MORONGO
BAND OF
MISSION
INDIANS

A SOVEREIGN NATION

Emergency Management
(Emergency Support Function – 5)
Annex to
Emergency Operations Plan

March 2013

Purpose

Emergency Support Function 5, Emergency Management directs, controls, and coordinates disaster response and recovery operations from the Morongo Emergency Operation Center utilizing the incident command system. ESF 5 must ensure the implementation of actions as called for in the Tribe's Emergency Operations Plan and coordinate all phases of emergency management with other ESFs, tribal departments, enterprises, and other interest to the Tribe.

General

1. ESF-5 provides an overall multi-departmental command system implemented to manage operations during a disaster;
2. The Incident Command System will be used in any size or type of disaster to control response personnel, facilities, and equipment;
3. The Incident Command System principles include use of common terminology, modular organization, integrated communications, unified command structure, coordinated action planning, manageable span of control, pre-designated facilities, and comprehensive resource management;
4. ESF-5 staff supports the implementation of mutual aid agreements to ensure seamless resource response; and
5. Various Morongo departments participate in the preparedness process, which is coordinated by ESF-5.

Goals

The goals of this ESF-5, Emergency Management annex to the EOP are:

- To outline how emergency management activities are undertaken

- To augment, as a supporting plan, the Tribe's Emergency Operations Plan (EOP)

- Identify how the ESF will support tribal departments in preparedness, response, recovery, and mitigation of disasters and catastrophic incidents

- To encourage partnerships to meet the needs of the Tribe's emergency organization during a disaster

Scope

The scope of the Emergency Management Emergency Support Function is shown in the table below:

Morongo ESF Title	Morongo ESF Functions/Scope	Supporting Department(s)
ESF-5, Emergency Management	ESF-5 serves as the support for all departments and agencies across the spectrum of incident management from prevention to response and recovery. ESF-5 facilitates information flow in the pre-incident prevention phase in order to place assets on alert or to pre-position assets for quick response. During the post-incident response phase, ESF-5 activities include those functions that are critical to support and facilitate multiagency planning and coordination. This includes alert and notification, deployment and coordinating the staffing of emergency response teams, incident action planning, coordination of operations, logistics and material, direction and control, information management, facilitation of requests for assistance, resource acquisition and management (to include allocation and tracking), worker safety and health, facilities management, financial management, and other support as required.	Office of Emergency Management

Incident Command System

Insofar as feasible, this plan follows the principles and features of the Incident Command System (ICS). Used by the tribe's emergency response departments and organizations throughout the country under the National Incident Management System (NIMS), ICS is an effective model for centralized management. It clearly defines staff roles, responsibilities, and lines of communications. In the ICS model the base of operations for response to a disaster (incident) is the Command Center.

ESF-5 can be activated to support incident command operations at an incident site (i.e. Black Friday) or activated under the Emergency Operations Plan (EOP) and work in or in support of the Emergency Operation s Center (EOC).

Planning Assumptions/Limitations

- The Morongo Indian Reservation is located in a geographically challenging area and served by limited transportation routes. The Tribe is reliant on surrounding governments for response to transportation related issues in disasters.

- The Tribe's Office of Emergency Management is staffed with minimal personnel and relies heavily on other tribal government departments in the emergency management cycle.

- The Tribe's emergency plans are considered living documents and are rapidly changeable to meet the needs of the emergency organization.

General

1. The Director of the Office of Emergency Management will assure development and maintenance of operational annexes on the part of each major emergency support function.
   a. Generally, each ESF annex should provide for:
      i. Maintain current notification rosters (e.g. OneCallNow),
      ii. Designate personnel for staffing the ESF and/or EOC,
      iii. Designate a primary coordinator to act as the EOC representative,
      iv. Establish procedures for reporting appropriate emergency information,
      v. Provide ongoing training to maintain emergency response capabilities.
2. When an emergency threatens, available time will be used to implement increased readiness measures. ESF-5 will assure that all actions are completed as scheduled.
3. When activated beyond a management watch ESF-5 will coordinate staffing of the EOC and execute the EOC annex.

Organization

1. The Morongo Office of Emergency Management is responsible for this ESF and the department is organizationally under the Chief Administrative Officer.
2. Emergency operations will be coordinated from the Morongo Emergency Operations Center (EOC). The EOC staff will consist of the Director, Coordinator, and may include key Branch Directors, ESF Group Supervisors, Unit Leaders, or department representatives as outlined in the EOC annex.
3. The Director of Emergency Management will be available for decision-making as required. The Director of Emergency Management is also responsible for coordinating the development and implementation of various plans that support preparedness, response, recovery, and mitigation. These plans include but are not limited to the Morongo Tribal Hazard Mitigation Plan, the Morongo Threat and Hazard Identification and Risk Assessment, and the EOP and its annexes.
4. Morongo Tribal Administrators and Department Heads will provide support to ESFs and the EOP.

Actions

1. ESF-5 will coordinate the development of capability and capacity for emergency response;
2. The ESF-5 is responsible to:
   a. Make individual assignments of duties and responsibilities to staff the EOC and implement emergency operations;
   b. Maintain a notification system (roster) of primary and alternate EOC personnel;
   c. Establish a system and procedure for notifying EOC personnel and coordinate implementation with Emergency Communications (ESF-2) staff;
   d. Identify adequate facilities and resources to conduct emergency operations at the EOC;
   e. Coordinate Emergency Management mutual aid agreements dealing with other tribal, federal, state, and local jurisdictions and relief organizations, such as Riverside County and American Red Cross;
   f. Develop plans and procedures for providing timely information and guidance to the Tribe and the public in times of emergency through supporting ESFs and ESF-15 External Affairs and Public Information;
   g. Identify and maintain a list of essential services and facilities, which must continue to operate and may need to be protected; and
   h. Provide training, testing, and exercising of plans and procedures.
3. Ensure compatibility between the EOP and other emergency plans and procedures of key facilities and private organizations within the locality;
4. Coordinate with the Morongo Finance Department to develop accounting and record keeping procedures for expenses incurred during an emergency;
5. Through the Morongo Tribal Hazard Mitigation Plan, define and encourage hazard mitigation activities, which will reduce the probability of the occurrence of disaster and/or reduce its effects;
6. Provide periodic briefings to the Tribe, Tribal Council, and staff as required;
7. Provide logistical support to on scene emergency response personnel through the ICS;
8. Prepare emergency information to the public in coordination with ESF-15, External Affairs and Public Information and the Tribal Public Information Officer and maintain essential emergency communications through the established communications network with support from ESF-2, Communications;
9. Provide reports and requests for assistance to supporting federal, state, and local governments;
10. Compile initial damage assessment report and send to FEMA Region IX, Department of Interior Office of Emergency Services, and the Southern California Agency of the Bureau of Indian Affairs; and
11. Coordinate requests for non-mutual aid assistance.

Primary Staffing

As in the Emergency Operations Plan this annex identifies tribal government and administrative departments responsible for functions of the plan. The table below shows the primary and back-up positions in the organization to support this annex. It is a desire to have trained volunteers for each position also.

Position	Primary	Alternate
ESF-5 Emergency Management Support Function Coordinator	Director, Office of Emergency Management	Emergency Management Coordinator

Responsibilities and Activities

The Tribe's Office of Emergency Management is responsible for the overall coordination of this ESF planning effort. In this plan the department is assisted by other departments and subject matter experts, as needed and available but other than during times of emergency or disaster the program will be managed and maintained by the office. This includes:

- Coordinates all phases of emergency management for the Tribe;
- Activates and convenes emergency assets and capabilities;
- Coordinates with other emergency management organizations;
- Coordinates short and long term planning activities;
- Maintains continuity of government;
- Directs and controls emergency operations;
- Submits required reports and records;
- Conducts initial warning and alerting; and
- Provides emergency public information.

ESF-5 Emergency Management Support Function Coordinator	
Reports to:	Chief Administrative Officer
General Duties:	• Partner with local, state, and federal agencies and departments • Coordinate all emergency management phases (response, recovery, mitigation, and preparedness) for all mission areas (prevention, protection, response, recovery, and mitigation) • Implement National Incident Management System (NIMS) and *NFPA 1600: Standard on Disaster/Emergency Management and Business Continuity Programs* • Provide all-hazard emergency management training to tribal staff and volunteers
General Preparation Actions (Set-up, turn-over)	☑ Maintain high level of subject matter expertise in the emergency management field ☑ Provide legislative and legal recommendations to the Tribe and Tribal Council ☑ Ensure update of all plans and keep them viable and change as needed ☑ Support various tribal efforts (e.g. Public Safety Partnership Committee)
Response Actions	☑ Activate the Emergency Operations Plan and EOC ☑ Staff the EOC in accordance with the EOC annex ☑ Provide on-the-spot training for EOC and response personnel ☑ Work with current and potential mutual aid partners in response and preparation for recovery activities
Recovery Actions (Demobilization)	☑ Establish long-term recovery efforts and plan ☑ Validate plans ☑ Work with federal partners providing assistance in recovery