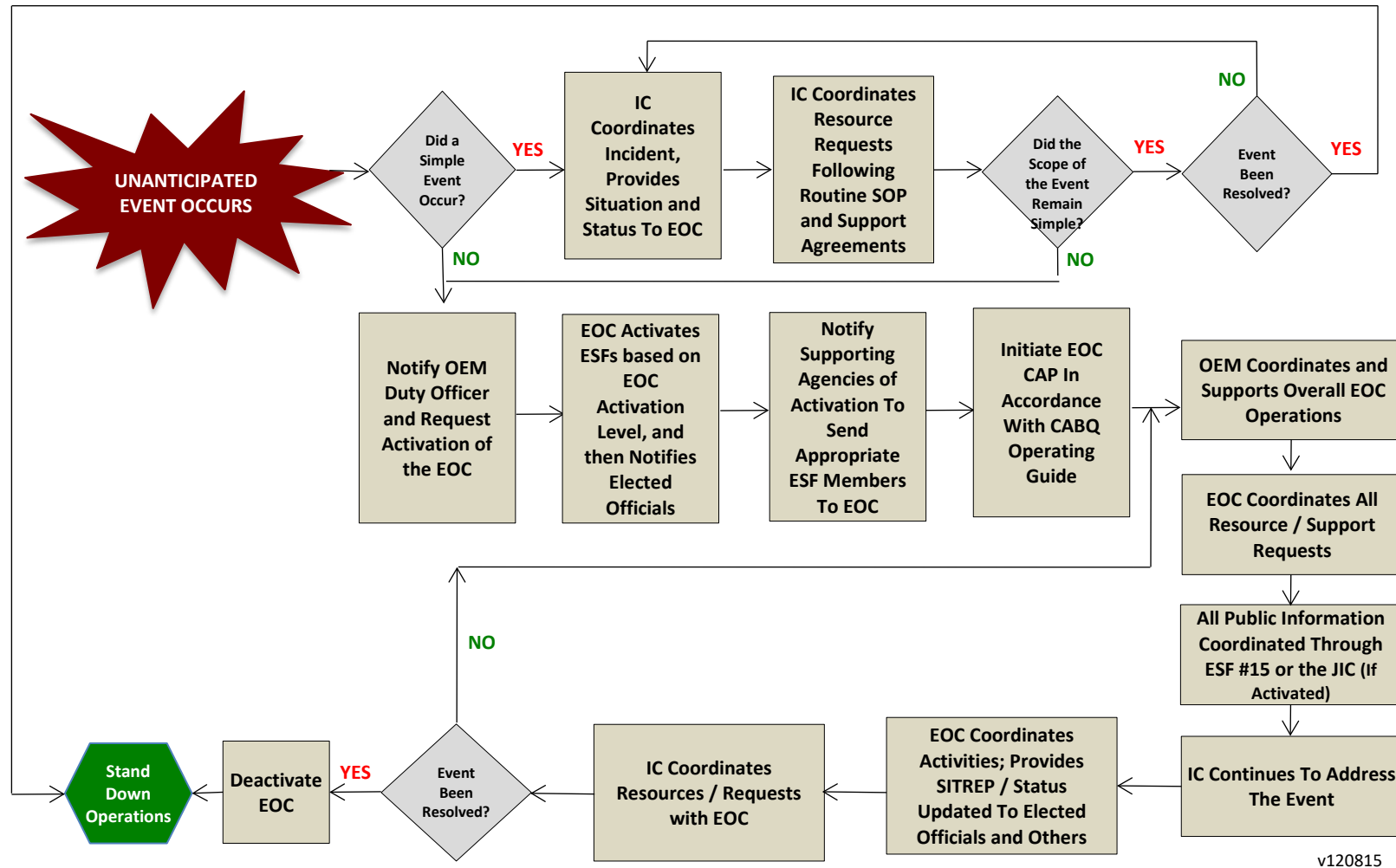
2. Emergency Operation Center Operating Manual.

**C. PROVISO.**

1. This support annex has been prepared in accordance with the standards of the National Incident Management System and other Federal and State requirements and standards for emergency plans applicable of the plan's preparation date.
2. The plan provides a broad planned framework for response and recovery; it is intended for use in further development for response capabilities, implementation of training and exercises, and defining the general approach to incident response. The actual response to an incident is dependent on:
  - a. The specific conditions of the incident, including incident type, geographic extent, severity, timing, and duration;
  - b. The availability of resources for response at the time of the incident;
  - c. Decisions of incident command staff and political leadership;
  - d. Actions taken by neighboring jurisdictions, the State, and the Federal Government.
  - e. These and other factors may result in unforeseen circumstances, prevent the implementation of plan components, or require actions that are significantly different from those described in the plan.

Attachment 1

ESF #5 EMERGENCY MANAGEMENT PROCESS FLOW CHART



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