

**EMERGENCY SUPPORT FUNCTION - FIVE  
INFORMATION, ANALYSIS AND PLANNING**

**PRIMARY AGENCY:** Kittitas County Management (KCSO)

**SUPPORT AGENCIES:** Local Law Enforcement Agencies  
Local Fire Service Agencies  
Local Public Safety Answering Points (PSAP)  
Kittitas County Assessor's Offices  
Kittitas County Public Works Departments  
Kittitas County Building Departments  
Amateur Radio Operators  
American Red Cross

**INTRODUCTION****A. Purpose**

In ensure effective communication and information exchange, and dissemination of information in order to effectively analyze situations so that an appropriate action plan can be created.

**B. Scope**

This Emergency Support Function affects all agencies/departments involved in emergency operations. It is necessary to ensure that all information is coordinated and correct so that effective planning is done.

**POLICIES**

- A. All incident information shall be forwarded to the EOC or other location established by Emergency Management.
- B. The Kittitas County Department of Emergency Management will provide for information coordination through their EOC or other established location. They will ensure that information is passed to the various agencies involved in disaster response/recovery.
- C. Emergency Management will keep the State informed of the situation, as appropriate.
- D. Media relations will be handled by the Incident Commander.

**SITUATION**

**A. Emergency/Disaster Hazards and Conditions**

Emergency or disaster situations that would effect the ability of agencies to communicate could affect this ESF, these are, but not limited to:

1. Power outages
2. Lighting strikes / electro magnetic pulse (EMP)
3. Equipment failures/losses due to natural or technologic disasters

**B. Planning Assumptions**

1. Information coordination will be limited at the onset of an incident.
2. The Emergency Operations Center, or secondary EOC will be used as the point of contact for information coordination.
3. There will be misinformation and rumors to contend with.

**CONCEPTS OF OPERATIONS****A. General**

1. Information will be coordinated from the Kittitas County EOC or other designated point, as appropriate to the incident.
2. Gathered information will be used for planning purposes and to keep all involved agencies current on actions that are occurring.
3. Information shall be distributed only to those agencies that are involved in the response operations. Information shall not be given out to non-involved agencies without the permission of the Incident Commander and/or Public Information Officer (PIO).
4. The EOC shall review and coordinate received information. Verify for accuracy and use it to avoid potential rumor situations.
5. Information should be communicated in hard copy form, such as fax, amateur radio packet system, or written reports. All involved response agencies should provide situation reports to the EOC or designated location at least once every 12 hours, or upon request from the EOC.
6. The EOC, or designated point, shall provide situation reports to the state EOC, as appropriate. This includes transmission of local proclamation of emergencies. This will be done by the best means available, to include, but not limited to fax or amateur radio packet system.

7. Information that is obtained that is critical in nature for planning purposes, should be communicated from field units to the appropriate communications center or directly to the EOC via radio link.
8. The persons responsible for coordination of information shall be the Kittitas County Emergency Management Specialists. or local Government designee Responsibilities include:
  - a. Assigning personnel to assist with the coordination of information.
  - b. Ensuring the confidentiality of information received.
  - c. Ensuring that the EOC or designated facility is equipped to handle the task of coordinating information.

## **B. Organization**

1. Kittitas County and local government bodies are the primary agency for the coordination and collection of incident information for planning and analysis. The Emergency Management Specialist shall act as information coordinator.
2. Emergency Management shall maintain a facility (The EOC) and alternate to serve as a point of contact for information coordination and collection.
3. Emergency Management will establish procedures dealing with information coordination, collection and distribution.

## **C. Procedures**

1. Upon the need for information, analysis and planning, the Kittitas County Emergency Operations Center, or alternate site will be activated by the Emergency Management. Request to activate the EOC for information coordination can come from any command level officer of fire or law enforcement. In addition the legislative authority of a particular jurisdiction can request information coordination activation.
2. The Emergency Management Specialists, or designee will ensure that information coordination is established by, but not limited to:
  - a. Opening the EOC, per departmental SOP's and call out lists.
  - b. Obtaining necessary equipment, such as fax machines, additional phone lines, etc. (Most of the needed equipment is already in place, however the size of the incident could overwhelm available resources.)

- c. Coordinate with R.A.C.E.S. officer to activate amateur radio group for communication support.
3. Support agencies will coordinate information gathering with the EOC. This will be done by periodic situation reports which should include:
  - a. Time and date of report.
  - b. Person making report and call back number, etc.
  - c. Description of what is happening (damages, injuries, etc.)
  - d. Area where it is taking place.
4. Information gathered at the EOC will be disseminated to the planning section unit, or Incident Commander, as appropriate.

#### **D. Mitigation Activities**

1. Kittitas County Emergency Management shall endeavor to keep the Emergency Operations Center in a state of readiness. This includes, but not limited to:
  - a. Emergency communications systems are kept in a state of readiness.
  - b. Providing necessary phone communications.
  - c. Maintaining the redundancy of the communications systems.
  - d. Provide data back up to all necessary information.
  - e. Ensure the readiness of back up power generation.
  - f. Maintain a mobile communication vehicle that can be used as an alternate EOC.
2. All support agencies will:
  - a. Ensure that their communications equipment/systems are kept in a state of readiness.
  - b. Ensure that capabilities to record, process and communicate information is kept in a state of readiness.

#### **E. Preparedness Activities**

1. Kittitas County Emergency Management:
  - a. Develops and maintains liaison with support agencies to ensure readiness.
  - b. Develop and maintains the process for information coordination during an emergency or disaster.
  - c. Develops reporting formats and systems, and coordinates damage assessment reporting procedures.
2. Fire Services:
  - a. Develop and maintain Suggested Operating Procedures for

- the coordination of information and ensure that personnel are appropriately trained. Including, but not limited to:
1. Transmission of sensitive information.
  2. Initial reporting of damage assessments.
  3. Their internal information policies.
- b. Train and provide personnel capable of information gathering, analysis and planning activities, including personnel that can function from the EOC to support information coordination activities, as appropriate.
3. Law Enforcement:
- a. Develop and maintain Suggested Operating Procedures for the coordination of information and ensure that personnel are appropriately trained.
  - b. Ensure that appropriate personnel are capable of participating in an incidents planning process.
4. Local Public Safety Answering Points (PSAP):
- a. Develop and maintain procedures for ensuring that appropriate information is coordinated and see that personnel are appropriately trained in departmental policies.
5. Kittitas County Assessor's Offices:
- a. Develop and maintain procedures for performing information analysis and ensure that personnel are trained.
  - b. Coordinate with Emergency Management in the criteria for damages assessment gathering.
  - c. Coordinate damage assessment information with the Red Cross.
6. Kittitas County Public Works Departments:
- a. Develop and maintain procedures for performing information analysis and ensure that personnel are trained.
  - b. Identify vital roadways and infrastructures and ways to by-pass these in the event of damage from a disaster.
  - c. Provide information concerning damage to roads and the infrastructure, in a timely manner to the EOC or other established point of contact.
  - d. Participate with planning in issues regarding public road uses.
7. Kittitas County Building Departments:
- a. Develop and maintain procedures for performing information analysis and ensure that personnel are trained. Procedures

- must address coordination of information to the EOC or other designated location.
  - b. Develop trained personnel to assist in the collection and coordination of information at the EOC, or designated location.
- 8. Amateur Radio Operators:
  - a. Develop and maintain procedures in communications to assist in information collection and coordination in concert with the EOC.
  - b. Ensure that personnel are trained in procedures.
- 9. Red Cross:
  - a. Develop and maintain procedures for performing information analysis and ensure that personnel are trained.
  - b. Coordinate with Assessor's Office and develop information reporting guidelines.

#### **F. Response Activities**

- 1. Kittitas County Emergency Management
  - a. Establish an information collection point and collect information.
  - b. Analyze provided information and distribute with the appropriate agencies. Information should be distributed by best means, such as fax.
  - c. Coordinate and prepare periodic situation reports for local officials and State Emergency Management.
  - d. Request special information from local agencies and volunteer organizations, as necessary.
  - e. Prepare local proclamation for the legislative authority of the affected jurisdiction and forward it to State Emergency Management.
- 2. Support Agencies
  - a. Collect information from their field representatives and provide that information to Emergency Management/EOC, as appropriate.
  - b. Keep Emergency Management/EOC apprised of their resource needs.
  - c. Make request of field representatives for special information.

#### **G. Recovery Activities**

- 1. Kittitas County Emergency Management
  - a. Continue to prepare situation reports, as necessary.

- b. Continue to gather information, as necessary
  - c. Coordinate damage assessment and other information during the recovery phase for State and/or Federal use, as appropriate.
  - d. Prepare the proclamation by the legislative authority terminating the proclamation of emergency.
2. Support Agencies
- a. Continue to provide information to Emergency Management, as requested.
  - b. Review and revise reporting procedures and formats as necessary.
  - c. Assist in collection of damage assessment information and coordinate activities with Emergency Management.

## **RESPONSIBILITIES**

### **A. Primary Agency**

1. Kittitas County Emergency Management

Coordinate the collection and sharing of information about potential or actual emergencies or disasters that could affect Kittitas County and its cities.

### **B. Support Agencies**

1. Support Agencies

Support Emergency Management in the collection and sharing information about potential or actual emergencies that could affect Kittitas County.

## **RESOURCE REQUIREMENTS**

1. Resources needed to fulfill this ESF are part of the County's EOC and Mobile Command Post.
2. Qualified personnel to fill the Planning Sections Chief role.
3. Trained personnel in Planning Operations and the gathering and coordination of information.

4. Facilities where information analysis can be coordinated.
5. Office equipment, such as typewriters, computers, paper, ect.
6. Trained personnel that can gather and report back information.