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Emergency Function 5 Management Annex

EXECUTIVE SUMMARY

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EMERGENCY FUNCTION 5 – MANAGEMENT

Introduction

The Governor’s Office of Emergency Services (Cal OES), the Lead Agency/Department for Emergency Function (EF) 5 – Management, performs executive functions to support all phases of emergency management, and has corresponding authorities, plans, policies, and operating procedures to support its broad range of responsibilities in all aspects of state emergency response.

EF 5, and the EF 5 Annex, more narrowly focuses on Cal OES’s responsibilities in coordinating with the other 17 emergency functions. The EF 5 annex describes how Cal OES will utilize the EF 5 Coordination Team to support coordinated response and ensure improved integration of EF stakeholders into emergency management.

Purpose and Scope

The purpose of the EF 5 Annex is to define EF 5 actions and roles to support emergency function stakeholders of all emergency functions during preparedness, mitigation, response, and recovery. The purpose and mission of EF 5 is to enhance emergency management by supporting effective coordination and integration of the emergency functions.

According to the State of California Emergency Plan (SEP), EF 5 coordinates and resolves issues among the EFs in the four phases of emergency management to ensure consistency in the development and maintenance of the SEP annexes. During emergencies, EF 5 serves in an advisory capacity to the Emergency Operations Center Director.

Lead Agency/Department and EF Coordination Team

The **Lead Agency/Department** is responsible for the management or coordination function of EF 5 and is assigned to lead EF 5 based upon its authorities, resources, and capabilities in the SEP. As the Lead Agency/Department for EF 5, Cal OES provides the leadership, ongoing communication, coordination, and oversight for EF 5 throughout all phases of emergency management.

EF 5 provides coordination and assures collaboration among the EFs, both in planning and preparedness activities, and during response and recovery. EF 5 provides this support through the **EF 5 Advocacy Team** and the **EF 5 Coordination Team**. During non-response periods, Cal OES staff is involved in planning and preparedness support to individual EFs, as well as responsible for addressing issues and concerns that require collaboration across multiple emergency functions. During an emergency response, these individuals will be deployed to the State Operations Center (SOC), Regional Emergency Operations Center (REOC), or to Department Operations Centers (DOCs) as necessary to promote collaboration and coordination.

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In the case of EF 5, **Primary and Supporting Agencies/Departments** include the sum of the stakeholders in all of the 18 emergency functions.

Exhibit 1: Emergency Function Stakeholder Roles

California State Agency/Department Roles
EF 5 Coordination Team
<ul style="list-style-type: none">- Participate in EF stakeholder meetings- Provide input on EF annex development- Maintain knowledge of EF core functions, and lead and supporting agencies- Be familiar with contact information for Lead Agency/Department DOCs and designated EF Coordinators- Maintain general knowledge of resources and capabilities among EF stakeholders, EF dashboards within Cal EOC, and options for procuring emergency assistance- Coordinate with the State Hazard Mitigation Program to ensure consistency and collaboration with mitigation planning- Monitor emergency function activities in REOC, SOC, or DOC, and/or through Cal EOC- Track the activation of EF Coordinators, where they are located, and how to contact them- Track the activations of ESFs and how they are coordinating with EF counterparts- Provide information on how lead agencies have delineated responsibilities between Agency Representatives and EF Coordinators- Provide guidance on EF core functions, resources and capabilities among EF stakeholders, and options for procuring emergency assistance- Provide information updates to emergency function stakeholders- Provide support to emergency functions as requested- Provide information regarding EF activities to task forces to ensure collaboration- Provide subject matter expertise on how emergency function stakeholders could support response- Monitor emergency support function activities- Provide subject matter expertise on how emergency function stakeholders could support recovery- Track the demobilization of emergency function coordinators, DOCs, and Agency Representatives
Governor's Office of Emergency Services
<ul style="list-style-type: none">- Maintain the EF 5 Annex to the SEP that describes the role of EF 5 to:<ul style="list-style-type: none">- Support, maintain and improve the California EFs during each emergency management phase (mitigation, preparedness, response and recovery)- Coordinate an effective response among the California EFs when an emergency occurs- Integrate the California EFs seamlessly with the Standardized Emergency Management System (SEMS)- Solicit participation and support from the emergency management community of state, local, federal, and non-governmental organizations on emergency function concepts and processes- Identify stakeholders to participate on the Advisory Council - The Cal OES Preparedness Division will facilitate meetings and brief the Advisory Council on disaster planning and preparedness activities- Provide administrative and logistical support to the Advisory Council in the form of meeting announcements, agendas, minutes, rosters, status reports and other support- Identify and train individuals to participate in the EF 5 Coordination Team- Ensure that Emergency Functions are integrated into all divisions, operations, and programs led by Cal OES- Clarify emergency function authorities, roles, and responsibilities as needed, and coordinating cross-emergency function planning as necessary

Core Functions

EF 5 is organized by core functions. A core function is an essential element of service or support that the emergency function performs in order to collaboratively prepare for, respond to, mitigate against and recover from emergencies. EF 5 core functions include:

- **Emergency function development support.** The EF 5 Advocacy Team provides planning and preparedness support to all emergency functions, and addresses issues and concerns that require collaboration across emergency functions.
- **Incident planning support.** During an emergency response, the EF 5 Coordination Team provides broad knowledge and understanding of the core functions and stakeholder capabilities within all of the emergency functions.
- **Emergency function information linkages.** The EF 5 Coordination Team provides information updates to emergency function stakeholders and serves as a conduit of information regarding emergency function stakeholder location and activities.

Emergency Function Administration Structure

To support the lead agencies in developing and maintaining the EFs, Cal OES has developed an Advocacy Team comprised of management and staff to support the development process and ensure consistency of the annexes.

Advocates. Executive-level managers from Cal OES will act as advocates for each function. These advocates can request participation from state agencies and departments and other emergency management community stakeholders that may be needed to fully develop an EF. The advocates can also assist in resolving high-level policy issues that may arise.

Facilitators. Management-level personnel from Cal OES will facilitate meetings, including scheduling, maintaining minutes, and arranging space, if necessary.

Technical Advisors. Cal OES staff with subject matter expertise in the respective functional areas and emergency management will be available to review draft documents to ensure consistency with SEMS, state policies and other plans and documents. Technical Advisors will work closely with their assigned emergency functions during preparedness efforts, and will be assigned to the EF 5 Coordination Team during an emergency response.

EF 5 will be administered through an **Advisory Council**. The EF 5 Advisory Council consists of Lead Agency/Department representatives from the established California EFs. Additional government and non-government representatives may be appointed to participate in EF 5 based on need.

The Cal OES Director, or designee, will convene the Advisory Council as needed to address near-term and long-term goals. The EF 5 Advisory Council will establish working groups as needed to research issues and develop recommendations for consideration. The Advisory Council members will review, arbitrate and make final recommendations regarding unresolved

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emergency function issues and facilitate consensus decision making. The Advisory Council will make recommendations to the Cal OES Director regarding administration and coordination of the Management Emergency Function.