

# Northampton County Emergency Operations Plan

## 3.5 ESF #5 - Emergency Management

### Primary Department

Northampton County Emergency Management

### Support Departments

Northampton County Finance Department  
All ESFs staffing the EOC

### Purpose

The purpose of ESF #5 (Emergency Management) is to guide the actions of Emergency Management during an emergency/disaster response. The Emergency Management function is in place to direct, control, coordinate, and/or support emergency operations from the County's EOC.

### Scope

ESF #5 (Emergency Management) serves as the coordination function for all departments and agencies across the spectrum of incident management, from hazard mitigation and preparedness to response and recovery. ESF #5 (Emergency Management) will work with all other ESFs to identify resources during the alert and activation phase and assist in the preparation for subsequent deployment to ensure quick and effective response.

Potential operations include the following:

- Coordinating training and exercise for all relevant ESFs
- Negotiating and executing MAAs
- Determining resource shortages and locating relevant resources
- Coordinating with VDEM

<b>ESF #5 (Emergency Management) Primary Department</b>	<b>Roles/Tasks</b>
<b>Preparedness</b>	<ul style="list-style-type: none"><li>• Define and determine potential impacts of natural, technological, and man-made hazards and ensure that all plans are current.</li><li>• Conduct an impact evaluation of prior efforts to improve future operations.</li><li>• Develop MAAs with other counties, government agencies, and private-sector organizations to assist during an incident.</li><li>• Use technology and human intelligence to collect, analyze, and disseminate information on disaster impacts throughout the preparedness and planning process.</li><li>• Conduct annual exercises to test and validate the capability of Emergency Management to support the intake and coordination of resource requests from all ESFs in the EOC.</li></ul>

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ESF #5 (Emergency Management) Primary Department	Roles/Tasks
<p><b>Response – Initial Actions</b></p>	<ul style="list-style-type: none"> <li>• Report to the EOC or make initial contact with the EOC via telephone within one hour of activation, or as directed.</li> <li>• Conduct operational planning, coordinating with other ESFs located in the EOC.</li> <li>• Activate the appropriate ESF personnel to staff the EOC, and alert other teams to standby status.</li> <li>• Establish check-in functions for staff accountability upon arrival at the EOC.</li> <li>• Establish and maintain contact with the VDEM.</li> <li>• Compile an inventory list of available resources, including personnel, transportation, supplies, and equipment from appropriate ESF personnel.</li> <li>• Activate and acquire emergency assets and respond to incidents requiring a coordinated response.</li> <li>• Coordinate overall staffing of Emergency Management activities at the EOC, including which ESFs are activated.</li> </ul>
<p><b>Response – Continuing Actions</b></p>	<ul style="list-style-type: none"> <li>• Review pre-determined requests for pre-positioning of critical resources (personnel, equipment, supplies).</li> <li>• Use disaster intelligence to refine and implement protective actions for Northampton County.</li> <li>• Use disaster intelligence in the deployment of local damage assessment teams.</li> <li>• Develop an IAP, include staffing plan and plan to track and manage resources (facilities, supplies, major equipment).</li> <li>• Activate, implement, develop, and update MOAs or MAAs with appropriate agencies and organizations, as necessary.</li> <li>• Coordinate with the VDEM on all response and recovery operations, including situational awareness and IAPs.</li> <li>• Coordinate the activation and deployment of assessment personnel or teams needed for incident management.</li> <li>• Attend all scheduled briefings.</li> <li>• Assist with logistical needs as they relate to acquiring, distributing, and managing resources.</li> <li>• Upon receipt of state assets, ensure appropriate resource allocation and distribution.</li> <li>• Update Situation Reports at regular intervals.</li> </ul>
<p><b>Recovery</b></p>	<ul style="list-style-type: none"> <li>• Continue to assist with needs assessment and requests for post-disaster assistance, as required.</li> <li>• Write an After-Action Report/Improvement Plan for future planning initiatives.</li> <li>• Determine which EOC sections and response staff are no longer needed and order deactivation or demobilization.</li> <li>• Continue the use of ICS during demobilization.</li> <li>• Ensure that deactivated sections complete all required paperwork for financial reimbursement, and transfer any remaining tasks or responsibilities to the appropriate remaining EOC staff.</li> <li>• Begin to return to a normal state of operations.</li> <li>• Compile incident documentation for After-Action/Corrective Action planning and recovery reporting purposes.</li> <li>• Conduct leadership and staff debriefing to identify single points of failure in response operations.</li> </ul>
ESF #5 (Emergency Management) Support Department	Roles/Tasks
<p><b>Northampton County Finance Department</b></p>	<ul style="list-style-type: none"> <li>• Provide a representative to the EOC during an activation.</li> <li>• Track all expenses incurred during the course of an incident for reimbursement purposes.</li> <li>• Coordinate with County Administration on procurement decisions during incidents.</li> </ul>