



# TENNESSEE EMERGENCY MANAGEMENT PLAN (TEMP)

December 2018



**TEMA**





**BILL HASLAM**  
GOVERNOR  
STATE OF TENNESSEE

December 19, 2018

Dear Tennesseans and state and local authorities,

Tennessee state government is committed to protecting the people, property, and way of life in this great state. Few challenges are greater than an emergency or disaster that causes significant destruction and harm within our communities. While no single organization can address all needs that arise from an emergency or disaster, the effective coordination of capabilities and resources among various governmental agencies, non-profit organizations, and private sector partners can address the most essential needs within impacted communities.

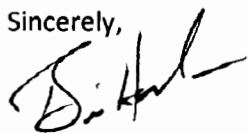
The Tennessee Emergency Management Plan (TEMP), authorized in Tenn. Code Ann. § 58-2-106(b)(1), serves as the centralized guide for establishing the State of Tennessee's emergency coordination framework, structure, and roles for a comprehensive emergency management program. This plan outlines the collaborative and integrated partnership network that state government departments and agencies, along with designated private sector partners, non-governmental organizations, local government partners, and federal government agencies, operate from when preparing for, responding to, recovering from, and mitigating against emergencies and disasters. Collaboration is essential for efficient and effective government, and through this plan we can be assured that the State of Tennessee is better prepared to support our communities both before and after emergencies.

Pursuant to Tenn. Code Ann. § 58-2-106, the Tennessee Emergency Management Agency (TEMA) is the state agency responsible for maintaining the TEMP and Tennessee's statewide emergency management program. TEMA's commitment to this mission is demonstrated through the complete overhaul of the 2018 TEMP. This significant update, which involved outreach to dozens of partner organizations, was conducted to ensure best practices, lessons learned, and clarity of functions are well integrated throughout the plan. TEMA will continue to ensure the TEMP remains a comprehensive, adaptable and integrated plan that will guide developments in disaster readiness for years to come.

By virtue of the power and authority vested in me by the Constitution of the State of Tennessee and in accordance with the provisions of the Tennessee Code Annotated, as Governor of the State of Tennessee, I hereby promulgate and issue, effective this date, the Tennessee Emergency Management Plan (TEMP) and all supplemental annexes of the TEMP. Further, I declare this plan to be the official emergency management plan and, upon activation, my order for the State of Tennessee and is mandatory for all state departments and agencies and political subdivisions of the state.

This plan is effective upon receipt and execution when directed. The Director of the Tennessee Emergency Management Agency is responsible for maintaining and updating this plan in conjunction with the appropriate agencies and serves as my authorized representative in accordance with state law and this TEMP.

Sincerely,

A handwritten signature in black ink, appearing to read "Bill Haslam", written in a cursive style.

Bill Haslam

## RECORD OF TEMP CHANGES

All changes made within the TEMP are to be tracked and recorded in the below summary table by TEMA Planners. Section 7 of the TEMP Base Plan outlines the record of change procedures.

	Date	Section of Plan	Summary of Change	Made By
1	9/25/2018	Entire Base Plan	Complete rewrite and reorganization of the plan	J. Wickham
2	9/25/2018	All ESF Annexes	Complete rewrite and reorganization of the plan	J. Wickham
3	4/10/2019	Entire Base Plan	Minor grammatical edits made throughout the plan based on comments received during the TEMA Employee Review Period of the TEMP	J. Wickham
4	4/10/2019	All ESF Annexes	Minor grammatical edits made throughout the plan based on comments received during the TEMA Employee Review Period of the TEMP	J. Wickham
5				

## RECORD OF TEMP DISTRIBUTION

All direct submittals of the TEMP to partner organizations are to be tracked and recorded in the below summary table by TEMA Planners. Section 7 of the TEMP Base Plan outlines the record of distribution procedures.

	Date of Delivery	Method of Delivery	Recipients
1	10/3/2018	Flash Drive and Printed Binders	Governor’s Office
2	11/16/2018	Email	All TEMA Employees
3	12/20/2019	Email	FEMA Region IV
4	5/20/2019	Email	All Emergency Service Coordinators (ESCs)
5	5/20/2019	Email	All TEMA Employees
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# Base Plan

## 1 - Introduction

No single organization can provide all needed resources or capabilities to support a community impacted by an emergency event or disaster. Communities are built over time by a diverse arrangement of citizens, non-profit organizations, private businesses, and various levels of governmental entities to sustain a way of life. When a community is impacted by a disaster event this same diverse arrangement of entities must work together to bring back the community's way of life to that which they helped initially create.

For the State of Tennessee to successfully support local governments and communities impacted by emergency events, it is imperative for all state government entities to work together to develop an operational plan for providing timely and coordinated emergency support to local communities. The Tennessee Emergency Management Plan (TEMP) documents this effort by being the centralized plan for the State of Tennessee's emergency operational framework, structure, and role assignments.

### 1.1 Purpose

The Tennessee Emergency Management Plan (TEMP) establishes the framework for the State of Tennessee's comprehensive emergency management program. This framework outlines the coordinated and integrated structure that state government departments and agencies, along with designated private sector partners and non-governmental organizations, operate from when supporting local governments before, during, and after emergency events. This structure includes the identification and organization of assigned roles among the partner entities based on their unique resources and capabilities for emergency support efforts.

The purpose of the TEMP is to:

- Ensure that the State of Tennessee has a documented Comprehensive Emergency Management program and planning process that addresses:
  - all-hazards (*natural, technological/accidental, & human-caused hazards*)
  - all-phases (*prevention, protection, mitigation, response, & recovery phases*)
  - all-stakeholders (*local government, state government, federal government, private sector, volunteers, citizens, & non-governmental organization stakeholders*)
- Ensure that the State of Tennessee has an up-to-date listing of assigned roles and capabilities among all state partner stakeholders. This is organized and documented into the sixteen Emergency Support Functions (ESF) of the TEMP.



- Ensure that the State of Tennessee has documented the primary mechanisms for delivering resource assistance. This includes but is not limited to addressing processes for SEOC Mission Coordination Center (MCC) assistance, mutual aid assistance, volunteer and donations assistance, and federal disaster declaration programs assistance.
- Ensure that the State of Tennessee is addressing requirements set forth in T.C.A. § 58-2-106 and that the Tennessee Emergency Management Agency (TEMA) is providing technical assistance to ensure local government Basic Emergency Operations Plans (BEOP) remain consistent with the TEMP.
- Ensure that the State of Tennessee is incorporating and documenting the necessary components of federal and state emergency management directives and guidance into all planning efforts. This includes the [National Incident Management System \(NIMS\)](#), [National Response Framework \(NRF\)](#), [National Disaster Recovery Framework \(NDRF\)](#), [National Mitigation Framework](#), [National Prevention Framework](#), [National Protection Framework](#), [Incident Command System \(ICS\)](#), [Emergency Management Accreditation Program \(EMAP\) Standards](#), and [Comprehensive Preparedness Guide 101 \(CPG-101\)](#).
- Ensure that the State of Tennessee implements and documents planning efforts reflective of operational priorities in the following order:
  - life safety and health (*highest priority*)
  - supporting local governments
  - incident stabilization
  - protection of property and environment
  - restoration of essential infrastructure, utilities, functions, and services

## 1.2 Scope

The TEMP primarily addresses how state government partners work together to support local government requests for assistance before, during, and after emergency events within Tennessee. A basic premise from the National Incident Management System (NIMS) is that all emergency incidents begin and end locally. Local governments are therefore naturally responsible for commanding and leading emergency response and recovery efforts. If local government resources are overwhelmed by an event, then the local government may request state government support and resources. The TEMP addresses how the State of Tennessee utilizes an interagency coordination framework and structure to facilitate the most effective delivery of state government resources to support local government requests.

The primary audience for the TEMP is all State of Tennessee departments and agencies, along with designated private sector partners and non-governmental organizations, which have been tasked in the Plan to provide emergency support capabilities when necessary. Additionally this Plan should also serve as an operational reference for all local emergency management agencies and associated local partners in Tennessee, the Federal Emergency Management Agency (FEMA) and associated federal partners, and all neighboring state emergency management agencies and associated mutual aid partners.

The TEMP Core Plan, which is made up of the Base Plan and the 16 ESF Annexes, provides an overview of how interagency coordination is organized and functions within the State Emergency Operations Center (SEOC). The Core Plan does not however profile detailed operating procedures. Specific operating procedures are outside the scope of this plan and should exist within each supporting Department's or Agency's doctrine. Additionally specific operating procedures are referenced in numerous Supplemental Annexes to the TEMP. Supplemental Annexes are explained in greater detail in Section 2 of the Base Plan.

While the TEMP addresses all-phases of emergency management defined in the [National Preparedness Goal](#) (i.e. prevention, protection, mitigation, response, and recovery phases), the TEMP Core Plan focuses primarily on efforts directly following an emergency event (i.e. response and short-term recovery phases). The Core Plan was developed following the Federal Emergency Operations Plan (EOP) guidelines, [CPG 101- Developing and Maintaining Emergency Operations Plans, Version 2, November 2010](#), which focuses heavily on profiling response and short-term recovery actions in the Base Plan and ESF Annexes formats. To accommodate for the specific planning efforts that address the prevention, protection, mitigation, and long-term recovery phases, two (2) Support Plan Annexes to the TEMP have been developed: State of Tennessee Hazard Mitigation Plan and State of Tennessee Recovery Plan. These Support Annexes makes the TEMP a Comprehensive Emergency Management Plan (CEMP) rather than just an Emergency Operations Plan (EOP). Support Annexes are explained in detail in Section 2 of the Base Plan.

Additionally the TEMP does not profile the day-to-day tasks or preparedness efforts administered by the Tennessee Emergency Management Agency (TEMA). TEMA's day-to-day functions are outside the scope of this Plan and are profiled in Strategic Guidance Documents explained in Section 2 of the Base Plan.

### **1.3 Traits**

To ensure the usability of the TEMP in ever-changing conditions and complex disaster environments, the TEMP is designed to be:

- **Scalable**: allowing the ability to easily scale up or down operational efforts, resources, and stakeholder engagement to fit the emergency needs at hand.
- **Flexible and Adaptable**: allowing for sudden changing conditions and for factors that were not identified, conceived, or anticipated in the planning process.
- **Integrated**: allowing for a seamless connection both vertically and horizontally between associated local government, state government, federal government, and non-governmental emergency operational plans, frameworks, and resources.
- **All-Hazard**: allowing for plan implementation under any and all emergency events through the utilization of an all-hazards planning approach and by considering catastrophic disaster scenarios.

- **Dynamic:** allowing for continuous development of the plan by regularly incorporating new or updated guidance, best practices, partnerships, agreements, lessons learned, threat conditions, and capability/resource changes into the TEMP.

## **1.4 Authority and References**

The legal authority of the TEMP is cited in the [T.C.A. § 58-2-106\(b\)\(1\)](#). The [T.C.A. § 58-2-106\(b\)\(1\)](#) states that the Tennessee Emergency Management Agency (TEMA) is the responsible state agency for preparing and maintaining the TEMP. The Tennessee Emergency Management Agency (TEMA) is recognized in state law as the agency responsible for maintaining Tennessee’s comprehensive statewide program of emergency management per [T.C.A. § 58-2-106\(a\)](#).

The [T.C.A. § 58-2-106\(b\)\(1\)](#) cites the requirements of the TEMP as follows:

**(1)** Prepare a TEMP and maintain an accountable ESC program, which shall be integrated into and coordinated with the emergency management plans and programs of the federal government. The plan shall be implemented by a continuous, integrated comprehensive emergency management program. The plan must contain provisions to ensure that the state is prepared for emergencies and minor, major, and catastrophic disasters, and the agency shall work closely with local governments and agencies and organizations with emergency management responsibilities in preparing and maintaining the plan. The TEMP shall be planning, response, recovery and mitigation oriented and shall include the following:

- (A)** An evacuation component that includes specific regional and interregional planning provisions and promotes intergovernmental coordination of evacuation activities;
- (B)** A shelter component that includes specific regional and interregional planning provisions and promotes coordination of shelter activities between the public, private, and nonprofit sectors;
- (C)** A postdisaster response and recovery component that includes specific regional and interregional planning provisions and promotes intergovernmental coordination of postdisaster response and recovery activities. This component must provide for postdisaster response and recovery strategies according to whether a disaster is minor, major, or catastrophic. The postdisaster response and recovery component must, at a minimum:
  - (i)** Establish the structure of the state's postdisaster response and recovery organization;
  - (ii)** Establish procedures for activating the state's plan;
  - (iii)** Set forth policies used to guide postdisaster response and recovery activities;
  - (iv)** Describe the chain of command during the postdisaster response and recovery period;
  - (v)** Describe initial and continuous postdisaster response and recovery actions;
  - (vi)** Identify the roles and responsibilities of each involved agency and organization;
  - (vii)** Provide for a comprehensive communications plan, including, but not limited to, a computerized telephone emergency warning system;
  - (viii)** Establish procedures for monitoring mutual aid agreements;
  - (ix)** Provide for assessment teams;
  - (x)** Ensure the availability of an effective statewide urban search and rescue program coordinated with the fire services;
  - (xi)** Ensure the existence of a comprehensive statewide medical care plan; and
  - (xii)** Establish systems for coordinating volunteers and accepting and distributing donated funds and goods;
- (D)** Additional provisions addressing aspects of preparedness, response, recovery, and mitigation as determined necessary by the agency;
- (E)** Address the need for coordinated and expeditious deployment of state resources, including the Tennessee national guard and requesting of federal assets;
- (F)** Establish a system of communications and warning to ensure that the state's population and emergency management agencies are warned of developing emergency situations and can communicate emergency response decisions;

**(G)** Establish guidelines and schedules for exercises that evaluate the ability of the state and its political subdivisions to respond to minor, major, and catastrophic disasters and support local emergency management agencies. Such exercises shall be coordinated with local governments and, to the extent possible, the federal government; and

**(H)** Assign lead and support responsibilities to state agencies and personnel for emergency support functions and other support activities;

In addition to adhering to state code requirements of the TEMP, the Plan also adheres to all federal guidelines and requirements to ensure nationwide consistency among emergency management partners. This includes adhering to the National Incident Management System (NIMS), National Response Framework (NRF), National Disaster Recovery Framework (NDRF), National Mitigation Framework, National Prevention Framework, National Protection Framework, Incident Command System (ICS), and Comprehensive Preparedness Guide 101 (CPG-101).

The primary references utilized in developing and maintaining the TEMP are:

- [T.C.A. § 58-2-104, Creation of TEMA](#)
- [T.C.A. § 58-2-106, Emergency Management Responsibilities & Powers in Tennessee](#)
- [T.C.A. § 58-2-107, Emergency Management Powers of the Governor](#)
- [T.C.A. § 58-2-108, Designation of Emergency Service Coordinators \(ESC\)](#)
- [T.C.A. § 58-2-110, Emergency Management Powers of Political Subdivision](#)
- [T.C.A. § 58-2-116, Emergency Management](#)
- [T.C.A. § 58-2-123, Radiological Emergency Preparedness](#)
- [T.C.A. § 58-2-403, Emergency Management Assistance Compact \(EMAC\)](#)
- [T.C.A. § 58-8-101, Mutual Aid and Emergency and Disaster Assistance Agreement Act](#)
- [National Incident Management System, October 2017](#)
- [Incident Command Systems, May 2008](#)
- [National Response Framework, Third Edition, June 2016](#)
- [National Disaster Recovery Framework, Second Edition, June 2016](#)
- [National Mitigation Framework, Second Edition, June 2016](#)
- [National Protection Framework, Second Edition, June 2016](#)
- [National Prevention Framework, Second Edition, June 2016](#)
- [CPG 101- Developing and Maintaining Emergency Operations Plans, Version 2, November 2010](#)
- [EMAP Emergency Management Standard, 2016](#)

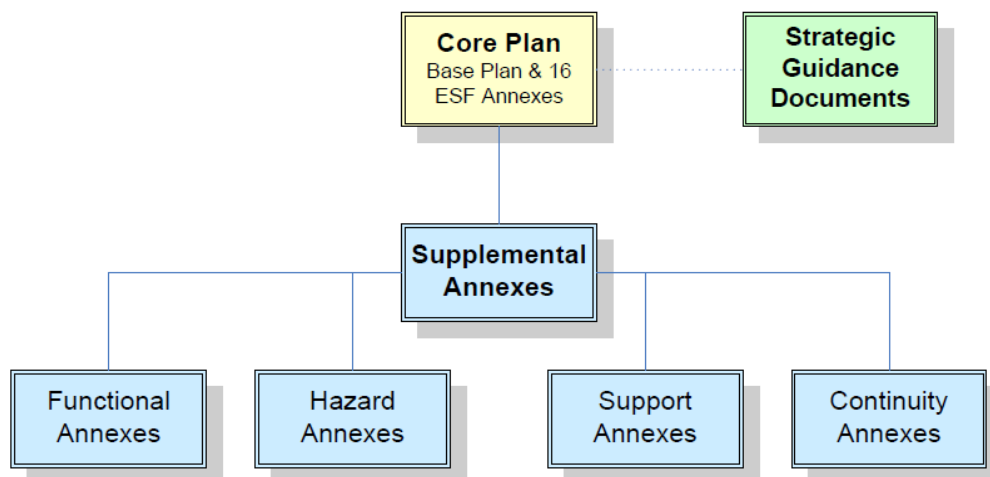
## 2 – Plan Structure

The TEMP is divided into two primary components:

- Core Plan- Base Plan and ESF Annexes
- Supplemental Annexes- Functional Annexes, Hazard Annexes, Support Annexes, and Continuity Annexes.

While Strategic Guidance Documents are maintained outside of the TEMP’s framework, these documents are recognized as an important contributing component to the TEMP’s maintenance and improvement process. (See *Figure 1* for an organizational structure of the components of the TEMP)

**Figure 1: Components of the TEMP**



### 2.1 Core Plan

The Core Plan represents the combination of the two foundational documents of the TEMP: the Base Plan and the sixteen (16) Emergency Support Function (ESF) Annexes. Following [CPG 101- Developing and Maintaining Emergency Operations Plans, Version 2, November 2010](#) guidelines, the Base Plan and ESF Annexes make up the primary components of an Emergency Operations Plan (EOP). When stakeholders refer to the “TEMP” in Tennessee, they are referring to the combined documents that make up the Core Plan.

#### Base Plan

The Base Plan serves as the base for all annexes of the TEMP. It sets the foundation for the State of Tennessee’s emergency operations framework and structure.

## ESF Annexes

The sixteen (16) ESF Annexes serve as the foundation for all assigned roles in the TEMP. The ESF Annexes identify all of the tasked roles among partner entities based on their unique resources and capabilities for emergency support efforts. These roles are then organized under the most appropriate and relevant ESF functional categories to expedite the delivery of emergency services to local governments. ESF Annexes are explained in greater detail in Section 5 of the Base Plan.

## 2.2 Supplemental Annexes

Supplemental Annexes are stand-alone plans that are directly linked to the TEMP, but appear under a separate cover rather than being attached to the Core Plan. The primary rationale for developing Supplemental Annexes is to encourage distinct, complex, and/or tailored planning efforts outside the confines of the standard Emergency Operations Plan (EOP) format used in the Core Plan. Distinct planning efforts have differing objectives, and these differing objectives require differing planning processes and plan formats to be successful. Supplemental Annexes allow for this needed flexibility in a systemic and categorical way that ties back into the TEMP Core Plan's framework, structure, and roles.

The State of Tennessee divides Supplemental Annexes of the TEMP into four categories: Functional Annexes, Hazard Annexes, Support Annexes, and Continuity Annexes.

### Functional Annexes

Functional Annexes to the TEMP expand upon key functions identified in the TEMP Core Plan. While the Core Plan focuses on what specific emergency support services can be provided by whom, Functional Annexes go into detail on how those specific emergency support services will be coordinated and delivered. Many Functional Annexes are developed to plan out how contributing stakeholders will work together in establishing and managing a coordination unit or center to deliver a specific emergency support service during large-scale emergencies events.

The current Functional Annexes to the TEMP are:

- Volunteer Reception Center (VRC) Management Plan Annex
- Donations Facilities Management Plan Annex

### Hazard Annexes

Hazard Annexes to the TEMP expand upon how key functions and processes identified in the TEMP Core Plan can be further tailored and refined based around specific hazard scenarios. The State of Tennessee is subjected to a multitude of potential hazard and threat events. While the TEMP's framework, structure, and roles are deliberately designed to be able to address all-hazards and all-events, some threat potentials are so great in

Tennessee that the challenges, complexities, resource requirements, and catastrophic impacts warrant utilizing a scenario-based planning approach in addition to an all-hazards planning approach. Scenario-based planning allows stakeholders to systemically identify key gaps and needs based on potential impact estimates from a theoretical threat scenario. Once the key gaps and needs are identified, stakeholders then work together in an attempt to create a plan that addresses as many of the identified gaps and needs as possible. Most scenarios profiled using this approach are based around hazards events that have a known geographical area, such as earthquake magnitude zones around fault lines or emergency planning zones around a nuclear power plant. While scenario-based planning is considered a primary way to prepare for potential catastrophic events, it is important to note that it is impossible to identify and address all gaps or needs through a planning process based only around a theoretical threat scenario. When gaps in Hazard Annexes occur stakeholders must work around those gaps utilizing the all-hazard framework, structure, and roles established in the TEMP Core Plan.

The current Hazard Annexes to the TEMP are:

- Catastrophic Event Plan Annex (CAT)
- Watts Bar Nuclear Plant Multi-Jurisdictional Radiological Emergency Response Plan Annex (WBN MJRERP)
- Sequoyah Nuclear Plant Multi-Jurisdictional Radiological Emergency Response Plan Annex (SQN MJRERP)
- Department of Energy Multi-Jurisdictional Emergency Response Plan Annex (DOE MJERP)

## Support Annexes

While the Core Plan focuses primarily on efforts directly following an emergency event (i.e. response and short-term recovery phases), it is important to remember that a comprehensive emergency management program must also institute planning efforts that attempt to prevent an emergency event from occurring in the first place, or attempts to lessen the impacts of future emergency events (i.e. prevention, protection, mitigation, and long-term recovery phases). To accommodate for planning efforts specific to these emergency management phases, the Support Annexes category to the TEMP has been created. The State's Support Annexes are what makes the TEMP a Comprehensive Emergency Management Plan (CEMP) rather than just an Emergency Operations Plan (EOP).

The current Support Annexes to the TEMP are:

- Hazard Mitigation Plan Annex
- Recovery Plan Annex

## Continuity Annexes

Continuity planning is the process of identifying alternative courses of action that can be implemented if, and when, an organization's mission essential functions are impacted. Mission essential functions are the key services an organization provides that would cause the most impact or issues to the organization and its customers if those services were disrupted. Disruptions to mission essential functions could occur if an organization's facilities, leadership, communications/IT networks, vital records, or other necessary functions are

impacted by an emergency event. Continuity of Operations Plans (COOP) promote the pre-identification of alternate work facilities, lines of leadership succession, backup communication/IT capabilities, duplication of vital records, and other key functions in preparation for a potential emergency event impacting the organization.

The State of Tennessee encourages all state departments and agencies to develop a Continuity of Operations Plan (COOP) to help safe-guard the continuation of their mission essential functions. An accumulation of state department COOPs, along with continuity components for the state capitol and constitutional officers, contributes to the development of the larger goal of Continuity of Government (COG). Continuity planning efforts for the State Emergency Operation Center's (SEOC) continuation of essential functions is profiled in the Tennessee Emergency Management Agency (TEMA) COOP.

The current Continuity Annex to the TEMP is:

- Tennessee Emergency Management Agency Continuity of Operations Plan (TEMA COOP)

## **2.3 Strategic Guidance Documents**

The TEMP Core Plan is primarily an Emergency Operations Plan (EOP) that identifies the framework, structure, and roles needed for the State of Tennessee to operationally achieve identified emergency management goals and objectives. These identified goals and objectives can be found in a variety of Strategic Guidance Documents. Strategic Guidance Documents recognize best practices, lessons learned, operational or resource gaps, new partnerships and agreements, changes to threat conditions, and shifts in emergency support capabilities. It is imperative to continually evaluate and incorporate new goals and objectives found in Strategic Guidance Documents into the TEMP's framework, structure, roles and overall planning process. By doing so, the State of Tennessee will be better prepared to support local governments before, during, and after emergency events.

Strategic Guidance Documents that contributes to the TEMP's maintenance and update process can include:

- Annual Threat & Hazard Identification & Risk Assessment and State Preparedness Report (THIRA/SPR)
- Annual Tennessee Emergency Management Advisory Committee Report (TEMAC Report)
- After Action Reports/Improvement Plans (AAR/IP) from Exercises and/or Real World Events

## **2.4 Plan Activation**

Because the TEMP is a Comprehensive Emergency Management Plan (CEMP) that addresses all phases of emergency management activities, as well as an Emergency Operations Plan (EOP) with focus on response and short-term recovery actions, there will be differing timeframes, criteria, and procedures when various annexes of the TEMP will be implemented.



For example, Support Annexes, which address the prevention, protection, mitigation, and long-term recovery phases of emergency management activities, are usually implemented either prior to an emergency event, long after an emergency event occurred, or continuously throughout the year. Each Support Annex therefore describes its unique implementation timeframes, criteria, and procedures within the Support Annex itself.

A Continuity Annex functions similarly in that a state department or agency’s COOP may be individually activated without the need to constitute activation of the TEMP Core Plan or other Supplemental Annexes. Each state government COOP in Tennessee therefore describes its unique implementation timeframes, criteria, and procedures within the Continuity Annex itself.

All Annexes of the TEMP outside of the Support and Continuity categories fall under the Emergency Operations Plan (EOP) framework umbrella focused on response and short-term recovery actions to be taken following the onset, or perceived onset, of an emergency event requiring state resources.

Tennessee state law documents under [T.C.A. § 58-2-107\(b\)\(1\)](#) that:

- (b) (1)** The governor or the governor's designee, shall declare a state of emergency or a disaster declaration in one (1) of two (2) ways:
- (A)** By executive order or proclamation; or
  - (B)** By the activation of the TEMP.

Based on the above cited authority, and after consultation with the Governor and the Adjutant General (TAG), the Director of TEMA may issue a State of Emergency on behalf of the Governor by activating the TEMP. The decision to activate the TEMP and declare a *State of Emergency* is based on a review of actual or potential impacts, risks, local requests, resource gaps, and operational priorities. (See *Figure 2* for steps for declaring a *State of Emergency* in Tennessee)

**Figure 2: Primary Method for Declaring a State of Emergency in Tennessee**



Per [T.C.A. § 58-2-107\(b\)&\(c\)](#) the issuance of a State of Emergency shall include the following conditions and authorities:

**(b) (2)** These two (2) types of threats may be declared by the governor if the governor finds an emergency has occurred or the occurrence of threat thereof is imminent. The state of emergency shall continue until the governor finds that the threat or danger has been dealt with to the extent that the emergency conditions no longer exist and the governor terminates the state of emergency by executive order or proclamation, but no state of emergency may continue for longer than sixty (60) days unless renewed by the governor. All executive orders or proclamations issued under this section shall indicate the nature of the emergency, the area or areas threatened, and the conditions which have brought the emergency about or which make possible its termination. An executive order or proclamation shall be promptly disseminated by means calculated to bring its contents to the attention of the general public; and, unless the circumstances attendant upon the emergency prevent or impede such filing, the order or proclamation shall be filed promptly with the department of state and in the office of the chief executive officer in each county to which the order or proclamation applies.

**(c)** An executive order or proclamation of a state of emergency shall:

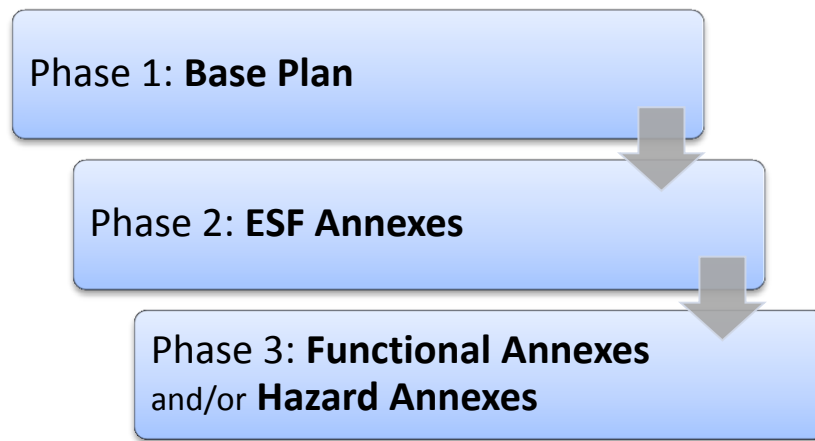
- (1)** Activate the emergency mitigation, response, and recovery aspects of the state, local, and interjurisdictional emergency management plans applicable to the political subdivision or area in question;
- (2)** Be authority for the deployment and use of any forces to which the plan or plans apply and for the use or distribution of any supplies, equipment, and materials and facilities assembled, stockpiled, or arranged to be made available pursuant to this chapter or any other law relating to emergencies; and
- (3)** Identify whether the state of emergency is due to a minor, major, or catastrophic disaster.

The activation of the TEMP and the issuance of a State of Emergency begins with the activation of the **Base Plan (Phase 1)**. The activation of the Base Plan establishes the emergency operations framework and structure needed to deliver coordinated emergency support to local governments. The activation of this framework and structure provides the basis for activating the State Emergency Operations Center (SEOC).

Depending on the emergency situation, resource needs, and potential cascading issues the Director of TEMA and his or her designees determine what **ESF Annexes (Phase 2)** should be activated. The ESF Annexes identify the tasked roles among stakeholders and groups them into functional categories to expedite the delivery of emergency services to local governments. The identification of ESF roles required provides the basis for staffing the State Emergency Operations Center (SEOC). The activation of ESF Annexes and roles shall be a fluid process throughout the duration of the emergency event to allow for changing conditions and shifting resource requirements.

If the emergency event requires enhanced coordination, or is similar to a pre-planned emergency scenario, the Director of TEMA and/or designees may determine to activate specific **Functional Annexes and/or Hazard Annexes (Phase 3)**. Functional Annexes expand upon key functions identified in the TEMP Core Plan. While the Core Plan focuses on what specific emergency support services can be provided by whom, Functional Annexes go into detail on how those specific emergency support services will be coordinated and delivered. Hazard Annexes to the TEMP expand upon how key functions and processes identified in the TEMP Core Plan can be further tailored and refined based around specific hazard scenarios. (See *Figure 3* for an overview of the TEMP Activation Sequence)

**Figure 3: TEMP Activation Sequence**



The activation of the TEMP is also a primary factor in determining the Activation Level of the State Emergency Operations Center (SEOC). The SEOC is the State of Tennessee’s center for coordinating emergency support and will be described in greater detail later in this plan.

The SEOC Activation Levels are divided into five levels as seen in *Figure 4*. Normal day-to-day operations start at a Level 5 and the levels escalate up to a Level 1- Catastrophic Disaster. While the SEOC regularly performs emergency support operations within a Level 4 and Level 3 activation, as of 2018 the SEOC has only activated to a Level 2 a handful of times. Fortunately, the SEOC has never been activated to a Level 1 catastrophic disaster event.

The Director of TEMA, in consultation with the Governor’s Office and the Adjutant General (TAG), determines the Activation Levels for the SEOC based on a review of actual or potential impacts, risks, local requests, resource gaps, and operational priorities. (See *Figure 4* for more information on SEOC Activation Levels)

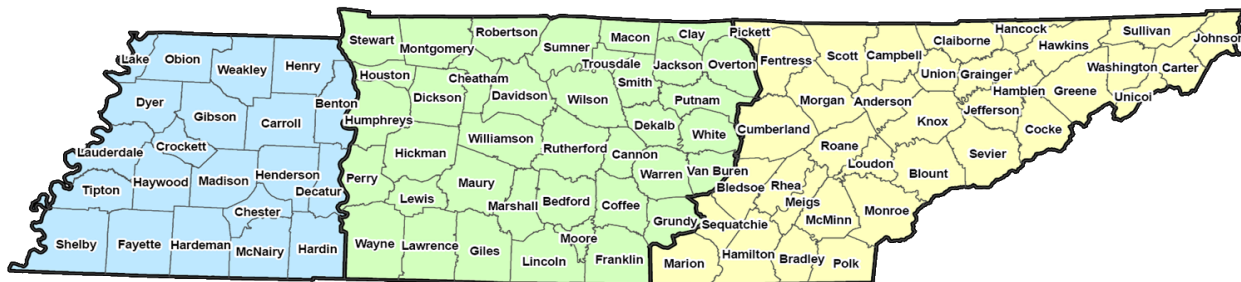
**Figure 4: SEOC Activation Levels**

Activation Levels	Activation Classification	Actions and Triggers
Level 5	Normal Operations	<ul style="list-style-type: none"> <li>• Normal Day-to-Day Operations.</li> <li>• The TEMP is <b>Not</b> Activated.</li> <li>• The SEOC is <b>Not</b> Activated.</li> </ul>
Level 4	Monitoring and/or Localized Emergency	<ul style="list-style-type: none"> <li>• The SEOC is supporting prevention/preparedness efforts to and/or monitoring localized emergency incidents with escalation potentials, imminent storm fronts, large mass gatherings, and other events.</li> <li>• The TEMP <b>may</b> or <b>may not</b> be Activated. The TEMA Director will make this determination. Limited resources may be staged and support coordinators may be deployed to assist with prevention, preparedness and, if needed, response actions.</li> <li>• The SEOC <b>may</b> or <b>may not</b> be Staffed. The TEMA Director will make this determination. Partners may be staffed in the SEOC supporting local government prevention/preparedness efforts and maintaining situational awareness.</li> </ul>
Level 3	Disaster to State	<ul style="list-style-type: none"> <li>• A disaster requiring significant state resources and support has occurred in Tennessee.</li> <li>• The TEMP is <b>Activated</b>. TEMA Director and/or designees will determine what ESF Annexes need to be executed.</li> <li>• The SEOC is <b>Activated</b>. TEMA Director and/or designees will determine what ESF roles will need to be staffed.</li> </ul>
Level 2	Major Disaster to State	<ul style="list-style-type: none"> <li>• A major disaster in Tennessee will require substantial state resources and support. Major Disasters will most likely require resources from outside of Tennessee, possibly including federal government support and/or support from other states through mutual aid requests.</li> <li>• The TEMP is <b>Activated</b> along with the majority of ESF Annexes.</li> <li>• The SEOC is <b>Activated</b> with the majority of ESF roles staffed. Major Disasters will likely require 24-hour operations within the SEOC.</li> </ul>
Level 1	Catastrophic Disaster to State	<ul style="list-style-type: none"> <li>• A catastrophic disaster in Tennessee will require emergency support and resources from entities across the United States.</li> <li>• The TEMP is <b>Activated</b> along with all ESF Annexes.</li> <li>• The SEOC is <b>Activated</b> with full staffing of all ESF roles on a 24-hour operational basis. The SEOC will require significant support from entities outside of Tennessee.</li> </ul>

## 3 – Situation and Assumptions

Tennessee is home to approximately 6.7 million citizens with its most populous cities being Nashville (capital), Memphis, Knoxville, Chattanooga, and Clarksville. The “Volunteer State” has a strong tourism industry centered primarily on the country music sites of Nashville, the civil rights sites of Memphis, and the Great Smoky Mountains of eastern Tennessee. In addition to the tourism industry, Tennessee also boasts a strong agricultural, healthcare, and manufacturing industry and is home to several Fortune 500 companies, including package shipping giant FedEx and health care firm HCA.

Tennessee is divided into 95 counties, 347 incorporated municipalities, and three grand divisions: west Tennessee, middle Tennessee, and east Tennessee. The three grand divisions of Tennessee are each roughly one-third of the state’s land area. These three divisions are so distinct from one another geographically, culturally, and economically, that each grand division is represented by a star on the Tennessee state flag.



Understanding the diversity within each grand division is an essential requirement to constructing an effective emergency operations plan. By analyzing these specific regional differences in hazards, vulnerabilities, and capabilities the State of Tennessee has established a single comprehensive, statewide listing of primary hazards and planning assumptions to be used as a foundation for the TEMP.

### 3.1 Hazards

While the TEMP is considered an all-hazards plan that should be operational under all potential threat and hazard events, it is important for the State of Tennessee to base specific planning, training, and exercise efforts on a specific listing of Hazards of Prime Concern. This listing should be made up of hazard categories that have (a) high probability of requiring SEOC support, (b) high possibility for causing catastrophic and life threatening impacts, (c) strong potential for impacting numerous counties at once across a large geographical area, and/or (d) potential for posing a great coordination, resource, and logistical challenge to the SEOC and its operational priorities. Additionally this listing should be encompassing of all hazard classifications: natural hazards, technological/accidental hazards, and human-caused hazards.

The TEMP Core Plan and all Supplemental Annexes are based upon thirteen (13) Hazards of Prime Concern:

- |                               |                                       |
|-------------------------------|---------------------------------------|
| 1. <b>Drought</b>             | 8. <b>Tornado</b>                     |
| 2. <b>Earthquake</b>          | 9. <b>Communicable Disease</b>        |
| 3. <b>Extreme Temperature</b> | 10. <b>Dam/Levee Failure</b>          |
| 4. <b>Wildfire</b>            | 11. <b>Hazardous Material Release</b> |
| 5. <b>Flood</b>               | 12. <b>Terrorism</b>                  |
| 6. <b>Geologic</b>            | 13. <b>Infrastructure Incident</b>    |
| 7. <b>Severe Weather</b>      |                                       |

To ensure the State of Tennessee is functioning as a comprehensive emergency management program that can address every primary classification of hazard events, all SEOC priorities and schedules for planning, training, and exercise efforts are built upon these thirteen Hazards of Prime Concern.

The process of identifying the thirteen hazards and a profile of each hazard category is outlined in the [State of Tennessee Hazard Mitigation Plan](#), a Support Annex to the TEMP. The State of Tennessee Hazard Mitigation Plan additionally documents a detailed statewide risk and vulnerability assessment for each hazard category that includes geographical areas of hazard risk, threat probabilities, plausible vulnerabilities to people and properties, stakeholder risk perceptions, and possible hazard impact estimates.

Tennessee faces a number of potential threats that must be recognized for their uniqueness. This includes the potential for large-scale earthquake impacts in western Tennessee from the New Madrid Fault, and the potential for radiological or chemical releases in eastern Tennessee from Tennessee Valley Authority (TVA) Nuclear Power Plants or the U.S. Department of Energy (DOE) Oak Ridge Reservation. Hazard Annexes to the TEMP are created to address these unique hazard event challenges and are exercised by the SEOC on an established schedule.

### **3.2 Planning Assumptions**

Building upon the Hazards of Prime Concern, the following planning assumptions have been identified by the Planning Team as the key operational factors needed to be considered throughout the entire TEMP development and maintenance process.

- All emergencies begin and end locally, and are typically best managed at the lowest level of government involved. The SEOC's primary mission is to support local government requests.
  - All counties in Tennessee have a Basic Emergency Operations Plan (BEOP) that is consistent with the TEMP and defines the county's emergency operations framework, structure, and roles.
  - Emergencies requiring state-level assistance may occur at any time with little or no warning, and may escalate faster than any single jurisdiction's ability to respond.
  - Power and electricity disruptions may occur during emergency efforts affecting operational priorities, processes, and vital facilities.

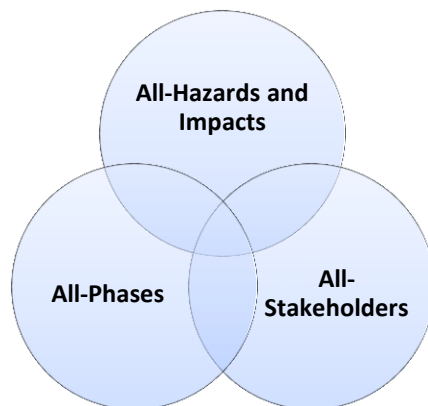
- Transportation systems may be impassable during emergency events thus hindering emergency support capabilities and requiring alternative tactics to continue operations.
- Cascading events may hinder and rearrange emergency support efforts and priorities during emergencies.
- The State of Tennessee may have to support multiple emergency events simultaneously that impact multiple jurisdictions at once.
- The State Emergency Operations Center's (SEOC) acts as the State's coordination hub for providing emergency support.
  - The top priority of the SEOC is preserving life safety and health.
  - The SEOC primary facility is located within the Houston Barracks at TEMA Headquarters in Nashville. The SEOC will relocate to an Alternate EOC if necessary in accordance to the TEMA Continuity of Operations Plan (COOP).
  - The Jackson, Nashville, and Knoxville Regional Coordination Centers (RCC) will act as the operational conduit and channel between the respective region's local governments and the SEOC.
- The Tennessee Emergency Management Plan (TEMP) and the Emergency Services Coordinator (ESC) program are the basis for the State of Tennessee's comprehensive emergency management program.
  - All state departments, agencies, and ESCs will support their specific roles identified in the TEMP to the best of their abilities before, during, and after emergency events.
  - The principles of the [National Incident Management System \(NIMS\)](#) will be utilized by local, state, and federal partners when responding and recovery from an emergency event.
  - Employees at all levels of government and the private sector will be prepared for the welfare of their families before trying to report to work during an emergency event.
- When an emergency event exceeds local government capabilities, the State of Tennessee will provide emergency support.
  - The federal government will provide emergency support assistance to the State of Tennessee once emergency needs exceed the State's capabilities.
  - Clear and timely information sharing and situational awareness among all coordinating partners is necessary for effective emergency operations.
  - Communication capabilities are established by the State to be redundant and interoperable during emergencies. Communication capabilities may still experience service disruptions and issues during emergency events.
- The most effective emergency support operations for large disasters are those that incorporate private business, citizens, volunteers, non-governmental organizations, and others into their framework.
  - Tennessee is the "Volunteer State." An influx of spontaneous volunteers and donations will arrive following large disaster events.
  - Intrastate and interstate mutual aid will be required following a large disaster event. The SEOC needs to be prepared to manage interstate mutual aid resources through the [Emergency Management Assistance Compact \(EMAC\)](#)

## 4 – Concept of Operations

The FEMA Emergency Management Institute (EMI), through a working group collaboration of public safety professionals and academics, has [defined](#) emergency management as “*the managerial function charged with creating the framework within which communities reduce vulnerability to hazards and cope with disasters.*” The Institute has also stated that the [mission](#) of emergency management is to “*protect communities by coordinating and integrating all activities necessary to build, sustain, and improve the capability to mitigate against, prepare for, respond to, and recover from threatened or actual natural disasters, acts of terrorism, or other man-made disasters.*”

In order to accomplish this mission, the first established [principle](#) of emergency management is the aspiration for establishing a Comprehensive Emergency Management program and plan. Utilizing a Comprehensive Emergency Management program and planning approach within all efforts ensures entities are developing their emergency management framework, structure, and roles around (a) all possible hazard events and potential impacts, (b) all recognized phases of emergency management activities, and (c) around all stakeholders necessary to implement a [whole community](#) approach for preparing and coping with disaster events. The State of Tennessee’s Comprehensive Emergency Management program is outlined throughout the TEMP.

**Figure 5: Components of Comprehensive Emergency Management**



### A. All-Hazards and Impacts

As previously described, the TEMP is designed to allow for plan implementation under any and all emergency events through the utilization of an all-hazards and all-impacts planning approach. The State of Tennessee uses this all-hazards approach in emergency management planning, training, and exercise efforts.



## B. All-Phases

As defined in the [National Preparedness Goal](#), there are five (5) recognized phases and missions of emergency management. One of the key differences between the emergency management profession and other public safety professions is the amount of time and effort put into emergency preparedness. While other public safety professions (e.g. fire services, emergency medical services, and law enforcement) regularly focus on responding to localized emergencies, the emergency management profession focuses on preparing for wide-scale and potentially devastating future emergencies. The National Preparedness Goal's five phases and missions were established to guide preparedness efforts across the spectrum of needed emergency management actions. This categorization method helps ensure emergency management professionals don't solely focus their preparedness efforts on bettering only their response and recovery capabilities needed after an emergency incident occurs, but also helps focus preparedness efforts on bettering their prevention, protection, and mitigation capabilities needed to help prevent emergency incidents from occurring and/or lessen the impact of future emergency incidents. All planning, organizing, equipping, training, exercising, and other preparedness efforts for the State of Tennessee are based around these phases.

**Figure 6: Phases of Emergency Management**



1. **Prevention Phase**- actions taken to stop, avoid, or reduce the likelihood of a threat occurrence.

Examples of prevention actions can include intelligence efforts and police interdiction actions to prevent an act of terror.

2. **Protection Phase**- short-term operational actions taken to reduce the extent of impacts from a pending or future threat event.

Examples of protection actions can include the issuance of evacuation and/or shelter-in-place notices to help protect the public from the impacts of a pending threat event.

3. **Mitigation Phase**- long-term built environment actions taken to reduce the extent of impacts from future threat events.

Examples of mitigation actions can include the development of flood control infrastructure projects and/or the issuance of stronger building codes to help mitigate impacts of future threat events. The primary emergency management document for profiling mitigation phase activities is the ***State of Tennessee Hazard Mitigation Plan Annex*** to the TEMP.

4. **Response Phase**- immediate emergency support actions taken to protect the safety of citizens and to support impacted communities following the onset of an emergency event.

Examples of response actions can include supporting search-and-rescue operations, emergency medical services, and the establishment of shelters directly following the onset of an emergency event. The primary emergency management documents for profiling response phase activities are the ***TEMP Base Plan*** and the sixteen (16) ***Emergency Support Functions (ESF) Annexes***.

5. **Recovery Phase**- actions taken to rebuild and restore properties, services, and a community's way of life following a disaster event.

Examples of recovery actions can include the restoration of infrastructure services, management of debris removal, and rebuilding of damaged properties following a disaster event. The primary emergency management document for profiling recovery phase activities is the ***State of Tennessee Recovery Plan Annex*** and the ***ESF-15 Recovery Annex*** to the TEMP.

### C. All-Stakeholders

No single organization can provide all needed resources or capabilities to support a community impacted by an emergency event or disaster. Communities are built over time by a diverse arrangement of citizens, non-profit organizations, private businesses, and various levels of governmental entities to sustain a way of life. When a community is impacted by a disaster event this same diverse arrangement of entities must work together to bring back the community's way of life to that which they helped initially create.

The remainder of the Plan's *Concept of Operations* will focus on how the State of Tennessee works together and with others to support communities impacted by emergency events using the All-Stakeholders approach.

## **4.1 Coordination Framework**

In accordance with the [National Incident Management System \(NIMS\)](#), emergency operations during the response and short-term recovery phases of an emergency event can be broken into two levels of operations: Command Level and Support/Coordination Level.

### **Command Level Operations**

Command Level operations focus on managing the emergency incident through the establishment of an incident, unified, or area command structure. A command structure guides the tactical decisions of on-scene efforts to an emergency incident. These tactical decisions are usually made within an Incident Command Post (ICP) by first responder entities such as local fire services, emergency medical services, and law enforcement departments. All Command Level operations are required to be in compliance with the [Incident Command Systems \(ICS\)](#), a component of the National Incident Management System (NIMS).

### **Support/Coordination Level Operations**

Support/Coordination Level operations focus on supporting the emergency incident by providing requested resources and capabilities through a coordination structure. A coordination structure allows numerous governmental and non-governmental entities to work together in an attempt to provide the effective and efficient delivery of emergency support resources. These coordination efforts are usually managed in an Emergency Operations Center (EOC) that is led by an emergency management agency. The requests for resources that EOCs attempt to provide typically come from the Incident Command Post (ICP), on-scene commanders, a lower level of government Emergency Operations Center (EOC), or a lower level of government Emergency Management Agency. All Support/Coordination Level operations are required to be in compliance with the National Incident Management System (NIMS) to ensure nationwide unity of efforts in emergency operations.

The **TEMP** is a **Support/Coordination Level Plan** for emergency operations at the state government level. The State of Tennessee's support and coordination efforts are managed from the State Emergency Operations Center (SEOC) located in Nashville, Tennessee.

#### **A. Local Government Coordination Framework**

As previously described, a basic premise from the National Incident Management System (NIMS) is that all emergency incidents begin and end locally. Local governments are therefore naturally responsible for leading emergency response and recovery efforts at both the Command and the Support/Coordination Levels.

When local government Command Level entities identify resource needs during an emergency event, their first line of support is from local government Support/Coordination Level entities, which is typically managed

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at a County Emergency Operations Center (EOC) lead by the County's Emergency Management Agency. (See *Figure 7* for a visual representation under Tier 1)

Local government EOCs and Emergency Management Agencies will coordinate with an assembly of local government entities (includes town, city, and county entities), local non-governmental organization partners, local private businesses, local volunteer groups, and with neighboring local governments through mutual aid agreements to determine if they can provide the requested emergency support resource. If the local government can provide the requested resource then they reply to the request and deliver the resource to the specifics identified in the request. If the local government can't provide the requested resource, and/or if all of a local government's resources are overwhelmed by an event, then the local government may request state government support. (See *Figure 7* for a visual representation under Tier 2)

## **B. State Government Coordination Framework**

In Tennessee, the State Emergency Operations Center (SEOC), overseen by the Tennessee Emergency Management Agency (TEMA), is the next tier of support. The SEOC coordinates with other state government entities, non-governmental organizations and volunteer organizations, large private businesses within the state, and with other state governments across the nation through mutual aid agreements to determine if they can provide the requested emergency support resource. If state government can provide the requested resource then they reply to the local government request and deliver the resource to the specifics identified in the request. If state government can't provide the requested resource, and if all state government resources are overwhelmed by an event, then state government may request federal government support. (See *Figure 7* for a visual representation under Tier 3)

## **C. Federal Government Coordination Framework**

The federal tier of emergency support is overseen by the Federal Emergency Management Agency (FEMA). Similarly FEMA coordinates with other federal government entities, non-governmental organizations and volunteer organizations, and large private businesses across the nation to determine if they can provide the requested emergency support resource.

While this tiered approach of providing emergency support across all levels of government can be described in simple terms, challenges in finding resources, associated cost factors, time sensitive requirements, legal authorities, political factors, changing priorities, and chaotic emergency environments make this emergency management coordination structure a very complex network requiring years of forethought, planning efforts, relationships, and agreements in order to successfully deliver emergency support.

**Figure 7: Emergency Management Coordination Framework**



**4.2 State Coordination Authority between Governmental Entities**

**Authority for Local Governments**

**A. County Emergency Management Agencies**

The safeguarding of citizen lives and property is an innate responsibility of the governing body of each political subdivision in the State of Tennessee. The [T.C.A. § 58-2-110\(1\)\(a\)](#) states that “in order to provide effective and orderly governmental control and coordination of emergency operations in emergencies ..., each county within this state shall be within the jurisdiction of and served by TEMA.” “Except as otherwise provide in this chapter,

*each local emergency management agency shall have jurisdiction over and serve an entire county... [and] each county must establish and maintain such an emergency management agency...*” Per state law all ninety-five (95) counties in Tennessee have an established and maintained county emergency management agency. Each county emergency management agency is the primary local government entity that coordinates with TEMA, the SEOC, and the State of Tennessee before, during, and after emergency events.

The [T.C.A. § 58-2-110\(3\)](#) also states that each local emergency management agency has the power and authority to “*establish, as necessary, a primary and one (1) or more secondary emergency operating centers [EOC] to provide continuity of government and direction and control of emergency operations;*” has the power and authority for “*declaring a state of local emergency in the event of an emergency...*”; has the power and authority to “*appoint, employ, remove, or provide, with or without compensation, coordinators, rescue teams, fire and police personnel, and other emergency management workers;*” and shall “*direct and coordinate the development of emergency management plans and programs in accordance with the policies and plans set by the federal and state emergency management agencies.*”

If an emergency event exceeds local available resources, the County Emergency Management Agency may submit requests for state resources/support through three primary methods: (1) submitting a resource/support request through the TEMA State Watch Point, (2) submitting a resource/support request through the WebEOC software program, and/or (3) submitting a resource/support request through the county’s assigned TEMA District Coordination or Regional Coordination Center.

## **B. County Emergency Management Directors**

The [T.C.A. § 58-2-110\(1\)\(b\)](#) states that “*each county emergency management agency created and established... shall have a director who shall be appointed by the [Chief Local Elected Office] CLEO...*” Additionally “*each director has direct responsibility for the organization, administration, and operation of the county emergency management agency, subject only to the direction and control of the [Chief Local Elected Office] CLEO and shall serve as liaison to TEMA and other local emergency management agencies.*”

The [T.C.A. § 58-2-127](#) identifies prerequisites and skills that individuals must possess to be a director of a local emergency management agency. The [T.C.A. § 58-2-127\(e\)](#) also identifies fifteen (15) primary responsibilities of a local emergency management agency director:

- (e) A local emergency management agency director's responsibilities include, but are not limited to, the following:
- (1) Coordinate and assist in the revision and update of the local emergency operations plan and field operating guides in conjunction with elected and appointed local government officials and private, volunteer, and civic organizations;
  - (2) Develop and manage the local agency's annual budget in accordance with local guidelines;
  - (3) Collect initial disaster intelligence information, extract essential elements of information, and prioritize use of critical resources;
  - (4) Prepare and transmit situation reports to TEMA as directed by state procedures;
  - (5) Assess the impact of major emergencies and initiate requests for declaration of emergency for the CLEO's signature;
  - (6) Serve as the focal point for damage assessment information and coordinate all relief activities through the CLEO and the regional and state emergency operations center;
  - (7) Promote and supervise the development of various emergency management related public education and information services, such as training programs, brochures, speaking opportunities, and media programs;
  - (8) Develop and maintain an emergency operations center to ensure direction, control, and continuity of local government during emergencies and disasters;
  - (9) Conduct hazardous analysis, capability assessment and vulnerability analysis, and make periodic updates to same. The director is "on call" for response to any type of disaster or major emergency: natural, manmade, or technological;
  - (10) Provide assistance to private sector organizations on issues pertaining to emergency management and homeland security;
  - (11) Provide resource coordination and technical assistance during major emergencies and disasters;
  - (12) Prepare after-action reports as required;
  - (13) Development and implementation of all activities relative to emergency management within the territorial limits of the emergency management area for which the director serves as director;
  - (14) Establish emergency management standards within the territorial limits of the emergency management area for which the director serves as director. This responsibility includes the development and implementation of activities which support the national incident management system (NIMS) to mitigate, prepare for, respond to, and recover from major emergencies, terrorist events, and disasters; and
  - (15) Perform other duties as directed by the CLEO.

### C. Municipality Emergency Management Agencies

The [T.C.A. § 58-2-110\(1\)\(c\)](#) states that "a county shall serve as liaison for and coordinate the requests of municipalities located within such county for state and federal assistance during postdisaster emergency operations." While the county is the primary recognized local government emergency management jurisdiction per state law, the [T.C.A. § 58-2-110\(2\)](#) cites that "legally constituted municipalities are authorized and encouraged to create municipal emergency management programs. Municipal emergency management programs shall coordinate their activities with those of the county emergency management agency. Municipalities without emergency management programs shall be served by their respective county agencies."

## Direction, Control, and Coordination Authority for State Government

### A. TEMA

Per state law [T.C.A. § 58-2-104\(a\)](#) and [T.C.A. § 58-2-106\(a\)](#), the Tennessee Emergency Management Agency (TEMA) is established, authorized, and directed as the agency “*responsible for maintaining Tennessee’s comprehensive statewide program of emergency management.*”

The [T.C.A. § 58-2-106](#) states that TEMA is responsible for the following efforts:

- (a) The agency is responsible for maintaining a comprehensive statewide program of emergency management. The agency is responsible for coordination with efforts of the federal government with other departments and agencies of state government, county governments, municipal governments and school boards, and private agencies that have a role in emergency management. The director of the agency shall be the state coordinating officer (SCO) and the governor's authorized representative (GAR).
- (b) The agency is responsible for carrying out this chapter. In performing its duties under this chapter, the agency shall:
- (1) Prepare a TEMP and maintain an accountable ESC program, which shall be integrated into and coordinated with the emergency management plans and programs of the federal government. The plan shall be implemented by a continuous, integrated comprehensive emergency management program. The plan must contain provisions to ensure that the state is prepared for emergencies and minor, major, and catastrophic disasters, and the agency shall work closely with local governments and agencies and organizations with emergency management responsibilities in preparing and maintaining the plan. The TEMP shall be planning, response, recovery and mitigation oriented and shall include the following:
    - (A) An evacuation component that includes specific regional and interregional planning provisions and promotes intergovernmental coordination of evacuation activities;
    - (B) A shelter component that includes specific regional and interregional planning provisions and promotes coordination of shelter activities between the public, private, and nonprofit sectors;
    - (C) A postdisaster response and recovery component that includes specific regional and interregional planning provisions and promotes intergovernmental coordination of postdisaster response and recovery activities. This component must provide for postdisaster response and recovery strategies according to whether a disaster is minor, major, or catastrophic. The postdisaster response and recovery component must, at a minimum:
      - (i) Establish the structure of the state's postdisaster response and recovery organization;
      - (ii) Establish procedures for activating the state's plan;
      - (iii) Set forth policies used to guide postdisaster response and recovery activities;
      - (iv) Describe the chain of command during the postdisaster response and recovery period;
      - (v) Describe initial and continuous postdisaster response and recovery actions;
      - (vi) Identify the roles and responsibilities of each involved agency and organization;
      - (vii) Provide for a comprehensive communications plan, including, but not limited to, a computerized telephone emergency warning system;
      - (viii) Establish procedures for monitoring mutual aid agreements;
      - (ix) Provide for assessment teams;
      - (x) Ensure the availability of an effective statewide urban search and rescue program coordinated with the fire services;
      - (xi) Ensure the existence of a comprehensive statewide medical care plan; and
      - (xii) Establish systems for coordinating volunteers and accepting and distributing donated funds and goods;
    - (D) Additional provisions addressing aspects of preparedness, response, recovery, and mitigation as determined necessary by the agency;
    - (E) Address the need for coordinated and expeditious deployment of state resources, including the Tennessee national guard and requesting of federal assets;



- (F)** Establish a system of communications and warning to ensure that the state's population and emergency management agencies are warned of developing emergency situations and can communicate emergency response decisions;
  - (G)** Establish guidelines and schedules for exercises that evaluate the ability of the state and its political subdivisions to respond to minor, major, and catastrophic disasters and support local emergency management agencies. Such exercises shall be coordinated with local governments and, to the extent possible, the federal government; and
  - (H)** Assign lead and support responsibilities to state agencies and personnel for emergency support functions and other support activities;
- (2)** Adopt standards and requirements for county emergency management plans. The standards and requirements must ensure that county plans are coordinated and consistent with the TEMP. If a municipality elects to establish an emergency management program, it must adopt a city emergency management plan that complies with all standards and requirements applicable to county emergency management plans;
- (3)** Assist political subdivisions in preparing and maintaining emergency management plans;
- (4)** Periodically review political subdivision emergency management plans for consistency with the TEMP and standards and requirements adopted under this section;
- (5)** Cooperate with the president of the United States, the heads of the armed forces, the various federal emergency management agencies, and the officers and agencies of other states in matters pertaining to emergency management in the state and the nation and incidents thereof and, in connection therewith, take any measures that it deems proper to carry into effect any request of the president and the appropriate federal officers and agencies for any emergency management action, including the direction or control of:
- (A)** Emergency management drills, tests, or exercises of whatever nature; and
  - (B)** Warnings and signals for tests and drills, attacks, or other imminent emergencies or threats thereof and the mechanical devices to be used in connection with such warnings and signals;
- (6)** Make recommendations to the general assembly for preparedness, prevention, and mitigation measures designed to eliminate emergencies or reduce their impact;
- (7)** In accordance with the TEMP and program for emergency management, ascertain the requirements of the state and its political subdivisions for equipment and supplies of all kinds in the event of an emergency; plan for and either procure supplies, medicines, materials, and equipment or enter into memoranda of agreement or open purchase orders that will ensure their availability; and use and employ from time to time any of the property, services, and resources within the state in accordance with this chapter;
- (8)** Anticipate trends and promote innovations that will enhance the emergency management system;
- (9)** Institute statewide public awareness programs. This includes an intensive public educational campaign on emergency preparedness issues;
- (10)** Prepare and distribute to appropriate state and local officials catalogs of federal, state, and private assistance programs;
- (11)** Coordinate federal, state, and local emergency management activities and take all other steps, including the partial or full mobilization of emergency management forces and organizations in advance of an actual emergency, to ensure the availability of adequately trained and equipped forces of emergency management personnel before, during, and after emergencies and disasters;
- (12)** Implement training programs to improve the ability of state and local emergency management personnel to prepare and implement emergency management plans and programs. This includes a continuous training program for agencies and individuals that will be called on to perform key roles in state and local postdisaster response and recovery efforts and for local government personnel on federal and state postdisaster response and recovery strategies and procedures;
- (13)** Periodically review emergency operating procedures of state agencies and recommend revisions as needed to ensure consistency with the TEMP and program;
- (14)** Make such surveys of industries, resources, and facilities within the state, both public and private, as are necessary to carry out the purposes of this chapter;
- (15)** Prepare, in advance whenever possible, such executive orders, proclamations, and rules for issuance by the governor as are necessary or appropriate for coping with emergencies and disasters;
- (16)** Cooperate with the federal government and any public or private agency or entity in achieving any purpose of this chapter and in implementing programs for mitigation, preparation, response, and recovery;

- (17) Delegate, as necessary and appropriate, authority vested in it under this chapter and provide for the subdelegation of such authority;
- (18) Create, implement, administer, promulgate, amend, and rescind rules, programs, and plans needed to carry out this chapter with due consideration for, and in cooperation with, the plans and programs of the federal government; and
- (19) Do other things necessary, incidental, or appropriate for the implementation of this chapter.

## B. Governor

Stated in [T.C.A. § 58-2-107\(a\)\(1\)](#) *“the governor is responsible for addressing the dangers presented to this state and its people by emergencies. In the event of an emergency beyond local control, the governor, or, in the governor’s absence, the governor’s successor as provided by law, may assume direct operational control over all or any part of the emergency management functions within this state, and such person has the power through proper process of law to carry out this chapter. The governor is authorized to delegate such powers as the governor may deem prudent.”* Per [T.C.A. § 58-2-104\(a\)](#) the Governor shall also appoint a Director of TEMA who shall be the administrator of the State of Tennessee’s emergency management program and functions. The Director of TEMA shall serve at the pleasure of the Governor.

## C. TEMA Director

The [T.C.A. § 58-2-104\(c\)](#) cites *“the director [of TEMA], subject to the direction and control of the governor, acting through the adjutant general, shall be the executive head of the agency [TEMA] and shall be responsible to the governor for carrying out the program for TEMA for the state of Tennessee. The director shall coordinate the activities of all organizations for the agency within the state and shall maintain liaison with and cooperate with emergency management agencies and organizations of other states and of the federal government. For normal day-to-day administrative functions, the director shall report to the adjutant general. During emergency conditions, the agency and director shall report to the governor or the governor’s designee...; further, the director shall make recommendations to the governor for the use of the national guard and other state resources as disaster conditions mandate, including, but not limited to, the assistance of local and private agencies.”*

Per [T.C.A. § 58-2-106\(a\)](#) *“the director of the agency [TEMA] shall be the state coordinating officer (SCO) and the governor’s authorized representative (GAR).”* At the Governor’s discretion, the TEMA Director is authorized to serve as the State Coordinating Officer (SCO) and the Governor’s Authorized Representative (GAR) when a Presidential Declaration of a major disaster or emergency is issued. While serving as the GAR, the TEMA Director may coordinate the State’s response and recovery with the federal government. Additionally, both during and post such Presidential Declaration, the GAR may authorize requests for federal assistance on behalf of the State.

## D. TEMP

The [T.C.A. § 58-2-106\(b\)\(1\)](#) states that the Tennessee Emergency Management Plan (TEMP), overseen and managed by TEMA, is the authorized doctrine to *“establish the [coordination] structure of the state’s postdisaster response and recovery organization”* and to *“assign lead and support responsibilities to state*

*agencies and personnel for emergency support functions and other support activities.”* The TEMP establishes this coordination structure within the Base Plan and assigns the lead/support responsibilities within the sixteen (16) Emergency Support Function (ESF) Annexes.

### **E. Heads of State Departments and Agencies**

Stated in [T.C.A. § 58-2-108\(a\)](#) *“at the direction of the governor, the head of each executive department and independent agency shall select from within such department or agency a person to be designated as the emergency services coordinator (ESC) for the department together with an alternate ESC.”* These Primary and Alternate ESCs appointed by the Commissioners of State Departments and the Directors of State Agencies are responsible for providing emergency support before, during, and after emergency events in coordination with TEMA. Per [T.C.A. § 58-2-108\(d\)](#) *“the head of each department or agency shall notify TEMA, in writing, of the person initially designated as the ESC for such agency and the ESC’s alternate, and of any changes in persons so designated thereafter.”* While heads of state departments and agencies remain responsible for their personnel and resources under their respective authorities, ESCs are to act as a single institutionalized coordination point for their respective department or agency’s emergency support efforts and emergency preparedness efforts per state law.

It is important for heads of state departments and agencies to select Emergency Services Coordinators (ESCs) who are leaders within their organizations, have a comprehensive understanding of their organization’s services and resources, have strong relationships with key personnel in their organization, and possess seasoned critical thinking skills.

### **F. Emergency Services Coordinators (ESC)**

Emergency Services Coordinators (ESC) are designated persons that provide functionality to the State of Tennessee’s emergency coordination structure. ESCs are non-TEMA employees who staff the State Emergency Operations Center (SEOC) and lead their respective department or agency’s emergency support roles assigned in the sixteen (16) Emergency Support Functions (ESF) Annexes of the TEMP. Per [T.C.A. § 58-2-108\(b\)](#) the *“ESC is responsible for coordinating with TEMA and reporting to that agency on emergency preparedness issues, preparing and maintaining emergency preparedness and postdisaster response and recovery plans for their agency, maintaining rosters of personnel to assist in disaster operations, and coordinating appropriate training for agency personnel.”* Per [T.C.A. § 58-2-108\(a\)](#) the head of each state department and agency shall designate a Primary and an Alternate ESC to coordinate with TEMA.

Both Primary and Alternate ESCs are required to engage in SEOC emergency preparedness efforts by meeting TEMA established requirements for participation in emergency management trainings, workshops, meetings, and exercises. All ESCs are also expected to contribute to emergency operational planning efforts including, but not limited to, updates to the TEMP, ESF Annexes, and Supplemental Annexes along with their respective Department’s Continuity of Operations Plan (COOP) as applicable. Additionally all ESCs are responsible for developing their own respective department or agency’s emergency procedures, checklists, and/or plans to guide their delivery of emergency resources and support.

All ESCs are expected to engage in emergency support efforts before, during, and after emergency events as needed. ESCs are on-call 24 hours a day, 365 days a year to report to the SEOC when necessary. When staffed in the SEOC they report to their respective ESF Lead Agency, Branch Manager, and/or Section Chief described later in this plan.

ESCs are to be a coordination link between the SEOC and their respective department or agency's Field Units who provide direct emergency assistance to local governments. To ensure information flow, situational awareness, resource tracking, and the identification of emergency needs, TEMA recommends that departments and agencies identify Emergency Service Liaisons (ESL), as applicable and appropriate. ESLs are department or agency personnel that act as a liaison regarding their respective department or agency's field support efforts. ESLs are usually staffed in a Regional Coordination Center (RCC) and report to their respective ESC and RCC Director.

In addition to the state law requirement for state government ESCs, the State of Tennessee also encourages the designation of ESCs among non-governmental organizations and private sector partners as well. While non-governmental and private sector ESCs don't have the same legal requirements, they do serve a critical role in ensuring a successful all-stakeholder approach to emergency operations. Coordination efforts between non-governmental organizations and private sector partners are described later in this plan.

### **G. SEOC Direction and Coordination Officer (DACO)**

The State Emergency Operations Center (SEOC) is the focal point for coordinating all emergency support activities for the State of Tennessee. The Director of TEMA appoints Direction and Coordination Officers (DACO) to oversee and manage SEOC operations. To ensure a recognizable chain-of-command and a manageable span-of-control, the SEOC organizational structure stems from the DACO position. Section 5 and 6 of this plan focuses on describing the SEOC organizational structure and the DACO role in detail.

### **H. State On Call (SOC)**

State On Calls (SOC) are TEMA administrators appointed by the Director of TEMA to serve as the State Watch Point's initial contact for making decisions after receiving notice of potential emergencies or requests for State assistance. Based on the level of the event or request at hand, the SOC will determine who needs to be notified and whether or not the event/request warrants briefing the Director of TEMA. SOCs are assigned on rotating schedules and are expected to be available via phone to make initial decisions at any given time during their scheduled assignment. If the SEOC becomes activated, the SEOC DACO assumes the job functions of the SOC.

## **Direction, Control, and Coordination Authority for Federal Government**

The [T.C.A. § 58-2-106\(b\)\(1\)](#) cites that TEMA and the State of Tennessee are to "prepare a TEMP and maintain an accountable ESC program, which shall be integrated into and coordinated with the emergency management plans and programs of the federal government." Per [T.C.A. § 58-2-106\(b\)\(16\)](#) the State of Tennessee shall

*“cooperate with the federal government... in implementing programs for mitigation, preparation, response, and recovery.”*

When a significant emergency incident occurs within Tennessee, TEMA alerts the Federal Emergency Management Agency (FEMA) [Region IV Office](#) in Atlanta, Georgia. FEMA Region IV may deploy a liaison to the Tennessee SEOC to coordination information sharing during Tennessee’s response operations. If there is a determination that federal assistance is required due to the exhaustion or potential exhaustion of state resources, TEMA will work with FEMA to submit a formal request for assistance.

Per the Code of Federal Regulations, [44 C.F.R. Part §206, Subpart B](#), the Governor of Tennessee must submit a written request for federal assistance to the President of the United States. The development of this request is conducted by TEMA on behalf of the Governor and, when signed, TEMA submits the request to the FEMA Region IV Administrator who sends the request to Washington. Commonly this request is for the President of the United States to issue a disaster declaration under the [Stafford Act](#) for Tennessee based on state needs and preliminary damage assessments. Disaster declarations can be issued under two main forms: [Emergency Declarations](#) and [Major Disaster Declarations](#).

If Tennessee receives a federal declaration, then a [Federal Coordinating Officer \(FCO\)](#) will be assigned to work with the State of Tennessee in collaboration with the State Coordinating Officer (SCO). The Director of TEMA is the designated SCO by state law. The FCO will coordinate the deployment of requested federal resources through the fifteen federal Emergency Support Functions (ESF) identified in the [National Response Framework](#).

The issuance of a federal declaration opens up the possibility of receiving three main sources of federal recovery funds: [Individual Assistance](#), [Public Assistance](#), and [Hazard Mitigation](#). The activation of these different federal recovery funds and their estimated dollar amounts is based on calculations centered on the extent of damages received within communities and the State. Depending of the degree of federal assistance being provided, the FCO, in collaboration with the SCO, may determine to establish a Joint Field Office (JFO). This JFO may take place virtually or physically at an acquired facility near the site of disaster impacts. At the JFO both TEMA and FEMA employees will work together to ensure individuals, local governments, and communities are receiving needed disaster recovery support.

While receiving a federal declaration is the primary method to receiving federal emergency support assistance, some federal departments and agencies outside of FEMA can and will assist the State of Tennessee under their own separate authorizes and funding mechanisms even without a federal declaration. The identified roles in the sixteen ESF Annexes of the TEMP include key federal departments and agencies who have stated that they can provide federal assistance outside of a Stafford Act Declaration under their own authorizes and funding mechanisms when and if necessary.

## Protective Action Decisions

Written into Tennessee law, the Governor, a county mayor/executive, and/or a municipality or metropolitan government mayor/executive are granted the legal authority to make and direct protective action decisions for the public, such as evacuation and shelter-in-place actions.

### Governor

Per [T.C.A. § 58-2-107\(e\)\(5\)](#) the Governor of Tennessee may *“direct and compel the evacuation of all or part of the population from any stricken or threatened area within the state if the governor deems this action necessary for the preservation of life or other emergency mitigation, response, or recovery.”* Per [T.C.A. § 58-2-107\(e\)\(6\)](#) the Governor may also *“prescribe routes, modes of transportation, and destinations in connection with evacuation.”*

### County Mayor/Executive

Per [T.C.A. § 58-8-104\(e\)](#) *“if a county mayor or the executive of a county declares a local state of emergency in accordance with subsection (a), the county mayor or the executive of the county may, in the interest of public health, safety, and welfare, issue orders to direct and compel the evacuation of the entire unincorporated area of the county or any portion thereof.”*

### Municipality or Metropolitan Government Mayor/Executive

Per [T.C.A. § 58-8-104\(f\)](#) *“if a mayor or the executive of a municipality or metropolitan government declares a local state of emergency in accordance with subsection (a), the mayor or the executive of the municipality or metropolitan government may, in the interest of public health, safety, and welfare, issue orders to direct and compel the evacuation of the entire incorporated area of the municipality or metropolitan government, or any portion thereof.”*

At the state government level, the decision to evacuate or shelter-in-place a portion of the public is primarily supported by ESF-1: Transportation, ESF-6: Mass Care, ESF-13: Law Enforcement, and the State Emergency Information Director (SEID) within the State Emergency Operations Center (SEOC). The SEOC, ESFs, and emergency support positions are described in greater detail in Section 5 and 6 of this plan.

## **4.3 State Coordination with Other Entities**

### **State Coordination with Non-Governmental Entities and Volunteers**

Incorporating the capabilities of non-governmental organizations (NGO) and volunteer organizations into the State's emergency coordination framework and structure is vital to supporting local governments before, during, and after emergency events. The TEMA Planning Branch actively seeks to build new and existing relationships with NGOs and volunteer organizations on a continuous basis. The TEMA Planning Branch works with these organizations to incorporate their capabilities and roles into the appropriate ESF Annexes of the TEMP. This allows NGO and volunteer organizations to have a spot in the SEOC organizational structure.

Tennessee is the "Volunteer State" and leveraging this spirit during times of emergencies can be a significant source of support. At the state government level, both [Volunteer Tennessee](#) (the Governor's Commission for Volunteerism and Service) and TEMA work together to promote strategies for volunteer and donation management before, during, and after emergency events. The [T.C.A. § 58-2-106\(b\)\(1\)\(C\)\(xii\)](#) cites that the TEMP shall "*establish systems for coordinating volunteers and accepting and distributing donated funds and goods.*" Volunteer Tennessee and TEMA regularly meet with primary partner NGOs and volunteer organizations, such as [Tennessee Volunteer Organizations Active in Disasters \(TN VOAD\)](#) and the [Tennessee Region of the American Red Cross](#), to promote system and plan development processes both within the TEMP Core Plan and the associated Functional Annexes related to volunteer and donation management strategies.

During emergency operations, Volunteer Tennessee is the assigned lead state agency within the SEOC for coordinating resource/support requests for volunteer and donation services. If state government entities cannot fulfill a local government's resource/support request, or if the request falls outside the scope or authority of state government entities, then the request may be tasked to Volunteer Tennessee through the Mission Coordination Center (MCC). Volunteer Tennessee, as the lead agency over *ESF-14: Donations and Volunteers*, then takes this request and reaches out to partner NGO and volunteer organizations across the state to see if they are able to fulfill the request. TN VOAD and the American Red Cross are typically the primary partners that fulfill these requests by directly supporting the acceptance and management of donations and/or volunteers on behalf of and within the impacted communities.

In addition to supporting state government level activities, both Volunteer Tennessee and TEMA also support local government level activities related to volunteer and donation management strategies. This is done primarily by hosting trainings and by developing best practice guidance.

### **State Coordination with Private Sector Entities**

Private sector businesses provide the majority of services, products, and commodities our society uses on a daily basis. Private businesses are often the nation's leaders in introducing new technologies and innovations, as well as the nation's leaders in logistics, warehousing, and supply delivery operations. This makes private sector businesses one of the greatest allies that a community impacted by a disaster event can have.

The [T.C.A. § 58-2-106\(b\)\(16\)](#) cites that the State of Tennessee is to cooperate with any “*private agency or entity in achieving any purpose of this chapter and in implementing programs for mitigation, preparation, response, and recovery.*” In recognizing the strength of private sector partners, the TEMA External Affairs Office and the SEOC Private Sector Coordinator have been assigned the role as state lead for coordinating situational awareness efforts with private sector partners during emergency events and in incorporating private sector partners into the State of Tennessee’s emergency operations framework and structure. Some of the private corporations that TEMA has developed partnerships with include: FedEx, Verizon, AT&T, Walgreens, Publix, Kroger, Lowes, Home Depot, and Walmart.

To keep private sector partners aware of potential threats and impacts in Tennessee that could affect business operations, as well as keeping private sector partners aware of emergency preparedness, response, and recovery efforts within Tennessee, the TEMA External Affairs Office maintains a private sector distribution list to provide situational awareness updates. All businesses that reside in Tennessee, or that can provide emergency support to Tennessee, are welcomed to be a part of this distribution list or TEMA social media platforms. If the SEOC is operational and state government entities cannot fulfill a local government’s resource/support request, or if the request can be better fulfilled outside of governmental entities, then the TEMA External Affairs Office or the SEOC Private Sector Coordinator may forward the request to the private sector distribution list for awareness. Periodically these businesses’ donate services, materials, and commodities at no-cost to the communities needing emergency support.

If a business service, product, or commodity is needed to be purchased during an emergency event then the Tennessee Department of General Services’ [Central Procurement Office \(CPO\)](#) becomes the lead state agency for private sector coordination as defined in *ESF-7: Logistics*. If the SEOC is operational and state government entities cannot fulfill a local government’s resource/support request, or if the request can be better fulfilled cheaper or faster by private businesses, then a Mission Coordination Center (MCC) number will be assigned to the request and the Central Procurement Office will identify, secure, and purchase the needed service, product, or commodity within their authorities and perimeters.

During a *State of Emergency* the Central Procurement Office may also be able to implement an Emergency Purchase Order (EPO) process to expedite emergency purchases. If the need for purchasing is great enough, the Central Procurement Office may staff a Logistics Operating Unit (LOU) within the SEOC organizational structure. The establishment and management of a LOU is described in greater detail later in this plan.

## **State Coordination with Mutual Aid Entities**

Mutual aid assistance is the sharing of supplies, equipment, teams, and personnel across political boundaries. Mutual aid can be one of the greatest sources of emergency support if properly planned for and managed. In order for local and state governmental entities to legally engage in mutual aid activities, mutual aid laws must be codified and all participating jurisdictions must agree upon terms and conditions.



In the State of Tennessee there are two primary statutes of state law regarding emergency mutual aid support: [T.C.A. § 58-8-101 et seq](#) (Intrastate Mutual Aid Law for Local Government-to-Local Government support) and [T.C.A. § 58-2-401 et seq](#) (Interstate Mutual Aid Law for State Government-to-State Government support). In addition the [T.C.A. § 11-4-501 et seq](#) establishes interstate mutual aid laws for forest fire resources.

### **Intrastate Mutual Aid**

The “*Mutual Aid and Emergency and Disaster Assistance Agreement Act of 2004*” codified in [T.C.A. § 58-8-101 et seq](#) establishes the conditions, requirements, liabilities, and cost reimbursement standards for intrastate mutual aid activities of local governments supporting other local governments within the borders of Tennessee. The [T.C.A. § 58-8-103\(a\)](#) cites that under this set of laws “*on and after July 1, 2004, the provision and receipt of mutual aid and assistance by participating governmental entities shall be governed by this [Mutual Aid and Emergency and Disaster Assistance Agreement Act of 2004] chapter, and no separate agreement is necessary except with regard to aid or assistance provided to entities in other states, aid or assistance provided between nongovernmental utilities and governmental entities, and governmental entities that decide to provide aid and assistance under a separate agreement.*” The [T.C.A. § 58-8-103\(c\)](#) also states that “*the purposes of this chapter are to authorize mutual aid and to enhance public safety and homeland security by facilitating assistance among governmental entities in any [local] state of emergency or declared disaster while conforming to federal guidelines relative to reimbursement of costs for assistance rendered.*”

In Tennessee there is no statutory requirement for intrastate mutual aid activities to involve TEMA, the SEOC, or the State of Tennessee, and while most local-to-local mutual aid activities are solely arranged and conducted between the local governments and/or involve the coordination assistance of state associations that represent local resource providers, the Tennessee Emergency Management Agency, Tennessee Fire Chiefs Association and other mutual aid organizations understand the value of collaborating on developing better mutual aid systems and standardizing and credentialing resources (to include trained personnel). If the SEOC receives a local government request for support that seems best fulfilled through local-to-local mutual aid, the SEOC may recommend the request be vetted through local government and/or state association networks first before the SEOC attempts to secure the requested resource.

### **Interstate Mutual Aid (EMAC)**

The [T.C.A. § 58-2-401 et seq](#) codifies the [Emergency Management Assistance Compact \(EMAC\)](#) for the State of Tennessee by establishing the conditions, requirements, liabilities, and cost reimbursement standards for interstate mutual aid activities of state governments supporting other state governments across the nation. EMAC is the nation’s state-to-state mutual aid system ratified by U.S. Congress (PL 104-321) in 1996 and codified as law in all 50 states, the District of Columbia, Puerto Rico, Guam, and the U.S. Virgin Islands. Under EMAC, if a state has declared a *State of Emergency* then that respective state can submit nationwide requests for mutual aid assistance through the EMAC-EOS web portal. Common categories of EMAC resources that have been requested include: [animal health resources](#), [emergency medical services resources](#), [fire and hazardous materials resources](#), [human services resources](#), [incident management resources](#), [law enforcement resources](#), [mass care](#)

[resources](#), [public health & medical resources](#), [National Guard resources](#), [public work resources](#), [search and rescue resources](#), and [telecommunication resources](#).

Per [T.C.A. § 58-2-403](#), TEMA is designated as the lead state agency for coordinating both the receiving and sending of state-to-state mutual aid resources through EMAC. TEMA does so by establishing an [EMAC A-Team](#) made of individuals who are trained in EMAC procedures. A-Team members monitor requests, collect documentation, correspond with the receiving or sending state(s), manage transactions, monitor costs, brief teams, and track assignments and requirements. EMAC A-Teams in Tennessee include cross-disciplinary membership, representing individuals who specialize in areas such as finance, logistics, planning, or/and emergency services. A-Teams will also include partners outside of TEMA when applicable. The [Tennessee Fire Chiefs Association \(TFCA\)](#) and the [Tennessee National Guard](#) are some of the primary partners involved in EMAC operations for the State of Tennessee.

If the State of Tennessee has declared a *State of Emergency*, activated the SEOC, and determined the need for mutual aid assistance, then the EMAC A-Team is to report under the SEOC Logistics Section as the EMAC Unit.

### **Interstate Mutual Aid (Forest Fire Compact)**

The “*Southeast Interstate Forest Fire Protection Compact*” codified in [T.C.A. § 11-4-501 et seq](#) establishes the conditions and requirements for interstate mutual aid of forest fire resources between ten (10) states: Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee, Virginia, and West Virginia. Per [T.C.A. § 11-4-501](#) the “*purpose of this compact is to promote effective prevention and control of forest fires in the southeastern region of the United States by the development of integrated forest fire plans, by the maintenance of adequate forest firefighting services by the member states, by providing for mutual aid in fighting forest fires among the compacting states of the region...*” The [Tennessee Division of Forestry](#) oversees and manages all mutual aid efforts under this specific compact within the State of Tennessee. If a forest fire requiring neighboring resources is impacting Tennessee, it is policy by practice for the Tennessee Division of Forestry to provide a liaison to the SEOC to ensure coordinated mutual aid efforts within the State’s emergency operations structure.

## **4.4 Coordination Centers**

The State of Tennessee utilizes emergency coordination centers to centralize and streamline emergency support efforts. All of the coordination center facilities are designed to provide the needed capabilities to coordinate and support sustained response and recovery operations against all possible hazard and threat events the State of Tennessee may face.

The State Emergency Operations Center (SEOC) is the primary coordination center for the State of Tennessee. When providing emergency support to local governments, all other state coordination centers shall report activities to the SEOC and follow guidance from the SEOC. This is to ensure an efficient, consistent, well communicated, and unified approach to providing state government emergency support.

While the State's coordination centers are constructed to be able to remain functional under numerous threat conditions, it is still important to identify alternate coordination centers in case a primary facility becomes unusable. Numerous Continuity of Operations Plans (COOPs) identify alternate facilities and their operational procedures. The alternate SEOC facility and its associated operational procedures can be found in TEMA's COOP.

## State Emergency Operations Center (SEOC)

The State Emergency Operations Center (SEOC) is the hub for Tennessee's emergency support and coordination efforts. This permanent facility at 3041 Sidco Drive in Nashville is co-located within the TEMA and Tennessee National Guard Headquarters and is maintained by TEMA. The SEOC is staffed primarily by Emergency Service Coordinators (ESCs) from a variety of state departments and agencies, non-governmental organizations, and private sector partners, along with assigned TEMA employees. The implementation of emergency support roles, identified in the sixteen (16) Emergency Support Function (ESF)



Annexes of the TEMP, typically begins in the SEOC based on what local government requests for resources are being received. The SEOC is led by a Direction and Coordination Officer (DACO) and the scaling up or down of staffing requirements is based on the needs at hand and the differing SEOC Activation Levels previously described in this plan. Depending on the scale of support needed to an emergency event, the SEOC may run 24 hour operations any day of the week. The primary coordination space of the SEOC has approximately eighty-two (82) workstations with computers and phones assigned to specific ESCs and TEMA positions. In addition to the primary coordination space the SEOC includes the State Watch Point, five Breakout Rooms, and the Media Briefing Room/JIC.

### State Watch Point

The State Watch Point is the State of Tennessee's 24 hour, 365 day a year notification center for emergency incidents, activities, and events. The Watch Point receives notifications from stakeholders and then distributes notifications to relevant stakeholders in an effort to initiate operational readiness, situational awareness, and emergency coordination actions. The Watch Point is usually the first and primary state government entity that local governments contact when they identify threats, report emergency events, and request state emergency support assistance. The State Watch Point allows local governments in Tennessee to have a one-stop contact to access all state emergency support resources instead of local governments having to make multiple calls to different state government entities. In addition, the Watch Point is the primary coordination center for the low probability event of an off-site radiological plume release from the Tennessee Valley Authority's (TVA) two nuclear power plants in Tennessee and has the capability of sounding sirens within the communities surrounding the power plants if warranted. The State Watch Point is managed and staff by TEMA Operations Officers 24 hours a day, 365 days a year.

### **SEOC Breakout Rooms**

The SEOC has five primary breakout rooms all with teleconference capabilities, projection capabilities, laptop hookup capabilities, whiteboards, and desk space. These breakout rooms are the Crisis Action Team (CAT) room, the Boatwright room, the Waverly room, the Suiter room, and the Mission Coordination Center (MCC) room located within the State Watch Point. During SEOC activations these breakrooms may be used by the EMAC A-Team, Logistics Operating Unit (LOU), Radiological Monitoring Team, Mission Coordination Center (MCC), and by a number of different task forces if necessary.

### **SEOC Media Briefing Room / JIC**

The SEOC Media Briefing room acts as the Primary Joint Information Center (JIC) for the SEOC. This JIC serves as a focal point for the coordination and dissemination of emergency incident information to the public and media. The Media Briefing room has complete video/audio editing and production capabilities, video distribution and live media feed capabilities, green screen technology, and a press briefing area.

## **Regional Coordination Centers (RCC)**

Regional Coordination Centers (RCC) act as the coordination conduit between local government emergency management agencies and the SEOC. The State of Tennessee RCCs are maintained by TEMA and situated permanently within TEMA's Regional Offices. RCCs are primarily staffed by Emergency Service Liaisons (ESL) and TEMA Regional Office staff, and RCC operations are led by the respective TEMA Regional Director. Primary activities of RCCs includes initiating contact and status updates with local governments, providing TEMA District Coordinators to support local governments efforts within their respective counties, coordinating with staff of state department and agency regional offices in providing emergency support, developing situational awareness within the RCC and the SEOC, constructing Regional Situation Reports (SitRep) to be submitted to the SEOC, assisting local governments in performing initial and preliminary damage assessments, providing tactical direction to state field resources under the strategic guidance of the SEOC, and providing support to local governments as they make resource requests to the SEOC.

### **West RCC**

The West RCC is located in Jackson and coordinates with the twenty-one (21) counties between the Mississippi River and the Tennessee River. The primary coordination space of the West RCC has approximately sixty (60) workstations that accommodate computers and phones. The primary coordination point between the West RCC and the SEOC is through the TEMA West Region Administrator. The West RCC also serves as the Alternate SEOC site during a continuity of operations event.

### **Middle RCC**

The Middle RCC is located in Nashville, approximately three (3) miles from the SEOC, and coordinates with the thirty-eight (38) counties between the Tennessee River and the Cumberland Plateau. The Middle RCC doesn't staff Emergency Service Liaisons (ESL) like the other two RCCs due to their close proximity to the SEOC that staffs Emergency Service Coordinators (ESC). The primary coordination space of the Middle RCC

has approximately ten (10) workstations that are primarily staffed by TEMA Middle Region Office staff when necessary. The primary coordination point between the Middle RCC and the SEOC is through the TEMA Middle Region Administrator.

### **East RCC**

The East RCC is located in Knoxville and coordinates with thirty-six (36) counties between the Cumberland Plateau and the Appalachian Mountains. The primary coordination space of the East RCC has approximately fifty-five (55) workstations that accommodate computers and phones. Based on emergency support contracts with the U.S. Department of Energy (DOE) and the Tennessee Valley Authority (TVA), the East RCC has additional capability and exercise requirements beyond the other two RCCs. The primary coordination point between the East RCC and the SEOC is through the RCC Director.

## **State Departmental Operations Centers**

In order for some state departments and agencies to execute emergency roles successfully, their organization's emergency operational functions require significantly more staffing than just the assigned primary and alternate Emergency Service Coordinators (ESC) to the SEOC. In recognizing this multiple state departments and agencies have created their own departmental operations centers. Primary state departmental operations centers that work with the SEOC includes, but is not limited to:

### **State Health Operations Center (SHOC)**

The SHOC monitors and coordinates public health, disease outbreak, hospital preparedness, and emergency medical service operations within the State of Tennessee. The SHOC is managed by the TN Department of Health (TDH) and is located in Nashville. The primary coordination point between the SHOC and the SEOC is through the Primary and Alternate ESCs of TDH.

### **State Fusion Center**

The State Fusion Center monitors, analysis, develops, and disseminates information and intelligence in an effort to assist in the detection, prevention, apprehension, and response to criminal and terrorist activities. The State Fusion Center is co-managed by the TN Department of Health of Safety & Homeland Security (TDOSHS) and the TN Bureau of Investigation (TBI) and is located in Nashville. The primary coordination point between the State Fusion Center and the SEOC is through the Primary and Alternate ESCs of TDOSHS. Please note that some law enforcement sensitive information and intelligence will not be able to be shared with the SEOC.

### **Joint Operations Center (JOC)**

The JOC monitors and coordinates Tennessee National Guard resources and operations. The JOC is managed by the TN National Guard and is located in Nashville. The primary coordination point between the JOC and the SEOC is through the Primary and Alternate ESCs of the TN National Guard.

### **Traffic Management Centers (TMC)**

The TMCs monitor and coordinate traffic congestion relief and highway incident support operations for the State's highways. Tennessee's four TMCs are managed by the TN Department of Transportation (TDOT) and are located in Nashville, Memphis, Chattanooga, and Knoxville. The primary coordination point between the TMCs and the SEOC is through the Primary and Alternate ESCs of TDOT.

### **Incident Command Posts (ICP)**

While emergency management coordination functions are typically conducted outside of a Command Structure, it is important for emergency management partners to have basic levels of awareness concerning activities occurring within Incident Command Posts (ICP) in order to better anticipate potential resource needs/requests and to better develop needed situational awareness. Therefore if a state government or federal government entity is actively engaged within an ICP, it is the policy of the SEOC to require that specific state government or federal government entity to provide a liaison to the SEOC to ensure a coordinated, communicated, and unified approach to supporting local government needs.

### **Joint Field Office (JFO)**

As life safety operations conclude, the SEOC will begin transitioning from response phase operations to recovery phase operations. If the State of Tennessee receives a Presidential Declaration, FEMA will initiate conversations with TEMA regarding the potential opening of a temporary Joint Field Office (JFO). A JFO is a temporary Federal facility established to coordinate the multi-agency delivery of federal and state recovery assistance programs to disaster survivors and communities. A JFO is usually established near the incident site(s) and is managed by the assigned FEMA Federal Coordinating Officer (FCO) in conjunction with Tennessee's State Coordinating Officer (SCO) or his/her designees. As part of Presidential Declaration operations, Disaster Recovery Centers (DRCs) may also be established.

### **Disaster Recovery Center (DRC)**

A DRC is a temporary facility where individuals and businesses affected by the impacts of a Presidential Declared disaster can obtain information on disaster recovery assistance programs from various federal, state, local, and non-governmental organizations. Responsibility for establishing and managing these centers is shared jointly between FEMA, TEMA, the TN Department of Human Services, and the impacted local government.

### **Coordination Center Requirements**

To implement the TEMP, all emergency coordination centers must have at a minimum: working computers, internet access, IT server connections, printers, scanners, desk space, office chairs, working landline phones or cell phones, backup communications (radio, satellite, etc.), backup power (if applicable), and general office supplies. If additional resources are needed during emergency operations, resource requests are to be vetted through the SEOC Logistics Branch.

# 5 – Emergency Operations Structure

Successful emergency support operations occur when all stakeholders know their roles, are empowered to implement their roles, and understand how their roles fit into an organizational structure. A well-defined organizational structure provides clarity in mission, roles, responsibilities, and expectations. The following section establishes the State of Tennessee’s organizational structure for the State Emergency Operations Center (SEOC).

## 5.1 Incident Management System

### **National Incident Management System (NIMS)**

In subscribing to a comprehensive, nationwide approach to incident management that is applicable to all jurisdictional levels and across all functional disciplines, the State of Tennessee has formalized and institutionalized the [National Incident Management System \(NIMS\)](#) as its official model for an incident management framework and system. Governor Bredesen of Tennessee established and adopted NIMS as the basis for all incident management within the State of Tennessee under [Executive Order 23](#) on June 28, 2005. This Executive Order states that *“the National Incident Management System is hereby established as the State standard for incident management”* for local and state governments within Tennessee.

TEMA’s Training Branch Administrator serves as the point of contact and coordinator for Tennessee’s NIMS and ICS implementation. To ensure the framework, principles, and traits of NIMS are being utilized within emergency support operations, TEMA institutes three primary accountability practices for NIMS implementation.

#### **NIMS Planning**

The development, review, and updated processes for the TEMP are based upon the concepts and doctrines found in NIMS and are conducted in coordination with other applicable state and federal plans. Per [T.C.A. § 58-2-106\(b\)\(4\)](#) all local government emergency management plans in Tennessee shall be reviewed periodically *“for consistency with the TEMP,”* thus subsequently these local government plans shall be consistent with NIMS.

#### **NIMS Training**

The TEMA Training Branch has established minimum NIMS and ICS training requirements for all Tennessee emergency responders, coordinators, and other individuals involved in emergency operations to ensure understanding and implementation of the State’s incident management system. These training requirements are outlined in the Tennessee Emergency Management Training Program Guidelines document.

TEMA regularly hosts NIMS/ICS training courses each quarter across all regions of the State and the TEMA Training Branch maintains a Training Management System (TMS) to ensure individuals are completing required training on the State's incident management system and that it is being properly tracked.

### **NIMS Reporting**

The TEMA Training Branch compiles an annual Tennessee NIMS Implementation Report based on survey responses from local and state emergency managers. This report is provided to the TEMA Director and to the FEMA Region IV Office based out of Atlanta, Georgia.

## **NIMS Foundational Traits**

[National Incident Management Systems \(NIMS\) Doctrine](#), [Incident Command Systems \(ICS\) Doctrine](#) [*ICS is a component of NIMS*], and [Emergency Management Accreditation Program \(EMAP\) Standards](#) identify listings of characteristics that are foundational to building a strong and efficient incident management structure and system. The State of Tennessee has combined these three listings to create a single list of fifteen (15) foundational incident management system traits. Tennessee's State Emergency Operations Center (SEOC) structures and roles are built upon and reviewed against the following traits:

### **A. Modular and Scalable Organization**

To allow for both the scalability and flexibility of adjustments within the SEOC organizational structure based on an incident's specific needs and threat complexities at hand, the SEOC organizational structure is developed in a modular fashion. Modular organization allows SEOC to easily add and/or reduce specific branches, units, and positions within the SEOC based on the incident needs at hand. If an incident's complexity or resource needs are initially great, or increase over time, it may be decided to scale up and add staffing to specific branches/units within the SEOC organizational structure. If an incident's complexity or resource needs are initially limited, or decrease over time, it may be decided to scale down and remove staffing from specific branches/units within the SEOC organizational structure. As part of this modular organization SEOC leaders are expected to be responsible for all functions of subordinate positions that are not staffed. The use of modular organization shall be documented within SEOC organizational charts.

### **B. Manageable Span of Control**

A manageable span of control is necessary for SEOC leaders to efficiently oversee their respective emergency support operations. If SEOC leaders have too many direct reports, aspects of emergency functions could accidentally be missed or not communicated. The optimal span of control for incident management is one supervisor to five subordinates (1:5 ratio). The span of control should not exceed one supervisor to seven subordinates (1:7 ratio) within the SEOC unless under rare and/or demanding circumstances. The use of a manageable span of control shall be documented within SEOC organizational charts.



### C. Chain of Command

Utilizing a modular organization and a manageable span of control within the SEOC helps establish a clear chain of command. A chain of command is the orderly line of authority within the ranks of the SEOC and a unity of command means that each individual only reports to one person. This structure helps clarify reporting relationships and reduces confusion by enabling leadership at all levels to effectively direct the personnel under their supervision. The use of a chain of command and unity of command shall be documented within SEOC organizational charts.

In accordance with [T.C.A. § 58-2-104\(c\)](#), during emergency conditions the executive chain of command for response and recovery operations in Tennessee extends from the Governor or Governor's Designee to the Director of TEMA. Through the authority and requirement to establish a chain of command granted in [T.C.A. § 58-2-106\(b\)\(1\)\(C\)\(iv\)](#), the chain of command for response and recovery operations shall be as follows: the chain of command extends from the Governor's Office, to the Director of TEMA, to the Direction and Coordination Officer (DACO), to the SEOC Section Chiefs, to the SEOC Branch Managers, to the Emergency Support Function (ESF) and/or Unit Leaders, and to all other tiered levels of positions identified in Section 5.2 and 5.3 of the TEMP Base Plan. All DACOs and assistants are to be appointed by the Director of TEMA.

### D. Unified Command

Unified command is an organizational structure strategy used to allow leaders of emergency support agencies to blend together into an integrated, unified team when making command decisions. When implemented properly, unified command enables agencies with differing legal, geographic, and/or functional authorities and responsibilities to work together effectively without affecting an individual agency's specific authorities and responsibilities. A unified command organizational structure in an Emergency Operations Center (EOC) setting can allow participating agencies with overlapping and/or competing authorities, differing jurisdictional boundaries, or complicated financing authorities, to focus on setting unified priorities and objectives. In dealing with specific threats that require multi-disciplinary decisions, such as a terrorist attack or a pandemic disease outbreak, unified command may be determined as an appropriate structure within Tennessee.

The Director of TEMA will make the determination on whether or not to establish a unified command group in the State based on a review of actual or potential impacts, risks, local requests, resource gaps, and operational priorities. If the Director of TEMA decides to establish a unified command, then the Director of TEMA will correspond with the State Commissioner(s) whose Departments' authorities and capabilities most closely match the needs for forming a unified command group for the emergency event at hand. Once scope and management terms for the unified command is determined between the Director of TEMA and the respective State Commissioner(s), then the State Commissioner(s) will be asked to provide a leading representative from their Department(s) to work alongside the Direction & Coordination Officer (DACO) as a co-Assistant Direction & Coordination Office (ADACO) in the SEOC or other facility or location as appropriate. If a unified command is established it shall be documented within SEOC organizational charts.

While the majority of State responses to disasters and emergencies will be managed through a traditional command structure led by TEMA, TEMA intends that all participating partners are conducting operations in a unified manner. Unity of efforts among all partners is essential to ensure effective and efficient emergency operations.

#### **E. Establishment and Transfer of Command**

Having an established direction, control, and coordination authority within the SEOC is necessary for coordinating emergency support efforts. Two primary pivot points utilized within the Tennessee SEOC to ensure an effective establishment and transfer of command are: (a) the establishment/transfer of command from the State On-Call (SOC) to the Direction & Coordination Officer (DACO) and (b) the establishment/transfer of command of the DACO position from one operational period shift to the next operational period shift. Each of these transfers will include a Command Hand-Off Brief and the change in command that will be documented in WebEOC.

#### **F. Multi-Agency Coordination**

The SEOC organizational structure allows multiple agencies to work together to establish unified priorities, collaborate on vetting and filling of resource requests, contribute to collective decision making processes, and share situational awareness to create the larger Common Operating Picture (COP) for the SEOC. When creating a multi-agency coordination structure it is also important to ensure contributing placement of non-governmental organizations and private sector businesses into this same working structure. The use of multi-agency coordination shall be documented within SEOC organizational charts.

#### **G. Common Terminology**

The use of common terminology helps individuals from differing disciplines, jurisdictions, organizations, and agencies to better communicate and coordinate effectively. All emergency coordinators shall use plain language and clear text when communicating in both written and verbal forms. Emergency coordinators should avoid using acronyms, jargon, or codes that are unique only to certain professions or specific agencies. This effort is done to help ensure that disseminated information is understood by all intended recipients both within and outside the SEOC.

#### **H. Management by Objectives**

Establishing objectives in the SEOC helps specify the needed actions that emergency coordination partners must take to achieve SEOC goals and operational priorities. When the SEOC is activated, the development of objectives should occur each operational period (usually every 12 hours or 24 hours) and the objectives should focus on guiding actions for the next operational period. In the Tennessee SEOC, the Direction & Coordination Officer (DACO), Assistant Direction & Coordination Officer (ADACO) over the Operations Section, and Planning Section Chief lead the objectives development process. All objectives are to be approved by the DACO before publishing in each operational period's Incident Action Plan (IAP).

## **I. Action Planning Process**

Incident Action Plans (IAP) act as a guide for all SEOC emergency coordination partners on where to focus actions and efforts during the next operational period. IAPs establish priorities, objectives, situational awareness needs through Essential Elements of Information (EEI), resource assignments statuses, and other pertinent information during SEOC activations. The SEOC's action planning process is led by the Planning Section Chief each operational period (usually every 12 hours or 24 hours) and should include information from all primary emergency coordination partners within the SEOC network. All IAPs are to be approved by the DACO before being disbursed via email and/or WebEOC to emergency coordination partners.

## **J. Information and Intelligence Management**

To ensure the SEOC is coordinating within a Common Operating Picture (COP) fueled by situational awareness, the incident management system must establish a process for collecting, analyzing, and disseminating emergency event information and intelligence. The Tennessee SEOC process for doing so is guided by the identification and management of Essential Elements of Information (EEIs). EEIs are an identified collection of key pieces of information needed before and during events to help support decision making abilities. The SEOC Planning Section Chief leads the EEI development and update process. More information on this process will be described later in this plan. The use of EEIs shall be documented primarily within Incident Action Plans (IAP) or Special Event Operational Plans.

## **K. Pre-Designated Coordination Facilities**

As described in Section 4.4- Coordination Centers of the TEMP, the State of Tennessee utilizes multiple, pre-designated emergency coordination centers to centralize and streamline emergency support efforts. The State Emergency Operations Center (SEOC) acts as the primary emergency coordination center for the State of Tennessee.

## **L. Comprehensive Resource Management**

Within emergency management, resources are defined as personnel, equipment, teams, supplies, commodities, and/or facilities that are available or potentially available for emergency support assignments. A comprehensive resource management system ensures that both internal and external resources can be easily identified, mobilized, dispatched, demobilized, and tracked. The use of a comprehensive resource management system within the SEOC is documented within the WebEOC Mission Coordination Center (MCC) Board. The MCC Board is the one-stop shop where emergency coordinators track all SEOC resource assignments and their statuses throughout the entire resource mission cycle.

## **M. Resource Dispatch and Deployment**

Under an incident management system, personnel and resources should only respond when requested or when dispatched by an appropriate authority. The Mission Coordination Center (MCC) Section of the SEOC helps ensure this by assigning all requested resources a MCC number. The MCC number is the first authority requirement followed by the physical tasking assignment of resource requests by the MCC Section staff to

emergency coordinators who may be able to fill the request. Emergency coordinators within the SEOC shall not move forward with a resource request until it has been assigned a MCC number and has been tasked to their SEOC section and/or branch. The use of resource dispatch and deployment practices within the SEOC is documented within the WebEOC MCC Board.

## N. Integrated Communications

Having communication capabilities is essential to coordinating emergency support efforts. To ensure the State of Tennessee has interoperable communications with all stakeholders, both vertically and horizontally, the State maintains a number of integrated communication systems to include phone, data, radio, and mass warning capabilities. These varying communication systems establish layers of backup capabilities in case primary communication capabilities are not functional.

## O. Accountability

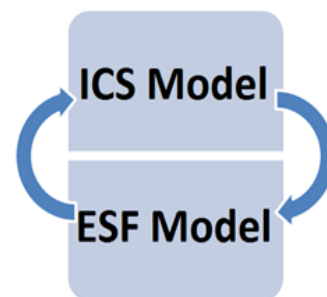
Accountability processes are crucial to ensure NIMS foundational traits are being adhere to. In Tennessee it is the job duty of the Direction & Coordination Officer (DACO) to ensure at a minimum that all emergency coordinators check-in to their role assignments, Incident Action Plans (IAP) are developed, adhered to and executed, the SEOC organizational structure has a clear chain and unity of command, all emergency coordinators are using good judgement and are personally responsible for their actions, the SEOC organizational structure has a manageable span of control, and all resources are being properly documented, tracked and vetted.

## 5.2 SEOC Organizational Models

The State of Tennessee’s emergency coordination/support structure combines two of the most noteworthy emergency management models together to create a single, hybrid SEOC organizational structure. The combined models are the Incident Command Systems (ICS) model and the Emergency Support Function (ESF) model. This ICS/ESF hybrid structure is common among state-level emergency management organizations and allows for the more flexible ESFs to be integrated with the more fixed ICS managerial functions.

The [Incident Command Systems \(ICS\) model](#) profiles the command structure used “on scene” or within Incident Command Posts (ICP) nationwide. This model was initially developed in the late 1960s as an effective organization structure for the management of wildland fires in the western United States. Because ICS is a component of NIMS and because NIMS is the primary incident management system utilized by emergency management organizations across the nation, many Emergency Operations Centers (EOC) have adopted the functional areas of ICS as the basis for their coordination/support structure. This helps ensure consistency

**Figure 8: ICS/ESF Hybrid Structure**

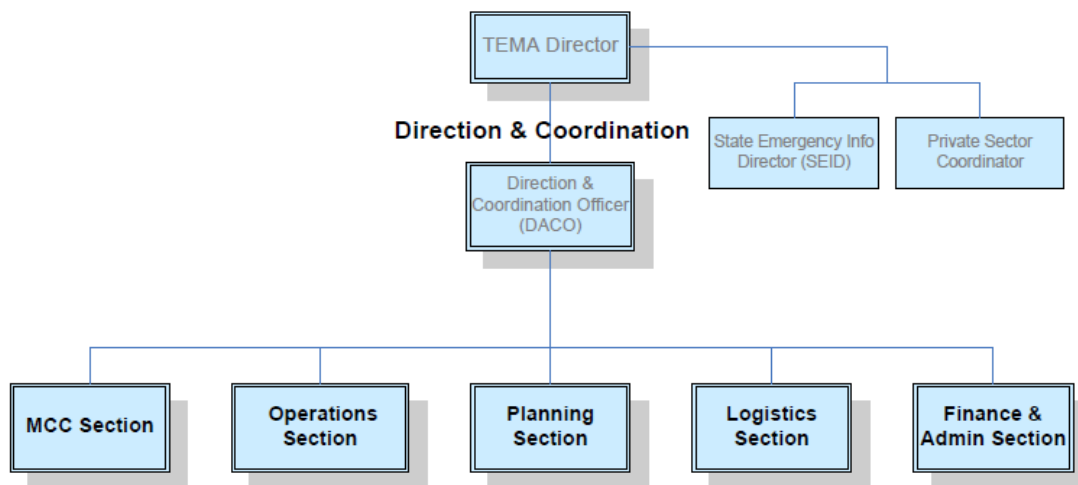


in processes, understanding, and roles across all emergency partners and stakeholders. The five primary managerial function areas of an ICS organizational structure is the Command Staff, Operations Section, Planning Section, Logistics Section, and Finance & Administration Section.

The Emergency Support Functions (ESF) model profiles a coordination/support structure which consolidates multiple agencies that perform similar emergency functions into single, cohesive units. This organizational strategy allows for better management of the most essential emergency response functions, especially during major and catastrophic disasters. The ESF model was developed in the 1980s, thanks largely to the vision of TEMA Director Lacey Suiter, and was further developed by FEMA throughout that decade. FEMA adopted the ESF model within the 1988 Federal Response Plan for a catastrophic earthquake event and the model is now FEMA’s foundation for their all-hazard emergency organizational structure. The FEMA [National Response Framework](#), which the State of Tennessee subscribes to, is based around the ESF model. This model also traditionally assigns each ESF a reference number for ease of communication and standardization. For example the Transportation ESF in Tennessee is ESF-1 and the Firefighting ESF is ESF-4.

Using the ICS model as its base, the Tennessee SEOC organization structure begins with a Command Staff, which the State calls *Direction and Coordination* due to the differences between the ICS “on-scene” command leadership approach and the EOC coordination leadership approach. The SEOC organization structure is then divided into the four primary managerial sections of ICS: Operations Section, Planning Section, Logistics Section, and Finance & Administration Section. Additionally the State of Tennessee utilizes a fifth managerial section called the Mission Coordination Center (MCC) as the entity that manages the requests for resources.

**Figure 9: Primary Managerial Sections of the SEOC**



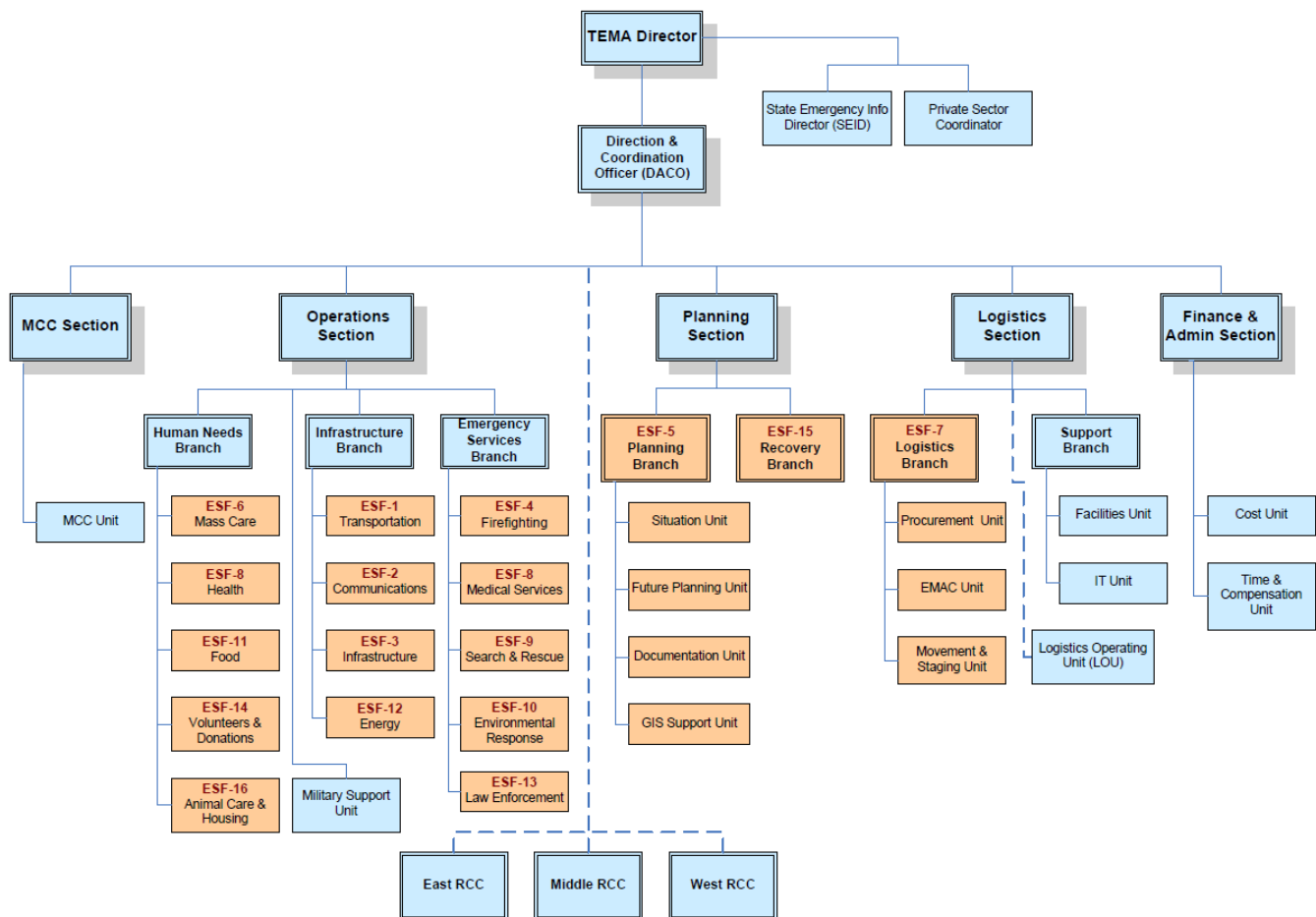
Subsequent to the base ICS model is the arrangement of sixteen (16) Emergency Support Functions (ESF) for the SEOC. Each of the ESFs fall under the Section that best aligns with their missions and relevancy. To ensure a manageable span of control branches were created in some areas to fall in between the Sections and the ESFs. Branches are organized into groupings of related ESFs.

In some cases ESFs that require greater staffing numbers will also act as a branch in and of itself. This is the case with ESF-5: Planning & Information which is also the Planning Branch; ESF-15: Recovery which is also the Recovery Branch; and ESF-7: Logistics which is also the Logistics Branch. The orange boxes in **Figure 10** represent where the sixteen (16) ESFs fall within the Tennessee SEOC organizational structure.

While the blue boxes in Figure 10 are essential for managing incident support efforts, the orange ESF boxes are the primary engine for providing and delivering support efforts. Without the agencies and organizations that make up the ESFs, the SEOC would not have the capabilities or strength needed to provide emergency support.

The Tennessee ESFs will be described in greater detail in Section 6.8 and within the ESF Annexes to the TEMP.

**Figure 10: ESFs within the SEOC Organizational Chart**



### 5.3 SEOC Organizational Structure

The SEOC organizational structure is designed to be easily scaled up or down based on an incident's specific needs or the threat's complexities. If an incident's complexity or resource needs are initially great, or increase over time, it may be decided to scale up and add staffing to specific branches/units within the SEOC organizational structure. If an incident's complexity or resource needs are initially limited, or decrease over time, it may be decided to scale down and remove staffing from specific branches/units within the SEOC organizational structure.

To allow for ease of scalability the SEOC organizational structure is divided into four (4) tiers under the TEMA Director and the SEOC Direction & Coordination Officer (DACO). The first divisional tier is called *Sections* and is led by *Chiefs*. When the SEOC is activated, at a minimum it should be staffed by the Operations Section Chief [known as the Assistant Direction & Coordination Officer (ADACO) in Tennessee], the Planning Section Chief, and the Logistics Section Chief under the leadership of the DACO. At this lowest level of staffing each of the Chiefs are expected to be responsible for all functions of subordinate positions that are not staffed.

The next layers to be added when necessary are the *Branch* tier, which are led by *Managers*, and the *ESF/Unit* tier led by *Leaders*. The decision of what managerial Branches to staff is determined by what ESFs and/or Units are activated to provide direct support capabilities.

The final tier to the SEOC organizational structure is the *Force/Team* tier, which is led by *Coordinators*. While it is not common for the SEOC to utilize this tier during standard activations, the establishments of Task Forces and Strike Teams have been used in the past to tackle specific and complex coordination needs, such as debris management and long-term housing solutions. The *Force/Team* tier is typically not profiled within base SEOC organizational charts but can be added in when established.

**Figure 11** provides a color coded overview chart of the SEOC organizational structure tiers and their associated managerial titles. **Figure 12** provides a copy of the Base SEOC Organizational Chart which acts as the starting point for determining what positions to fill. This base chart is the official organizational chart of the Tennessee SEOC and is color coded to match the tiers profiled in Figure 11.

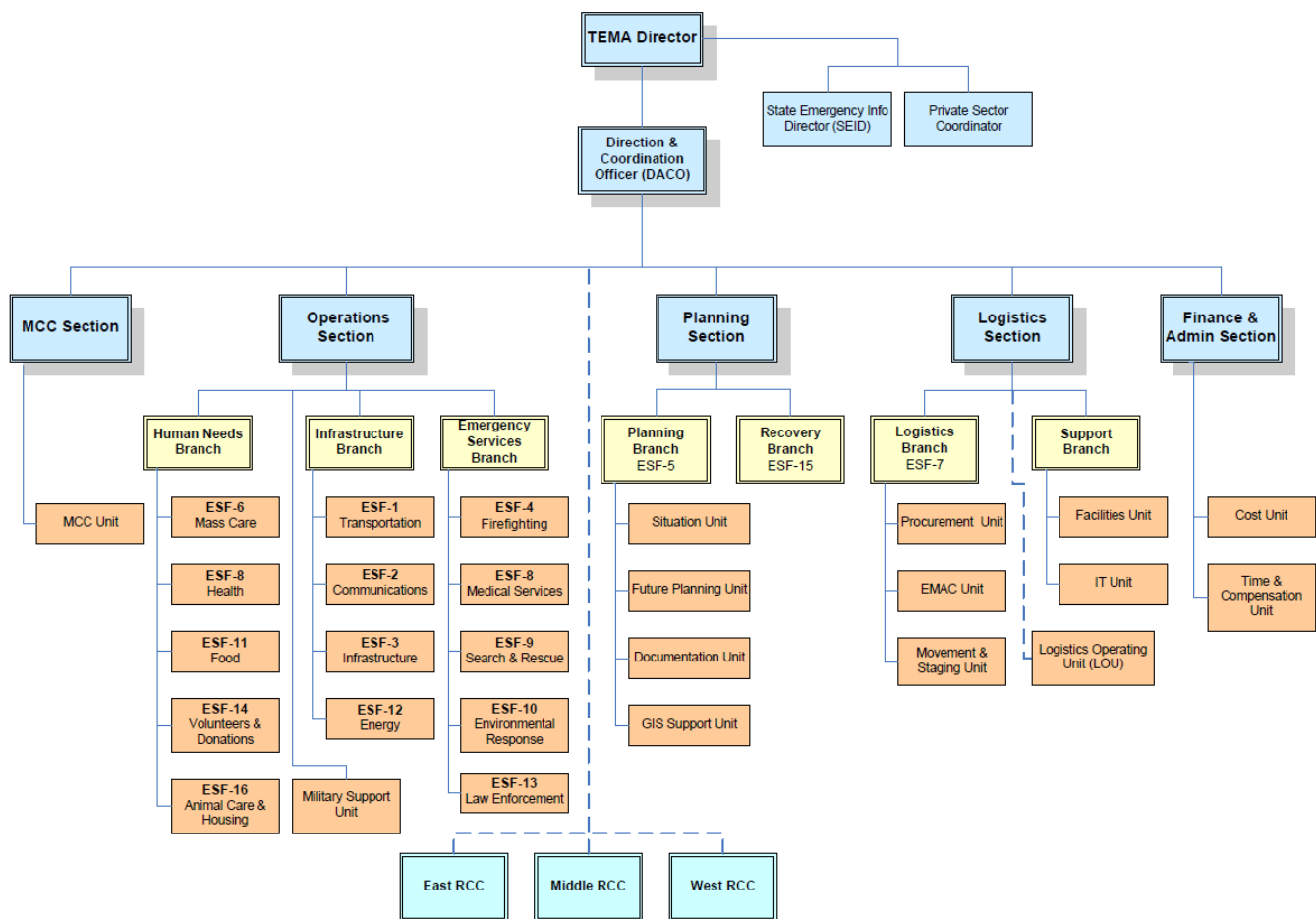
**Figure 11: SEOC Tiers and Titles**

Organizational Tier	SEOC Division Title	Division Lead Title
First Tier	Sections	Section <b>Chief</b> *
Second Tier	Branches	Branch <b>Manager</b>
Third Tier	ESFs and/or Units	ESF and/or Unit <b>Leader</b>
Fourth Tier	Forces and/or Teams	Force and/or Team <b>Coordinator</b> **

\* In Tennessee the Operations Section Chief is commonly referred to as the Assistant Direction & Coordination Officer (ADACO)

\*\* In Tennessee Task Force and Strike Team Coordinators are not profiled on the Base SEOC Organizational Chart but can be added in when necessary

**Figure 12: Base SEOC Organizational Chart**



### 5.4 SEOC Staffing and Shifts

The SEOC is staffed primarily by TEMA employees and Emergency Services Coordinators (ESC). ESCs are non-TEMA employees who staff the SEOC and lead their respective agency or organization’s emergency support roles assigned in the sixteen (16) Emergency Support Functions (ESF) Annexes of the TEMP. Per [T.C.A. § 58-2-108\(a\)](#) the head of each state department and agency in Tennessee shall designate a primary and an alternate ESC to coordinate with TEMA. Additionally the State of Tennessee also encourages the designation of primary and alternate ESCs among non-governmental organizations and private sector partners as well.

Tennessee promotes the designation of alternate ESCs to ensure redundancy of staffing coverage for all SEOC positions in case the primary ESC is not available or if the SEOC needs to staff both day and night shift operations. All SEOC positions staffed by TEMA employees also have position redundancy supported by the cross training of assignments.



SEOC staffing shifts and operational periods are determined by the DACO based on the support needs of the incident at hand. Typically SEOC operational periods are twelve (12) hour increments from 0600 hours CST to 1800 hours CST and, if night coverage is necessary, then from 1800 hours CST to 0600 hours CST the following day. If needed at both 0600 hours CST and 1800 hours CST the SEOC will conduct a shift change brief led by the outgoing Planning Section Chief to ensure all staff have situational awareness on both actions recently performed and actions still needing to be performed. During these shift change briefs the outgoing DACO will hand over direction and coordination of the SEOC to the incoming shift DACO.

Within the SEOC Organizational Chart, all Section Chief and Direction & Coordination positions are staffed by TEMA employees. Branch Manager and ESF/Unit Leader positions are staffed by both TEMA employees and assigned ESCs. For specifics on ESF Leader assignments please refer to the assigned lead agencies within the sixteen (16) ESF Annexes of the TEMP.

The initial selection of position assignments during SEOC activations is conducted by the Director of TEMA and the DACO in conjunction with recommendations from the ADACO and Planning Section Chief. The position selection process will be based on a review of actual or potential impacts, risks, local requests, resource gaps, and operational priorities. Position requirements will be reviewed each operational period to determine if any assignments should be added or removed.

When a specific position is deemed necessary to fill during SEOC activation, the DACO, ADACO, or Watch Point will notify the corresponding individual(s) to that SEOC position via email, phone call, or ReadyOps notification. The reporting individual is expected to report to the SEOC in a timely manner, sign-in, log into WebEOC at their assigned work station, and check in with their respective SEOC coordinating supervisor based on the organizational chart's chain of command.

All individuals assigned to work in the SEOC are expected to be engaged in emergency support efforts throughout the entirety of their operational period shifts determined by the DACO. These individuals are to continue working their assigned operational period shifts until the DACO determines their role is no longer necessary. All assigned individuals are to also actively monitor WebEOC boards throughout the operational periods and document actions taken in the WebEOC Activity & Information Board and the WebEOC Mission Coordination Center (MCC) Board.

SEOC support operations may require assigned individuals to work long and unusual hours, and through weekends and holidays based on the emergency needs at hand. If selected individuals have difficulty fulfilling the entirety of their assigned SEOC shifts they may work with their Section Chiefs and/or Branch Managers to see if their Alternate ESC, or another qualified individual, can provide coverage for portions of their shift assignments. All staffing coverage decisions for the SEOC are to be communicated to the DACO, ADACO, and Planning Section Chief.

The Director of TEMA makes the decision of when to deactivate the SEOC based on factors such as lessening threats, diminishing life safety potentials, and decreasing requests for specific resources. When the deactivation

decision is made the State Emergency Information Director (SEID), DACO, or Watch Point will send a mass email to ensure all partners are aware that the SEOC has moved to a *Level 5: Normal Day-to-Day Status*. In some cases the Director of TEMA may decide to move the SEOC to a *Level 4: Monitoring Status* initially to ensure readiness for potential sporadic or limited resources.

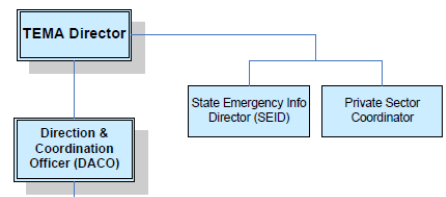
Following the deactivation of the SEOC, all individuals that worked the emergency support operations are to participate in an After Action Reporting / Improvement Plan if applicable or necessary. This process, led by the TEMA Division of Preparedness, is a way to capture best practices, lessons learned, and needed corrective actions.

# 6 – Organization and Assignment of Roles

This section identifies the principle roles and responsibilities for all primary SEOC positions. The information is broken down by the main divisions within the SEOC and is not all inclusive of every possible role and responsibility these positions address. Additionally under demanding and/or unique circumstances, certain roles and responsibilities profiled in this section may not be able to be performed as described. For specific information regarding agency and organization roles within the Emergency Support Functions (ESF) please refer to the sixteen (16) ESF Annexes of the TEMP.

## 6.1 SEOC Direction and Coordination

The direction, control, and coordination of the SEOC are overseen on the Governor’s behalf by the Director of TEMA and by the SEOC Direction & Coordination Officer (DACO). While the TEMA Director oversees the emergency operations network of Tennessee, the DACO is charged with managing SEOC operations during activations. The State Emergency Information Director (SEID) oversees all of the state’s public information & warning activities regarding emergency events and the Private Sector Coordinator works with private sector entities to bring additional support to Tennesseans. TEMA serves as the lead for staffing all SEOC direction and coordination positions.



TEMA Director
• Performs the responsibilities articulated in T.C.A. § 58-2-104(c)
• Coordinates the activities of all emergency support organizations within the state and shall maintain liaison with and cooperate with emergency management agencies and organizations of other states and of the federal government
• During emergency conditions, the Director shall report to the Governor or the Governor’s designee
• Coordinates with the Governor’s office on the activation or the potential activation of any mutual aid agreement or compact
• Is the Governor’s executive head for emergency management per T.C.A. § 58-2-104(c)
• Is the State Coordinating Officer (SCO) and Governor’s Authorized Representative (GAR) in post-disaster operations
• Oversees all SEOC command staff and makes executive, policy-level decisions for the SEOC
• May activate the TEMP on the Governor’s behalf to issue a State of Emergency
• Determines the Activation Levels of the SEOC
• Determines the activation of specific Emergency Support Function (ESF) and Supplemental Plan Annexes to the TEMP
• Ensures the SEOC is operating efficiently and is adequately supporting local government resource requests
• Ensures the State is adhering to the laws set in T.C.A. § 58-2-104 et seq
• Keeps the Governor’s Office and the Adjutant General (TAG) informed on threat potentials, disaster impacts, status updates, changing conditions, and needs
• Makes public appearances, participates in media briefings, and accompanies elected officials/VIPs on tours before, during, and after emergency events
• Approves public messages and press releases for dissemination based on recommendations from the State Emergency Information Director

- Approves and issues protective actions as necessary to the public on the Governor’s behalf including shelter-in-place and evacuation directives
- Approves State-to-State mutual aid agreements through the Emergency Management Assistance Compact (EMAC), either for the purpose of deploying Tennessee resources in response to a request or to bring resources into the state to aid in the management of emergencies or disasters
- Works with Governor's Office when requesting a Presidential Disaster Declaration and/or issuing Executive Orders
- Ensures Regional Coordination Center (RCC) needs are being supported
- Coordinates with Governor's Cabinet Members, State & Local Elected Officials, FEMA Region IV Administrator and the Federal Coordinating Officer (FCO)

**Direction and Coordination Officer (DACO)**

- Directs and coordinates all state-level response and short-term recovery operations as the administrator of the SEOC
- Oversees all SEOC staff including the MCC Section, Operations Section, Planning Section, Logistics Section, Finance & Administration Section
- Keeps the Director of TEMA and executive leadership informed on the current situation, changing conditions, and needs
- Provides recommendations to the Director of TEMA regarding SEOC Activation Levels, mutual aid needs, ESF activations, and other matters for approval
- Establishes the SEOC Operational Periods and SEOC Operational Rhythm to include timing of meeting/conference calls, plan submittals, and staffing shift changes
- Conducts conference call briefings with affected counties and Regional Coordination Center (RCC) staff
- Establishes SEOC priorities and works with the ADACO and the Planning Section Chief to establish SEOC objectives
- Approves all Incident Action Plans (IAP) and Situation Reports (SitRep)
- Approves the establishment, staffing, and placement of specific Task Forces, Strike Teams, and/or Units within the SEOC organizational structure, if and when necessary, to address needs or areas of concern
- May issue protective actions to the public on the Governor's and Director of TEMA's behalf
- Based on recommendations from the Planning Section Chief, approves staffing increase and decrease needs within the SEOC
- Ensures that a Common Operating Picture (COP) and Situational Awareness (SA) is being maintained, analyzed, consolidated, and shared with all relevant stakeholders both inside and outside the SEOC
- Implements executive and policy-level decisions from the Director of TEMA through the SEOC
- Approves State Emergency Information Director (SEID) public messaging efforts and Private Sector Coordinator efforts
- Coordinates with Federal Incident Management Assistance Teams (IMAT) when necessary

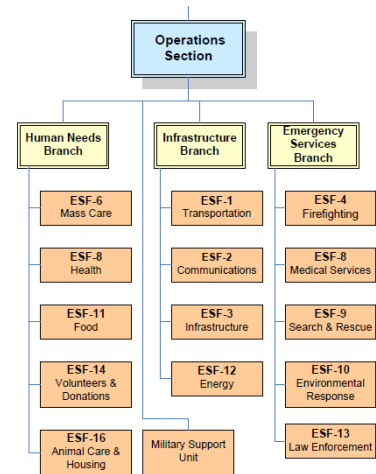
**State Emergency Information Director (SEID)**

- Provides emergency information to the public through the development of Flash Reports and/or Press Releases
- Provides public information updates through social media and traditional media sources, responds to news media inquiries, coordinates news conferences, addresses rumor control efforts, monitors social and traditional news media, coordinates intergovernmental affairs, and ensures that emergency information is being provided to at-risk populations through a variety of tailored formats
- Establishes, manages, and staffs a Joint Information Center (JIC) when necessary to serve as a focal point for the coordination and dissemination of emergency incident information to the public and media
- Ensures Public Information Officers (PIO) are conducting emergency messaging in a coordinated effort within an established Joint Information System (JIS)
- Directs overall coordination of the state warning system by activating Emergency Alert System (EAS) notifications over broadcast networks and Wireless Emergency Alerts (WEA) over mobile devices if necessary and appropriate
- Coordinates, writes, approves, and transmits messages to be broadcasted over EAS and WEA
- Coordinates with broadcasters and/or mobile phone carriers before and after transmitting emergency notifications to provide situational awareness on EAS and WEA messages from TEMA

Private Sector Coordinator
<ul style="list-style-type: none"> <li>• Oversees relations and communications with private sector partners who could potentially provide emergency support</li> <li>• Keeps private sector partners aware of potential threats and impacts that could affect business operations in Tennessee and provides situational awareness of SEOC efforts</li> <li>• Assists private sector partners who want to donate services, materials, and commodities at no-cost to disaster impacted communities</li> <li>• Directs private sector partners who want to conduct emergency support business with the State to the SEOC Logistics Section if the business services are identified as a need</li> </ul>

## 6.2 SEOC Operations Section

The SEOC Operations Section acts as the coordination engine for delivering State of Tennessee resources and support personnel before, during, and after emergency events. The Operations Section is divided into three branches of state resource capabilities: Human Needs, Infrastructure, and Emergency Services. Additionally the Operations Section captures the capabilities of the Tennessee National Guard and capabilities of numerous volunteer organizations that support emergency relief efforts.



The Operations Section also oversees the majority of the State’s Emergency Support Functions (ESF) and Emergency Services Coordinators (ESC). The roles and responsibilities of Tennessee ESFs are discussed in Section 6.8 and in the sixteen (16) ESF Annexes of the TEMP.

Assistant Direction and Coordination Officer (ADACO) - Operations Section Chief
<ul style="list-style-type: none"> <li>• Assists the DACO in directing and coordinating SEOC response and short-term recovery operations</li> <li>• Oversees all SEOC Operations Section staff including the Human Needs Branch, Infrastructure Branch, and Emergency Services Branch</li> <li>• Establishes SEOC objectives in conjunction with the DACO and the Planning Section Chief</li> <li>• Identifies and assigns tasks/missions within the Operations Section to fulfill resource requests. If the resource request can't be fulfilled as initially planned then the ADACO will retask within the Operations Section or will redirect the resource request to the Logistics Section</li> <li>• Monitors assigned tasks/missions within the Operations Section and ensures updates/follow-ups are being accounted for and documented in the WebEOC Mission Coordination Center (MCC) Board</li> <li>• Directs the prioritization of resource deployments and missions within the Operations Section</li> <li>• Coordinates with the operational Regional Coordination Centers (RCC) and their field staff to ensure local needs are being addressed</li> <li>• Briefs the SEOC and RCCs on actions being taken and factors to be considered</li> <li>• Recommends the establishment, staffing, and placement of specific Task Forces, Strike Teams, and/or Units within the SEOC organizational structure, if and when necessary, to address needs or areas of concern</li> <li>• Ensures that a Common Operating Picture (COP) and Situational Awareness (SA) from the Operations Section is being maintained, analyzed, consolidated, and shared with all relevant stakeholders both inside and outside the SEOC</li> <li>• Determines staffing increase and decrease needs within the Operations Section</li> <li>• Fills in for the role of SEOC DACO when the DACO is not available</li> </ul>

#### Human Needs Branch Manager

- Manages all Human Needs Branch staff including *ESF-6: Mass Care*, *ESF-8: Health*, *ESF-11: Food*, *ESF-14: Volunteers & Donations*, and *ESF-16: Animal Care & Housing*
- Ensures the State is providing adequate support in sheltering, feeding, and caring for individuals affected by an emergency event through *ESF-6: Mass Care*, if and when necessary
- Ensures the State is providing adequate support in addressing public health concerns, disease mitigation actions, and crisis counseling services through *ESF-8: Health*, if and when necessary
- Ensures the State is securing edible food & water for victims and emergency workers in disaster affected areas through *ESF-11: Food* and that food/agriculture impact assessments are conducted in areas impacted by disasters, if and when necessary
- Ensures the State is coordinating with volunteer organizations before, during, and after emergency events through *ESF-14: Volunteers & Donations* and that support can be provided in managing solicited/unsolicited volunteers & donations, if and when necessary
- Ensures the State is coordinating arrangements to support the care and housing of household pets, service animals, livestock, and equine through *ESF-16: Animal Care & Housing*, if and when necessary
- Identifies and assigns tasks/missions within the Human Needs Branch to fulfill resource requests. Directs the prioritization of resource deployments and missions within the Human Needs Branch
- Monitors assigned tasks/missions within the Human Needs Branch and ensures updates/follow-ups are being accounted for and documented in the WebEOC Mission Coordination Center (MCC) Board
- Briefs the SEOC and RCCs on Human Needs Branch actions being taken and factors to be considered
- Leads the Essential Elements of Information (EEI) collection process for the Human Needs Branch and provides periodic situational awareness summary updates to the SEOC Planning Section

#### Infrastructure Branch Manager

- Manages all Infrastructure Branch staff including *ESF-1: Transportation*, *ESF-2: Communications*, *ESF-3: Infrastructure*, and *ESF-12: Energy*
- Ensures the State's highway, railway, waterway, and air space remains usable for transport through *ESF-1: Transportation*
- Ensures the State's emergency communication, alert, and warning networks remain usable under emergency conditions through *ESF-2: Communications*
- Ensures the State is able to provide building inspection, infrastructure inspection, debris removal/management, and water/wastewater support capabilities during and after emergency events through *ESF-3: Infrastructure*, if and when necessary
- Ensures the State's energy and utility's network is restored during and after emergency events through *ESF-12: Energy*, if and when necessary
- Identifies and assigns tasks/missions within the Infrastructure Branch to fulfill resource requests. Directs the prioritization of resource deployments and missions within the Infrastructure Branch
- Monitors assigned tasks/missions within the Infrastructure Branch and ensures updates/follow-ups are being accounted for and documented in the WebEOC Mission Coordination Center (MCC) Board
- Briefs the SEOC and RCCs on Infrastructure Branch actions being taken and factors to be considered
- Leads the Essential Elements of Information (EEI) collection process for the Infrastructure Branch and provides periodic situational awareness summary updates to the SEOC Planning Section

#### Emergency Services Branch Manager

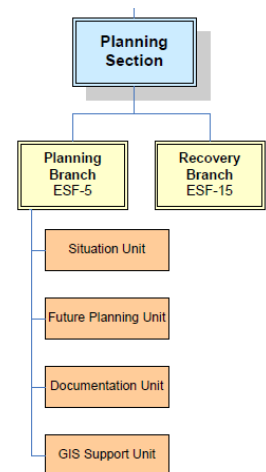
- Manages all Emergency Services Branch staff including *ESF-4: Firefighting*, *ESF-8: Emergency Medical Services*, *ESF-9: Search & Rescue*, *ESF-10: Environmental Response*, and *ESF-13: Law Enforcement*
- Ensures the State is able to provide fire detection, protection, and suppression assistance to local governments through *ESF-4: Firefighting*, if and when necessary
- Ensures the State is able to provide emergency medical services, medical transport, and fatality management assistance to local governments through *ESF-8: Emergency Medical Services*, if and when necessary

- Ensures the State is able to provide search and rescue assistance to local governments through *ESF-9: Search & Rescue*, if and when necessary
- Ensures the State is able to provide hazardous material detection, monitoring, containment, and decontamination assistance to local governments through *ESF-10: Environmental Response*, if and when necessary
- Ensures the State is able to provide law enforcement, security, and evacuation assistance to local governments through *ESF-13: Law Enforcement*, if and when necessary
- Identifies and assigns tasks/missions within the Emergency Services Branch to fulfill resource requests. Directs the prioritization of resource deployments and missions within the Emergency Services Branch
- Monitors assigned tasks/missions within the Emergency Services Branch and ensures updates/follow-ups are being accounted for and documented in the WebEOC Mission Coordination Center (MCC) Board
- Briefs the SEOC and RCCs on Emergency Services Branch actions being taken and factors to be considered
- Leads the Essential Elements of Information (EEI) collection process for the Emergency Services Branch and provides periodic situational awareness summary updates to the SEOC Planning Section

Military Support Unit Leader
• Provides air and ground transportation assets & personnel to move people, equipment, and supplies
• Provides aerial and ground assessment teams to collect needed information, conditions, and situational awareness
• Provides emergency support assets to include shelters, portable kitchens, generators, fuel tankers, and other support resources
• Provides site security and traffic control as necessary in conjunction with law enforcement agencies
• Supports the establishment and staffing of emergency logistics assembly, staging, and distribution sites
• Supports citizen wellness check operations and delivers water, food, and other commodities to citizens in need
• Provides personnel to assist with search & rescue, emergency medical services, stress counseling, helicopter water drop, debris clearance, and other support operations

### 6.3 SEOC Planning Section

The SEOC Planning Section acts as the State’s emergency information collection, analysis, and dissemination point before, during, and after emergency events. The Planning Section is primarily focused on developing situational awareness, fostering a shared common operating picture, profiling future support priorities, and documenting emergency impacts, actions, and needs into official reporting mechanisms. Additionally the Planning Section’s Recovery Branch focuses on developing requests for federal assistance and in coordinating recovery efforts. TEMA serves as the lead for staffing all SEOC Planning Section positions.



Planning Section Chief
• Oversees all SEOC Planning Section staff including the Planning & Information Branch (ESF-5), Situation Unit, Future Planning Unit, Documentation Unit, GIS Support Unit, and Recovery Branch (ESF-15)
• Oversees the development of all Incident Action Plans (IAP) and Situation Reports (SitRep)
• Leads the identification and tasking of SEOC Essential Elements of Information (EEI) to focus information collection and situational awareness efforts on key areas needed to support decision making

- Ensures that a Common Operating Picture (COP) and Situational Awareness (SA) is being maintained, analyzed, consolidated, and shared with all relevant stakeholders both inside and outside the SEOC
- Defines and sets the SEOC objectives for future operational periods in conjunction with the ADACO and for approval by the DACO
- Recommends SEOC staffing assignments for future operational periods for approval by the DACO
- Conducts the Around-the-Room Briefings for the SEOC when necessary
- When necessary, oversees the development of special event coordination plans in advance of events warranting potential state concerns
- Ensures pertinent information and decisions are logged correctly into WebEOC boards as official records
- Works with the Recovery Branch to ensure they are receiving the information needed to process Presidential Disaster Declaration request letters
- Works with the GIS Support Unit to provide mapping products for the SEOC and determines the appropriate projected situational awareness displays within the SEOC
- Fills in for the role of SEOC DACO and/or ADACO, when the DACO and/or ADACO is not available

**Planning Branch Manager**

- Manages all Planning & Information Branch (ESF-5) staff including the Situation Unit, the Future Planning Unit, the Documentation Unit, and the GIS Support Unit
- Manages the development of all Incident Action Plans (IAP) through the Future Planning Unit and all Situation Reports (SitRep) through the Situation Unit
- Leads the information collection process and management of the identified SEOC Essential Elements of Information (EEI)
- Ensures that a Common Operating Picture (COP) and Situational Awareness (SA) is being maintained, analyzed, consolidated, and shared with all relevant stakeholders both inside and outside the SEOC
- Identifies potential SEOC staffing assignments for future operational periods in coordination with SEOC Section Chiefs, Branch Managers, and ESF Leads. These recommendations are provided to the Planning Section Chief to gain approval from the DACO
- Establishes SEOC information reporting timeframes and methods to ensure information from Sections, Branches, and ESFs are being provided to the Planning Section
- Works with the GIS Support Unit to create planning products needed for the IAP and SitRep
- Fills in for the role of Planning Section Chief, when the Planning Section Chief is not available

**Situation Unit Leader**

- Develops Situation Reports (SitReps) that provide an overview of incident developments, damage assessments, and SEOC support efforts over the last operational period
- Requests information from stakeholders as necessary and processes reported information appropriately into the SitReps
- Collects, organizes, and maintains information needed to develop the identified SEOC Essential Elements of Information (EEI)
- Monitors social media, news sites, weather forecasts, stakeholder reports, and other information sources to build situational awareness
- When necessary, assists in the development of special event coordination plans in advance of events warranting potential state concerns

**Future Planning Unit Leader**

- Develops Incident Action Plans (IAP) that provide an overview of incident objectives and planning requirements for future operational periods
- Identifies potential SEOC staffing assignments for future operational periods in coordination with SEOC Section Chiefs, Branch Managers, and ESF Leads. These recommendations are to be provided to the Planning & Information Section Chief to gain approval from the DACO
- Collects, organizes, and maintains information needed to develop the identified SEOC Essential Elements of Information (EEI)
- Monitors social media, news sites, weather forecasts, stakeholder reports, and other information sources to build situational awareness
- When necessary, assists in the development of special event coordination plans in advance of events warranting potential state concerns



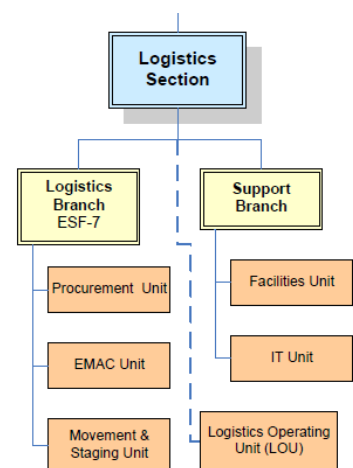
Documentation Unit Leader - Recorder
<ul style="list-style-type: none"> <li>Documents all key decisions and discussions made within SEOC meetings, conference calls, and around-the-room briefs as official records</li> </ul>
<ul style="list-style-type: none"> <li>When requested by the DACO, ADACO, and/or Planning Section Chief, document specific incident developments, actions, and decisions as official records in WebEOC</li> </ul>
<ul style="list-style-type: none"> <li>Alerts the DACO and ADACO of approaching meeting/conference call times, plan submittal deadlines, and approaching staff shift changes as outlined in the Operational Rhythm</li> </ul>
<ul style="list-style-type: none"> <li>When requested by the DACO, ADACO, and/or Planning Section Chief, assign specific WebEOC entries as 'Significant Events'</li> </ul>

GIS Unit Leader
<ul style="list-style-type: none"> <li>Compiles, analyzes, and publishes GIS mapping products for spatial considerations and situational awareness</li> </ul>
<ul style="list-style-type: none"> <li>Coordinates the dissemination of GIS data to local, state, federal, and other relevant stakeholders to increase situational awareness at all levels</li> </ul>
<ul style="list-style-type: none"> <li>Creates and prints/uploads maps as requested by the DACO, ADACO, and Planning Section Chief</li> </ul>
<ul style="list-style-type: none"> <li>Ensures that interactive GIS applications are working properly for SEOC users</li> </ul>

Recovery Branch Manager
<ul style="list-style-type: none"> <li>Leads the consolidation effort of damage assessment, socioeconomic, emergency response, and other disaster relevant documentation into a Governor's letter for requesting federal assistance</li> </ul>
<ul style="list-style-type: none"> <li>Coordinates with the TEMA Director, Governor's Office, and FEMA on submitting an official request for declaring a Presidential Disaster Declaration within Tennessee</li> </ul>
<ul style="list-style-type: none"> <li>Coordinates with FEMA and local governments in conducting Joint Preliminary Damage Assessments (Joint PDA) following an incident if the estimated value of damaged structures and infrastructure identified in the Initial PDA is significant</li> </ul>
<ul style="list-style-type: none"> <li>Leads the development of multi-agency Recovery Task Forces to collaborate on and address significant recovery needs from disaster events when necessary</li> </ul>
<ul style="list-style-type: none"> <li>Supports FEMA in establishing a Joint Field Office (JFO) if a Presidential Disaster is declared</li> </ul>
<ul style="list-style-type: none"> <li>Leads the State staffing of Joint Field Offices (JFOs) and/or Disaster Recovery Centers (DRCs) when necessary and notifies State recovery partners of any tasking needed to support the JFOs and/or DRCs</li> </ul>
<ul style="list-style-type: none"> <li>Identifies and appoints State Recovery Roles and Strategies within the FEMA/State Agreement for Presidential Declared Disasters</li> </ul>

## 6.4 SEOC Logistics Section

The SEOC Logistics Section acts as the State’s resource management entity before, during, and after emergency events. The Logistics Section is primarily focused on acquiring, deploying, and distributing needed physical resources, supplies, and commodities through the establishment of an effective supply chain. Additionally the Logistics Section coordinates the sending and receiving of state-to-state mutual aid through the EMAC Unit and the purchasing of needed resources through the Procurement Unit. The Support Branch ensures that the SEOC is kept clean, fed, and maintained. TEMA serves as the SEOC Logistics Chief and the TN Department of General Services serves as the SEOC Logistics Branch Manager under ESF-7.



If resource and supply chain needs are great enough to warrant additional manpower, the DACO and the Logistics Chief may decide to activate the Logistics Operating Unit (LOU). When this occurs the Logistics Section will physically move out of the SEOC’s primary coordination area into a separate SEOC breakout room to expand logistical operations. When the LOU activates all Branches and Units under the Logistics Section will report under the LOU and the TN Department of General Services will bring in supplemental personnel as needed. Additionally representatives from the SEOC Operations Section under *ESF-1: Transportation* and the *Military Unit* will report to the LOU to assist in coordinating resource management and supply chain efforts. Typical conditions for activating the LOU include the necessary establishment of a Logistical Staging Area (LSA) or a significant increase in the number of purchases necessary to support emergency operations.

Logistics Section Chief
<ul style="list-style-type: none"> <li>Oversees all SEOC Logistics Section staff including the Logistics Branch (ESF-7), the Support Branch, Procurement Unit, EMAC Unit, Movement &amp; Staging Unit, Facilities Unit, IT Unit, and the Logistics Operating Unit (LOU)</li> </ul>
<ul style="list-style-type: none"> <li>Ensures all SEOC logistical resource requests are identified, evaluated, vetted, and prioritized in the most efficient and cost effective means possible</li> </ul>
<ul style="list-style-type: none"> <li>Ensures the tracking and reporting on resource statuses is documented in the WebEOC Mission Coordination Center (MCC) Board throughout the entire resource mission cycle</li> </ul>
<ul style="list-style-type: none"> <li>Monitors the rehabilitation, replenishment, and demobilization of resources nearing the end of their mission assignment</li> </ul>
<ul style="list-style-type: none"> <li>Initiates and designates the establishment of logistical assembly, staging, &amp; distribution points and approves their staffing assignments identified by the Logistics Branch Manager and Movement &amp; Staging Unit Leader</li> </ul>
<ul style="list-style-type: none"> <li>Ensures the Movement &amp; Staging Unit's transport and management of resources between logistical assembly, staging, and distribution points is conducted efficiently</li> </ul>
<ul style="list-style-type: none"> <li>Ensures the Procurement Unit's purchases of resources is conducted efficiently and that all current &amp; forecasted payments are continually provided to the SEOC Finance &amp; Administration Section Chief for budgeting efforts</li> </ul>
<ul style="list-style-type: none"> <li>Ensures the EMAC Unit is providing all necessary documentation in a timely manner to engage in State-to-State mutual aid</li> </ul>
<ul style="list-style-type: none"> <li>Ensures the SEOC is receiving the facilities, meal, and IT support needed, through the Support Branch, to continue operations</li> </ul>
<ul style="list-style-type: none"> <li>Leads the Essential Elements of Information (EEI) collection process for the Human Needs Branch and provides periodic situational awareness summary updates to the SEOC Planning Section</li> </ul>
<ul style="list-style-type: none"> <li>Makes the decision to activate and staff the Logistics Operating Unit (LOU) in conjunction with the DACO, if and when necessary</li> </ul>

Logistics Branch Manager
<ul style="list-style-type: none"> <li>Manages all Logistics Branch (ESF-7) staff including the Procurement Unit, EMAC Unit, and Movement &amp; Staging Unit</li> </ul>
<ul style="list-style-type: none"> <li>Ensures the tracking and reporting on resource statuses is documented in the WebEOC Mission Coordination Center (MCC) Board throughout the entire resource mission cycle</li> </ul>
<ul style="list-style-type: none"> <li>Works with the Movement &amp; Staging Unit to identify staffing and oversight of logistical assembly, staging, &amp; distribution points</li> </ul>
<ul style="list-style-type: none"> <li>Oversees the organization, movement, and replenishment of TEMA's stockpiled assets within TEMA internal warehouses</li> </ul>
<ul style="list-style-type: none"> <li>Coordinates the Movement &amp; Staging Unit's transport and management of resources between logistical assembly, staging, and distribution sites</li> </ul>
<ul style="list-style-type: none"> <li>Coordinates the Procurement Unit's purchases of resources and ensures that all current &amp; forecasted payments are continually provided to the SEOC Finance &amp; Administration Section Chief for budgeting efforts</li> </ul>
<ul style="list-style-type: none"> <li>Oversees the EMAC Unit in providing all necessary documentation to engage in State-to-State mutual aid</li> </ul>
<ul style="list-style-type: none"> <li>Ensures all SEOC logistical resource requests are identified, evaluated, vetted, and prioritized in the most efficient and cost effective means possible</li> </ul>

<b>Procurement Unit Leader</b>
<ul style="list-style-type: none"> <li>• Manages the purchasing and/or contracting of requested goods and services needed to provide emergency support</li> </ul>
<ul style="list-style-type: none"> <li>• Verifies if requests for purchases can be provided cheaper and/or more efficient through state partners, volunteer organizations, or other stakeholders prior to purchasing requested resources</li> </ul>
<ul style="list-style-type: none"> <li>• Ensures purchasing and/or contracting is properly documented according to relevant policies, laws, &amp; guidelines and that cost figures are being provided to the SEOC Finance &amp; Administration Section</li> </ul>
<ul style="list-style-type: none"> <li>• Identifies pre-existing contracts, currently leased state sites, and other mechanisms to expedite or lessen emergency purchases and/or contracts</li> </ul>

<b>EMAC Unit Leader: A-Team Coordinator</b>
<ul style="list-style-type: none"> <li>• Establishes and oversees the Tennessee EMAC Advanced Team (A-Team) to engage in State-to-State mutual aid efforts</li> </ul>
<ul style="list-style-type: none"> <li>• Processes and monitors all mutual aid request information and documentation needs through the EMAC Operations System (EOS) for both the sending and receiving of out-of-state mutual aid</li> </ul>
<ul style="list-style-type: none"> <li>• Coordinates with the Director of TEMA, Assisting/Requesting States, the National Coordinating State, the NEMA EMAC Program Director, assisting partner agencies, and other stakeholders to ensure all mutual aid efforts receive the support and information necessary to engage in effective emergency operations</li> </ul>
<ul style="list-style-type: none"> <li>• Works with the SEOC Finance &amp; Administration Section to ensure all documentation needed for reimbursements are being properly briefed, monitored, collected, and processed</li> </ul>

<b>Movement &amp; Staging Unit Leader</b>
<ul style="list-style-type: none"> <li>• Establishes and manages an efficient supply chain flow between Federal Incident Support Bases (ISB), State Logistical Staging Areas (LSA), and Local Points of Distribution (POD)</li> </ul>
<ul style="list-style-type: none"> <li>• Identifies site locations and personnel necessary for operating logistical assembly, staging, and distribution points</li> </ul>
<ul style="list-style-type: none"> <li>• Coordinates the transportation of resources to and from logistical sites with supporting stakeholders</li> </ul>
<ul style="list-style-type: none"> <li>• Ensures that citizens can easily and safely receive all needed commodities from distribution sites</li> </ul>

<b>Logistics Operating Unit (LOU) Leader</b>
<ul style="list-style-type: none"> <li>• Oversees the unified LOU in coordinating all interagency logistical support processes during emergencies that pose great logistical challenges and needs</li> </ul>
<ul style="list-style-type: none"> <li>• Establishes LOU coordination facilities and assigns/consolidates interagency staffing to manage resource identification, acquisition, mobilization, transportation, operation, and demobilization processes</li> </ul>
<ul style="list-style-type: none"> <li>• Manages the supply chain and resource transportation flow between Federal Incident Support Bases (ISB), State Logistical Staging Areas (LSA), and Local Points of Distribution (POD) when the LOU is activated</li> </ul>
<ul style="list-style-type: none"> <li>• Conducts logistical planning processes to identify resource gaps, forecasts and actions for upcoming operational periods</li> </ul>

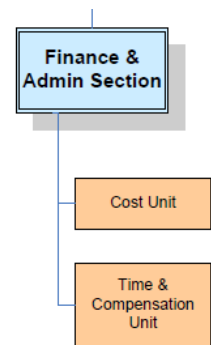
<b>Support Branch Manager</b>
<ul style="list-style-type: none"> <li>• Manages all Support Branch staff including the Facilities Unit and the IT Unit</li> </ul>
<ul style="list-style-type: none"> <li>• Oversees the arrangement of meal catering for working SEOC and RCC staff</li> </ul>
<ul style="list-style-type: none"> <li>• Ensures that the SEOC facilities are kept cleaned and maintained</li> </ul>
<ul style="list-style-type: none"> <li>• Ensures SEOC staff has access to office phones, printers/copiers, office supplies, and other needed materials</li> </ul>
<ul style="list-style-type: none"> <li>• Coordinates information technology (IT) support for SEOC staff through the IT Unit</li> </ul>
<ul style="list-style-type: none"> <li>• Coordinates the receipt, documentation, and payment of SEOC support services in conjunction with the Finance &amp; Administration Section</li> </ul>

Facilities Unit Leader
<ul style="list-style-type: none"> <li>• Arranges the catering of meals for working SEOC and RCC staff</li> </ul>
<ul style="list-style-type: none"> <li>• Ensures that the SEOC facilities are kept cleaned and maintained</li> </ul>
<ul style="list-style-type: none"> <li>• Ensures SEOC staff has access to office phones, printers/copiers, office supplies, and other needed materials</li> </ul>
<ul style="list-style-type: none"> <li>• Coordinates the receipt, documentation, and payment of SEOC support services in conjunction with the Finance &amp; Administration Section</li> </ul>

Information Technology (IT) Unit Leader
<ul style="list-style-type: none"> <li>• Manages all SEOC/RCC information technology (IT) support efforts</li> </ul>
<ul style="list-style-type: none"> <li>• Oversees WebEOC software and provides technical support to SEOC/RCC staff in using and accessing WebEOC applications</li> </ul>
<ul style="list-style-type: none"> <li>• Establishes virtual webinars and conference calls on behalf of the DACO to support SEOC coordination efforts</li> </ul>
<ul style="list-style-type: none"> <li>• Coordinates the receipt, documentation, and payment of IT support services in conjunction with the Finance &amp; Administration Section and Strategic Technology Solutions (STS)</li> </ul>

### 6.5 SEOC Finance and Administration Section

The SEOC Finance and Administration Section acts as the State’s coordination point for emergency-related administrative and financial matters. The Finance & Administration Section is primarily focused on tracking, organizing, and documenting all mission expenditures. Additionally the Finance & Administration Section focuses on analyzing and forecasting future operational costs and administrative requirements. TEMA serves as the lead for staffing all SEOC Finance & Administration Section positions.



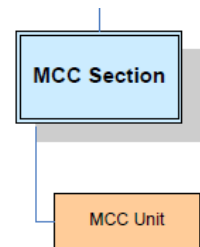
Finance and Administration Section Chief
<ul style="list-style-type: none"> <li>• Oversees all SEOC Finance &amp; Administration Section staff including the Cost Unit and the Time/Compensation Unit</li> </ul>
<ul style="list-style-type: none"> <li>• Ensures the Cost Unit is tracking, organizing, and documenting all current mission expenditures within SEOC Financial Summary Reports as necessary</li> </ul>
<ul style="list-style-type: none"> <li>• Ensures the Cost Unit is forecasting future operation costs and analyzing resource expenditure burn rates within SEOC Financial Summary Reports in conjunction with the SEOC Logistics Section as necessary</li> </ul>
<ul style="list-style-type: none"> <li>• Approves SEOC Financial Summary Reports and briefs the reports to SEOC leadership &amp; staff as necessary</li> </ul>
<ul style="list-style-type: none"> <li>• Institutes SEOC cost saving measures to include identifying idiosyncratic response resources and duplications of efforts</li> </ul>
<ul style="list-style-type: none"> <li>• Works with the Director of TEMA and the DACO to establish cost ceiling and/or benchmark notifications to ensure key stakeholders are aware of approaching SEOC expenditure points</li> </ul>
<ul style="list-style-type: none"> <li>• Leads the EMAC mutual aid reimbursement process for both sending and receiving out-of-state assistance</li> </ul>
<ul style="list-style-type: none"> <li>• Ensures the Time/Compensation Unit is tracking, organizing, and documenting all mission hours worked by staff within SEOC Financial Summary Reports as necessary</li> </ul>
<ul style="list-style-type: none"> <li>• Ensures the Time/Compensation Unit is tracking and documenting acquired equipment usage time and rates in conjunction with the SEOC Logistics Section</li> </ul>
<ul style="list-style-type: none"> <li>• Ensures the Time/Compensation Unit is correctly processing all accident/injury reports and compensation/overtime issues in conjunction with TN Department of Military Administrative Services Division personnel</li> </ul>

Cost Unit Leader
• Develops SEOC Financial Summary Reports to document mission expenditures and future cost forecasts as necessary
• Tracks, organizes, and documents all current mission expenditures as necessary
• Analyzes resource expenditure burn rates and future cost forecasts in conjunction with the SEOC Logistics Section
• Processes EMAC mutual aid reimbursement paperwork for both sending and receiving out-of-state assistance
• Requests information from stakeholders as necessary and processes reported information appropriately

Time & Compensation Unit Leader
• Tracks, organizes, and documents all mission hours worked by staff as necessary
• Tracks and documents acquired equipment usage time and rates in conjunction with the SEOC Logistics Section
• Assists with processing accident/injury reports and compensation/overtime issues in conjunction with TN Department of Military Administrative Services Division personnel
• Requests information from stakeholders as necessary and processes reported information appropriately

## 6.6 SEOC Mission Coordination Center (MCC) and State Watch Point

The SEOC Mission Coordination Center (MCC) acts as the State’s coordination point for receiving, assigning, and tracking requests for resources during SEOC activations. The MCC is an offset of the State Watch Point. While the State Watch Point is operational any given time and day of the year, the MCC is only activated during periods of actual or anticipated surges in resource requests that would require additional manpower. The DACO makes the determination of when to staff the MCC. When this decision is made the breakout room within the State Watch Point is setup to be the operating hub for the MCC. TEMA serves as the lead for staffing all MCC positions and MCC staffing typically consists of current or former Watch Point Operations Officers.



Requests for resources are submitted to the MCC by local emergency management directors, TEMA regional staff, state Emergency Service Coordinators (ESC), and other stakeholders by contacting the State Watch Point via phone, email, radio, or other communication methods and can also be directly submitted through the MCC Board on WebEOC. MCC Coordinators ensure all requests for emergency support are formally entered into the WebEOC MCC Board and that each request is assigned a MCC Number for tracking purposes. Once the number is assigned, MCC Coordinators make the initial determination of which SEOC Section(s), Branch(es), or ESF(s) may best be able to fill the request. The MCC number is then assigned to the appropriate entity (i.e. personnel, agency or organization) within the WebEOC MCC Board, and those entities provide comments on whether or not they can fill the request. If the request cannot be filled by the initially assigned entities, then the MCC will see if other entities within the SEOC have the ability to fill the request. The MCC tracks all requests through the entire support process by ensuring periodic status updates are being provided. Once an entity completes an assigned tasking then MCC Coordinators mark that specific MCC Number as completed in WebEOC.

<b>Mission Coordination Center (MCC) Section Chief</b>
<ul style="list-style-type: none"> <li>• Oversees all Mission Coordination Center (MCC) Section staff including the MCC Coordinators and the State Watch Point</li> </ul>
<ul style="list-style-type: none"> <li>• Ensures all SEOC resource requests are completely entered into the WebEOC MCC Board and that each request is assigned a MCC Number for tracking purposes</li> </ul>
<ul style="list-style-type: none"> <li>• Oversees the determination of which SEOC Section(s), Branch(es), or ESF(s) are best able to fill SEOC requests and then ensures they are assigned the appropriate MCC Number to track status updates</li> </ul>
<ul style="list-style-type: none"> <li>• Monitors the tracking of all WebEOC MCC Board entries to ensure periodic status updates are being provided and communicates with resource providers to achieve status updates</li> </ul>
<ul style="list-style-type: none"> <li>• Briefs the SEOC on the status and unmet needs of resource requests</li> </ul>
<ul style="list-style-type: none"> <li>• Coordinates with the SEOC Planning Section to ensure resource request statuses are accurately provided in Situation Reports (SitRep) and Incident Action Plans (IAP)</li> </ul>
<ul style="list-style-type: none"> <li>• Ensures effective communication occurs between the MCC and the State Watch Point</li> </ul>

<b>Mission Coordination Center (MCC) Unit Coordinator</b>
<ul style="list-style-type: none"> <li>• Ensures all SEOC resource requests are completely entered into the WebEOC MCC Board and that each request is assigned a MCC Number for tracking processes</li> </ul>
<ul style="list-style-type: none"> <li>• Determines which SEOC Section(s), Branch(es), or ESF(s) are best able to fill SEOC requests and then assign them the MCC Number to track status updates</li> </ul>
<ul style="list-style-type: none"> <li>• Tracks all WebEOC MCC Board entries to ensure periodic status updates are being provided and communicates with resource providers to achieve status updates</li> </ul>
<ul style="list-style-type: none"> <li>• Acts as a liaison within the SEOC to ensure overall quality control of the resource request process</li> </ul>

## State Watch Point

While the MCC is only activated during actual or anticipated surges in SEOC resource requests, Operations Officers in the State Watch Point oversee the process for receiving, assigning, and tracking requests at all other times of the year. The State Watch Point and MCC procedures for processing requests are almost identical to allow for ease of transition when the MCC assumes responsibility for managing requests while the State Watch Point focuses on monitoring events, receiving information/requests, sending alert/notifications, and coordinating other actions during emergency events.

The State Watch Point within TEMA acts as the State of Tennessee’s 24 hour, 365 day a year alert and notification center for emergency incidents, activities, and events. The Watch Point receives notifications from stakeholders and then distributes alerts/notifications to relevant stakeholders in an effort to initiate operational readiness, situational awareness, and emergency coordination actions. The Watch Point delivers these notifications and alerts to appropriate agencies and individuals through the use mass notification platforms to include ReadyOps, email and text groups, and DNOWAS channels.

The Watch Point is usually the first and primary state government entity that local governments contact when they identify threats, report emergency events, and request state emergency support assistance. The State Watch Point allows local governments in Tennessee to have a one-stop contact to access all state emergency support resources instead of local governments having to make multiple calls to different state government entities. The Watch Point is also the primary coordination center for the low probability event of an off-site

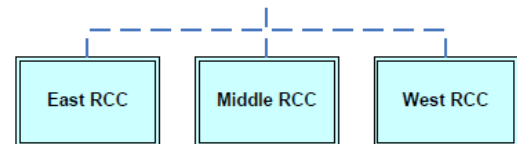
radiological plume release from the Tennessee Valley Authority's (TVA) two nuclear power plants in Tennessee and has the capability of sounding sirens within the communities surrounding the power plants if warranted.

In addition the State Watch Point also serves as the lead for detecting and monitoring potential threats or cascading events within Tennessee. Operations Officers within the Watch Point are constantly monitoring traditional news media outlets, social media outlets, weather forecasts, TDOT transportation incident monitors, earthquake monitors, and numerous other informational sources in an effort to detect potential threats early. Additionally TEMA makes efforts to continuously educate stakeholders on reporting potential threats or cascading events to the Watch Point. When the Watch Point receives potential threat notifications they take the necessary alert/notification efforts to make sure all key stakeholders are aware.

The State Watch Point is managed and staffed by TEMA Operations Officers 24 hours a day, 365 days a year.

## 6.7 SEOC Regional Coordination Centers

Regional Coordination Centers (RCC) act as the coordination conduit between local government emergency management agencies and the SEOC. The State's three RCCs are:



- **East RCC**- located in Knoxville at 803 North Concord Street to serve the 36 counties of eastern Tennessee
- **Middle RCC**- located in Nashville at 1200 Foster Avenue to serve the 38 counties of middle Tennessee
- **West RCC**- located in Jackson at 1510 R.E. Bailey Bypass to serve the 21 counties of western Tennessee

Each of the RCCs are permanently situated within TEMA's Regional Offices and are led by their respective TEMA Regional Director who takes on the role as RCC Director during activations. When activated, the RCC Directors report to the SEOC DACO and Director of TEMA while retaining their individual operating capabilities.

The RCCs are primarily staffed by TEMA Regional Office staff and by Emergency Service Liaisons (ESL), with the exception of the Middle RCC in Nashville which doesn't staff ESLs due to its close proximity to the SEOC. ESLs are regional state department or agency personnel that act as a liaison to their respective ESC regarding their department or agency's field support efforts. While ESL activities fall under the general management of the RCC Director, ESLs report to and receive strategic guidance from their department or agency's respective ESCs at the SEOC.

Primary activities of an activated RCC includes initiating contact and status updates with local governments, providing TEMA District Coordinators to support local governments efforts within their respective counties, coordinating with staff of state department and agency regional offices in providing emergency support, developing situational awareness within the RCC and the SEOC, constructing Regional Situation Reports (SitRep)

to be submitted to the SEOC, assisting local governments in performing damage assessments, and providing support to local governments as they make resource requests to the SEOC.

<b>Regional Coordination Center (RCC) Director</b>
<ul style="list-style-type: none"> <li>• Oversees the coordination of regional-level response and short-term recovery operations within their respective TEMA Region</li> </ul>
<ul style="list-style-type: none"> <li>• Manages all respective RCC staff including TEMA District Coordinators and the Regional Situation Unit</li> </ul>
<ul style="list-style-type: none"> <li>• Determines when to activate their respective RCC and what RCC positions to staff in conjunction with the Director of TEMA and DACO</li> </ul>
<ul style="list-style-type: none"> <li>• Keeps the Director of TEMA and DACO informed on the current situation, changing conditions, and needs</li> </ul>
<ul style="list-style-type: none"> <li>• Coordinates with the DACO to ensure sufficient staffing by the Emergency Service Liaisons (ESL)</li> </ul>
<ul style="list-style-type: none"> <li>• Coordinates with the ESLs to oversee the tactical operations of state field personnel within their respective regions</li> </ul>
<ul style="list-style-type: none"> <li>• Approves staffing increases/decreases and TEMA District Coordinator mission assignments within their respective RCC</li> </ul>
<ul style="list-style-type: none"> <li>• Conducts conference call briefings with affected counties and SEOC staff</li> </ul>
<ul style="list-style-type: none"> <li>• Approves all Regional Situation Reports (SitReps) before sending to the SEOC</li> </ul>
<ul style="list-style-type: none"> <li>• Ensures that a regional Common Operating Picture (COP) and Situational Awareness (SA) is being maintained, analyzed, consolidated, and shared with all relevant stakeholders both inside and outside the RCC</li> </ul>

<b>TEMA District Coordinators</b>
<ul style="list-style-type: none"> <li>• Acts as the State Field Liaison between an impacted local government and the RCC/SEOC</li> </ul>
<ul style="list-style-type: none"> <li>• Supports local governments in requesting and coordinating local, state, federal, and mutual aid resources needed for emergency support</li> </ul>
<ul style="list-style-type: none"> <li>• Assists local governments in utilizing a Multiagency Coordination System (MACS), which may include the establishment of a local government Emergency Operations Center (EOC) or Multiagency Coordination (MAC) Group</li> </ul>
<ul style="list-style-type: none"> <li>• Assists local governments in conducting windshield surveys of damages, Initial Preliminary Damage Assessments, and Joint Preliminary Damage Assessments to determine the numbers and values of damaged structures and infrastructure within local communities</li> </ul>
<ul style="list-style-type: none"> <li>• Assists local governments in coordinating and/or establishing Logistical Staging Areas (LSA), Points of Distributions (PDA), Shelters, Joint Information Centers (JIC), Volunteer Reception Centers (VRC), Donation Warehouses &amp; Collection Centers, and other support centers as necessary</li> </ul>
<ul style="list-style-type: none"> <li>• Assists local governments in coordinating operational missions including hazardous material efforts, wilderness search &amp; rescue efforts, mass care efforts, and other emergency support efforts</li> </ul>
<ul style="list-style-type: none"> <li>• Keeps the RCC Director and Regional Situation Unit informed on the current situation, changing conditions, and needs within the local communities</li> </ul>

<b>Regional Situation Unit</b>
<ul style="list-style-type: none"> <li>• Develops Regional Situation Reports (SitReps) that provide an overview of county statuses over the last operational period when necessary</li> </ul>
<ul style="list-style-type: none"> <li>• Requests information from Local Emergency Management Directors &amp; TEMA District Coordinators and incorporates key information appropriately into the Regional SitReps</li> </ul>
<ul style="list-style-type: none"> <li>• Provides the SEOC Situation Unit with periodic updates of county statuses and Regional SitReps</li> </ul>
<ul style="list-style-type: none"> <li>• Collects, organizes, and maintains information needed to develop the identified SEOC Essential Elements of Information (EEI)</li> </ul>
<ul style="list-style-type: none"> <li>• When necessary, assists in the development of special event coordination plans in advance of events warranting potential state concerns</li> </ul>
<ul style="list-style-type: none"> <li>• Documents all key decisions and discussions made within RCC meetings, conference calls, and around-the-room briefs as official records</li> </ul>



## 6.8 Emergency Support Functions (ESF)

The State of Tennessee created the Emergency Support Functions (ESFs) concept in the 1980's under the leadership of TEMA Director Lacey Suiter and advocated for their broad adoption in federal and national planning efforts. Emergency Support Functions (ESFs) are now a nationally recognized model for consolidating multiple agencies and organizations that perform similar emergency functions into single, cohesive units. This organizational strategy, promoted by FEMA through the [National Response Framework](#), allows for better management of the most essential emergency response functions, especially during major and catastrophic disasters. ESFs are the grouping and organization of governmental, NGO and private sector agencies into structures to aid with the management of emergencies and capabilities.

Utilizing this model each designated ESF is to be assigned a lead agency to oversee all efforts within that specific emergency function. This includes oversight of all support agencies and organizations assigned under the specific ESF. Additionally this model calls for the designation of each ESF to be assigned a reference number for ease of communication and standardization. **Figure 13** provides an overview of the sixteen (16) ESFs that the State of Tennessee utilizes. This chart also includes each ESF's assigned reference number, assigned lead agency, and the SEOC Branch. **Figure 14** provides a brief description of the role of each Tennessee ESF.

**Figure 13: State of Tennessee Emergency Support Functions (ESF)**

Tennessee ESF	Lead Agency	SEOC Branch
ESF-1: Transportation	<a href="#">TN Dept. of Transportation (TDOT)</a>	Infrastructure
ESF-2: Communications	<a href="#">TN Emergency Management Agency (TEMA)</a>	Infrastructure
ESF-3: Infrastructure, Public Works & Engineering	<a href="#">TN Dept. of Environment &amp; Conservation (TDEC)</a>	Infrastructure
ESF-4: Firefighting	<a href="#">TN Dept. of Commerce &amp; Insurance (TDCI)</a>	Emergency Services
ESF-5: Planning & Information	<a href="#">TN Emergency Management Agency (TEMA)</a>	Planning
ESF-6: Mass Care	<a href="#">TN Emergency Management Agency (TEMA)</a>	Human Needs
ESF-7: Logistics	<a href="#">TN Dept. of General Services (DGS)</a>	Logistics
ESF-8: Health & Medical Services	<a href="#">TN Dept. of Health (TDH)</a>	Human Needs (Health) & Emergency Services (Medical Services)
ESF-9: Search & Rescue	<a href="#">TN Emergency Management Agency (TEMA)</a>	Emergency Services
ESF-10: Environmental Response	<a href="#">TN Emergency Management Agency (TEMA)</a>	Emergency Services
ESF-11: Food	<a href="#">TN Dept. of Agriculture (TDA)</a>	Human Needs
ESF-12: Energy	<a href="#">TN Dept. of Environment &amp; Conservation (TDEC)</a>	Infrastructure
ESF-13: Law Enforcement	<a href="#">TN Dept. of Safety &amp; Homeland Security (TDOSHS)</a>	Emergency Services
ESF-14: Volunteers & Donations	<a href="#">Volunteer TN</a>	Human Needs
ESF-15: Recovery	<a href="#">TN Emergency Management Agency (TEMA)</a>	Planning
ESF-16: Animal Care & Housing	<a href="#">TN Dept. of Agriculture (TDA)</a>	Human Needs

**Figure 14: Role Overview of Tennessee Emergency Support Functions (ESF)**

Tennessee ESF	Role
ESF-1: Transportation	ESF-1 provides coordinated State support and resources needed to ensure the usability of transportation networks, infrastructure, and systems throughout Tennessee. Transportation networks supported by ESF-1 include roadways, railways, waterways, and air space.
ESF-2: Communications	ESF-2 provides coordinated State and private sector support needed to ensure the usability of communication, alert, and warning systems under emergency conditions. Communication networks supported by ESF-2 include radio, telecommunications, information technology networks, and other communication systems.
ESF-3: Infrastructure, Public Works & Engineering	ESF-3 provides coordinated State support needed to assess and restore vital infrastructure systems. ESF-3 is also the lead State Emergency Operations Center (SEOC) entity for debris management operations.
ESF-4: Firefighting	ESF-4 provides coordinated State support to local government firefighting efforts through mutual aid, coordination, and response. Support activities can include detecting, controlling, and/or suppressing urban, rural, and wildland fires.
ESF-5: Planning & Information	ESF-5 acts as the State's emergency information collection, analysis, and dissemination point before, during, and after emergency events. Primarily activities include developing situational awareness, fostering a shared common operating picture, profiling future support priorities, documenting information into official reporting mechanisms, and distributing information to appropriate stakeholders.
ESF-6: Mass Care	ESF-6 provides coordinated State support to local governments and non-profit entities in sheltering and mass care efforts for disaster victims and emergency workers.
ESF-7: Logistics	ESF-7 provides coordinated State support for resource management efforts before, during, and after emergency events. ESF-7 is primarily focused on acquiring, deploying, and distributing needed physical resources, supplies, and commodities through the establishment of an effective supply chain. Additionally the ESF-7 coordinates the sending and receiving of state-to-state mutual aid and the purchasing of needed resources.
ESF-8: Health & Medical Services	ESF-8 is the lead entity for providing State coordinated public health and emergency medical support. ESF-8 is also the lead State Emergency Operations Center (SEOC) entity for fatality management support, mortuary services support, and crisis/grief counseling support.
ESF-9: Search & Rescue	ESF-9 provides coordinated State support to local government search and rescue efforts through the use of qualified teams, specialized equipment, and coordinated response operations.
ESF-10: Environmental Response	ESF-10 provides coordinated State support to local governments in dealing with actual or potential releases of non-radioactive hazardous materials (hazmat) and radioactive hazardous materials.
ESF-11: Food	ESF-11 provides coordinated State support in identifying and delivering food and potable water into disaster affected areas. Additionally ESF-11 can provide support in inspecting and sampling agricultural sites, food processing centers and food distribution centers to ensure food is safe for consumption following a major emergency event.

Tennessee ESF	Role
ESF-12: Energy	ESF-12 provides coordinated State support to energy utilities; rural and municipal energy providers; fuel producers, distributors and transporters; and governmental and private sector stakeholders during fuel shortages, widespread power outages, capacity shortages, and major disaster events.
ESF-13: Law Enforcement	ESF-13 provides coordinated State support to local law enforcement efforts through mutual aid, coordination, response, and intelligence sharing. Support activities can include law enforcement, security, evacuation, traffic control, prison/correctional institution, and terrorism intelligence/prevention support.
ESF-14: Volunteers & Donations	ESF-14 provides coordinated State support to local governments in the acceptance and management of solicited/unsolicited volunteers and donations. ESF-14 additionally provides a structure for coordinating volunteer organization service efforts during emergency events.
ESF-15: Recovery	ESF-15 provides coordinated State recovery support to local governments and disaster survivors.
ESF-16: Animal Care & Housing	ESF-16 coordinates with governmental agencies, volunteer organizations, allied animal interest groups, and veterinary medical personnel to provide animals affected by a manmade or natural disaster with emergency medical care, temporary confinement, housing, food and water, identification and tracking for return to owners, and disposal of dead and unclaimed animals as necessary.

The State of Tennessee’s ESFs are consistent with the Federal ESFs outlined in the [National Response Framework](#). While states are not required to construct a mirror image of the Federal ESFs, Tennessee believes consistency to be valuable in aligning emergency support efforts across all levels. While Tennessee’s ESFs utilizes slight differences in language to describe some of the ESFs, the general purposes and functions line up very closely to the Federal ESFs. **Figure 15** provides an overview chart of how the Tennessee ESFs align to the Federal ESFs. The chart also denotes the few differences between the two entities in blue, bolded lettering.

**Figure 15: Tennessee ESF alignment with Federal ESF**

Tennessee ESF	Federal ESF
ESF-1: Transportation	ESF-1: Transportation
ESF-2: Communications	ESF-2: Communications
ESF-3: Infrastructure, Public Works & Engineering	ESF-3: Public Works & Engineering
ESF-4: Firefighting	ESF-4: Firefighting
ESF-5: Planning & Information	ESF-5: Information & Planning
ESF-6: Mass Care	ESF-6: Mass Care, Emergency Assistance, Temporary Housing, & Human Services
ESF-7: Logistics	ESF-7: Logistics
ESF-8: Health & Medical Services	ESF-8: Public Health & Medical Services

Tennessee ESF	Federal ESF
ESF-9: Search & Rescue	ESF-9: Search & Rescue
ESF-10: Environmental Response	ESF-10: Oil & Hazardous Materials Response
<b>ESF-11: Food and ESF-16: Animal Care &amp; Housing</b>	ESF-11: Agriculture & Natural Resources
ESF-12: Energy	ESF-12: Energy
ESF-13: Law Enforcement	ESF-13: Public Safety & Security
ESF-14: Volunteers & Donations	<b>Not a separate Federal ESF</b>
ESF-15: Recovery	<b>Federal ESF-14: Recovery is currently deferred and instead is now addressed under the separate <a href="#">National Disaster Recovery Framework</a></b>
<b>State Emergency Information Director (SEID)</b>	ESF-15: External Affairs

For the ESFs to function as the SEOC’s primary engine in providing and delivering emergency support services, a large cast of agencies and personnel is needed beyond just the assignment of lead agencies to each ESF. Any agency or organization that can potentially bring capabilities to a specific ESF, and is not assigned as the “lead” ESF agency, is considered a “support” agency. During SEOC operations if a “lead” agency identifies a resource request or needed capability that the “lead” agency doesn’t have the ability to fill, then the “lead” agency is to identify if any “support” agencies to that ESF have the ability to provide the requested resource or needed capability.

In cases where a specific ESF covers a broad scope of emergency support responsibilities, the ESF may also be divided into sub-functions for ease of management. Each identified sub-function has an assigned lead agency for that sub-function who reports to the lead agency of the respective ESF. In some cases the lead agency of the sub-function is the same as the lead agency for the ESF.

In an effort to pre-identify as many potential roles and capabilities as possible that both “lead” and “support” agencies can bring to each of the ESFs, the TEMA Planning Branch is tasked with maintaining and building listings of these potential roles and capabilities within the sixteen (16) ESF Annexes of the TEMP. The ESF Annexes of the TEMP can therefore be described as a general reference guide for “lead” ESF agencies to utilize when trying to find specific needed roles and capabilities that may be available across a network of pre-identified partnerships.

Each ESF Annex of the TEMP contains a chart listing that includes (1) name of the agency or organization, (2) brief description of the potential roles and capabilities that agency/organization could bring to support the ESF function, and (3) date of when the pre-identified roles/capabilities were last reviewed by the agency/organization.

While it is impossible to pre-identify every possible role and capability that a partner could potentially bring to the SEOC, the continual development of building new & existing partnerships and the periodic validation of potential partner roles & capabilities is one of the most worthwhile endeavors Emergency Managers can pursue.

**Figure 16** provides an overview chart of every partner agency and organization that currently has pre-identified roles and capabilities profiled in the sixteen (16) ESF Annexes of the TEMP. The “s” identifies if the entity is a “support” agency to a specific ESF and the “L” identifies if the entity is a “lead” agency to a specific ESF.

**Figure 16: Overview of Partner Roles to ESFs**

Partner Name	ESF-1	ESF-2	ESF-3	ESF-4	ESF-5	ESF-6	ESF-7	ESF-8	ESF-9	ESF-10	ESF-11	ESF-12	ESF-13	ESF-14	ESF-15	ESF-16
<b>TN Dept. of Agriculture</b>		S	S	S	S		S	S		S	L	S	S		S	L
Division of Food & Dairy					S			S		S	L					
Division of Forestry		S	S	S			S						S		S	
Division of State Veterinarian								S								L
Division of Weights & Measures												S				
All Divisions					S					S	S				S	
<b>TN Dept. of Children's Services</b>						S							S		S	
<b>TN Dept. of Commerce and Insurance</b>		S	S	L	S		S	S	S	S		S	S		S	
Emergency Communications Board		S														
Division of Code Enforcement			S		S							S	S		S	
Division of Consumer Affairs															S	
Division of Insurance															S	
Division of State Fire Marshal's Office				L			S	S	S	S			S			
Division of Regulatory Boards															S	
<b>TN Dept. of Correction</b>			S	S			S		S				S			
<b>TN Dept. of Economic and Community Development</b>					S										S	
<b>TN Dept. of Education</b>					S	S	S									
<b>TN Dept. of Environment and Conservation</b>		S	L		S		S	S	S	S		L	S		S	S
Division of Air Pollution Control			S													
Division of Radiological Health								S		S			S			
Division of Solid Waste Management			L		S										S	S
Division of State Parks		S	S		S		S		S				S			S
Division of Underground Storage Tanks			S													
Division of Water Resources			L		S			S							S	
Office of Energy Programs												L				
All Divisions										S						
<b>TN Dept. of Finance and Administration</b>		S					S								S	
Strategic Technology Solutions		S														
<b>TN Dept. of Financial Institutions</b>			S		S										S	
<b>TN Dept. of General Services</b>			S		S		L				S		S	S	S	
<b>TN Dept. of Health</b>		S	S		S	S	S	L	S	S	S		S		S	
Division of Emergency Medical Services		S					S	L	S				S			
Division of Health Care Facilities			S		S										S	
Division of Environmental Health						S					S					
Division of Community Health Services						S										
<b>TN Dept. of Human Resources</b>					S		S									

Partner Name	ESF-1	ESF-2	ESF-3	ESF-4	ESF-5	ESF-6	ESF-7	ESF-8	ESF-9	ESF-10	ESF-11	ESF-12	ESF-13	ESF-14	ESF-15	ESF-16
TN Dept. of Human Services					S	S		S			S				S	
TN Dept. of Intellectual & Developmental Disabilities					S	S	S	S								
TN Dept. of Labor & Workforce Development	S		S		S		S		S	S					S	
TN Dept. of Mental Health & Substance Abuse Services						S		S					S			S
TN Dept. of Military- National Guard	S	S	S	S	S	S	S	S	S		S	S	S			
TN Emergency Management Agency (TEMA)		L		S	L	L	S	S	L	L	S	S	S	S	L	S
TN Dept. of Revenue	S				S								S		S	
TN Dept. of Safety and Homeland Security	S	S	S		S		S	S	S	S		S	L	S		
TN Highway Patrol	S	S	S				S	S	S	S		S	L	S		
Office of Homeland Security			S		S								S			
TN Dept. of Tourist Development	S				S		S								S	
TN Dept. of Transportation	L	S	S		S		S		S	S		S	S	S	S	
TN Dept. of Treasury															S	
TN Dept. of Veteran Services					S	S									S	
TN Alcoholic Beverage Commission													S			
TN Attorney General's Office													S			
TN Board of Veterinary Medical Examiners																S
TN Bureau of Investigation								S					S			
TN Fusion Center													S			
TN Governor's Office					S							S	S		S	
TN Housing Development Agency															S	
TN Public Utility Commission												S			S	
TN Wildlife Resources Agency	S	S	S						S				S		S	S
University of Tennessee- Institute of Agriculture																S
University of Tennessee- Institute of Public Service															S	
Volunteer TN			S											L	S	
American Humane Association											S					S
American Red Cross					S	S		S			S		S			S
American Society for the Prevention of Cruelty to Animals																S
Animal Care and Control Association of TN																S
Civil Air Patrol	S		S		S				S					S		
TN Amateur Radio Emergency Service		S				S										
TN Association of Rescue Squads									S							
TN Development Districts															S	
TN Fire Chiefs Association				S					S	S						
Salvation Army						S										
Volunteer Organizations Active in Disasters (VOAD)														S	S	S
Cellular Carriers: AT&T, Century Link, Verizon		S														
Livestock Associations																S

Partner Name	ESF-1	ESF-2	ESF-3	ESF-4	ESF-5	ESF-6	ESF-7	ESF-8	ESF-9	ESF-10	ESF-11	ESF-12	ESF-13	ESF-14	ESF-15	ESF-16
National Weather Service		S														
TN Valley Authority		S			S					S		S	S			
U.S. Army Corps of Engineers		S	S										S			
U.S. Coast Guard		S			S				S	S			S			
U.S. Dept. of Agriculture- Animal/Plant Health Inspection																S
U.S. Dept. of Agriculture- Forest Service		S		S												
U.S. Dept. of Energy		S								S						
U.S. Dept. of Interior- National Park Service		S											S			
U.S. Environmental Protection Agency										S						
U.S. Postal Service						S										



# 7 – Plan Development and Maintenance

To promote an effective comprehensive emergency management plan in accordance with [T.C.A. § 58-2-106\(b\)\(1\)](#), a continuous update cycle is established in this section. This update cycle ensures the plan remains a living document that can grow and adapt to changing conditions.

Section 7 provides an overview of the maintenance, revision, and evaluation process the State of Tennessee utilizes for the TEMP and its associated annexes, procedures, and guidelines. **Figure 17** establishes an overview of the TEMP update schedule, **Figure 18** establishes an overview of the TEMP signature approvals needed to complete the update processes, and **Figure 19** identifies the key members of the Director’s senior review committee. These three figures will be expanded upon throughout the remainder of this section.

**Figure 17: TEMP Update Schedule**

TEMP Components	Maintenance	Revision	Evaluation
<b>Core Plan</b> (Base Plan & ESF Annexes)	Continuously with Annual Checks	At least once every 4 years	Annually
<b>Supplemental Annexes</b> (Functional, Hazard, Support, & Continuity)	Continuously with Annual Checks *	At least once every 5 years *	Annually *
<b>Procedures &amp; Guidelines</b>	Continuously with Annual Checks *	At least once every 5 years *	Annually *

*\* Unless stated otherwise within the actual document itself*

**Figure 18: TEMP Update Approvals**

TEMP Components	Maintenance	Revision
<b>Core Plan</b> (Base Plan & ESF Annexes)	<ol style="list-style-type: none"> <li>1. Planning Branch Administrator</li> <li>2. TEMA Assistant Director of Preparedness</li> <li>3. Director of TEMA</li> </ol>	<ol style="list-style-type: none"> <li>1. Planning Branch Administrator</li> <li>2. TEMA Assistant Director of Preparedness</li> <li>3. Director of TEMA</li> <li>4. Governor of TN</li> </ol>
<b>Supplemental Annexes</b> (Functional, Hazard, Support, & Continuity)	<ol style="list-style-type: none"> <li>1. Planning Branch Administrator</li> <li>2. Assistant Director(s) of TEMA *</li> </ol>	<ol style="list-style-type: none"> <li>1. Planning Branch Administrator</li> <li>2. Assistant Director(s) of TEMA</li> <li>3. Director of TEMA *</li> </ol>

TEMP Components	Maintenance	Revision
<b>Procedures &amp; Guidelines</b> (SOPs, SOGs, & Checklists)	1. Planning Branch Administrator 2. Assistant Director(s) of TEMA *	1. Planning Branch Administrator 2. Assistant Director(s) of TEMA *

\* Unless stated otherwise within the actual document itself

**Figure 19: Director’s Senior Review Committee**

Committee Members for Revision Process	
<ul style="list-style-type: none"> <li>• TEMA Chief of Staff</li> <li>• Assistant Directors of TEMA</li> <li>• Military Department Legal Counsel</li> </ul>	<ul style="list-style-type: none"> <li>• Embedded Emergency Service Coordinators (ESC)</li> <li>• TEMA Planning Branch Administrator</li> </ul>

### 7.1 Maintenance Process

The purpose of the TEMP’s maintenance process is to ensure all content is being kept current. This is done by conducting regular reviews of the TEMP and by making minor updates within the TEMP as necessary. While the TEMP’s revision process is designed to address major updates and stakeholder engagement efforts, the maintenance process is focused on addressing minor updates such as correcting grammatical errors, documenting newly developed capabilities, and updating partnership information profiled in the TEMP and associated annexes. Because of this lesser degree of efforts, the maintenance process requires less signature approvals than the revision process and the maintenance process doesn’t require changing the date on plan cover pages.

Minor updates are defined as organizational, procedural, or situational changes that constitute less than 20% of the total content needing updates within the reviewed TEMP document, or changes made within a specific document which in turn requires no more than one additional TEMP Annex needing to be updated. If during the maintenance process it is discovered that the necessary updates go beyond the definition of a minor update, then the TEMP revision process is to be followed. Additionally, if during the maintenance process it is determined that no updates are needed to be made within the reviewed TEMP document, then no additional actions are necessary.

#### TEMP Core Plan

The maintenance process for the TEMP Core Plan (*Base Plan and 16 ESF Annexes*) will consist of TEMA Planning Branch representatives reviewing the entire document annually to see if any minor updates are necessary. If portions of the TEMP Core Plan require minor updates then the TEMA Planning Branch will

make the necessary changes and will document those updates within the “Record of Changes” box at the beginning of the Base Plan. All minor updates are to be approved by the TEMA Planning Branch Administrator, the TEMA Assistant Director over the Preparedness Division, and by the Director of TEMA in that order. The updated plan will then be added to the Share Drive as the most current document to be referenced.

### **TEMP Supplemental Annexes, Procedures and Guidelines**

The maintenance process for TEMP Supplemental Annexes, Procedures and Guidelines will consist of the respective TEMA or ESC representatives, who have ownership of the document, conducting a complete review to see if any minor updates are needed within the document. This review should be conducted annually unless the process is stated otherwise within the actual document itself.

If portions of the document require minor updates then the respective TEMA or ESC representatives will make the necessary changes. Those updates should be documented within the “Record of Changes” box at the beginning of the annex or within the “Revision Date” box at the beginning of the procedure and guidance, only if those boxes are applicable to the specific document at hand. If those tracking boxes are not applicable to the document at hand then representatives should follow the processes described within the actual document.

All minor updates are to be approved by the TEMA Planning Branch Administrator and by the respective TEMA Assistant Director(s) whose areas of responsibilities most closely match the document’s topic matter at hand. The TEMA Planning Branch Administrator will determine what TEMA Assistant Director(s) will receive the document for review and eventually signature approval. All updated documents will then be added to the Share Drive as the most current document to be referenced.

## **7.2 Revision Process**

The purpose of the TEMP’s revision process is to offer an opportunity for numerous stakeholders to provide input to improve the content, organization, and strategic direction of the TEMP and its associated annexes. While the TEMP’s maintenance process is designed to address minor updates, the revision process is focused on engaging stakeholders and addressing major updates such as reorganizing the structure of the SEOC, creating new annexes to the TEMP, and rewriting major portions of the TEMP. Because of this increased degree of efforts, the revision process requires more signature approvals than the maintenance process and requires changing the date on the plan’s cover page.

If during the revision process participating stakeholders identify that the needed updates fit the classification of a minor update instead of a major update, or that no update in content is required at all, then the TEMP revision process is still to be followed with the appropriate signatures of approvals and the date change on the plan’s cover page.

## TEMP Core Plan

The revision process for the TEMP Core Plan (*Base Plan and 16 ESF Annexes*) will consist of TEMA Planning Branch representatives establishing meetings with stakeholders to review and gather input regarding needed updates or improvements to the TEMP. This revision process is to occur at least once every four (4) years and at a minimum should include stakeholder representation from each lead agency assigned to the Tennessee Emergency Support Functions (ESF) and from each TEMA Division.

If portions of the TEMP Core Plan require updates then the TEMA Planning Branch will make the necessary changes. The TEMA Planning Branch Administrator will notify the Director of TEMA that the plan update is ready to be reviewed by the Director's senior review committee. Members of the senior review committee, as identified in **Figure 19**, will collectively evaluate the updates made to the TEMP Core Plan and may provide additional recommendations to be completed.

Once the senior review committee's recommendations are addressed, the TEMA Planning Branch will document all updates made within the "Record of Changes" box at the beginning of the Base Plan and will change the effective month/year throughout the TEMP Core Plan. The plan will then be approved by the TEMA Planning Branch Administrator, the TEMA Assistant Director over the Preparedness Division, the Director of TEMA, and the Governor of Tennessee in that order. When submitting the TEMP for the Governor's signature, all Supplemental Annexes of the TEMP are to be included in the signature submittal packet.

Upon receiving the Governor's signature approval, the TEMP Core Plan will at a minimum be electronically distributed as a PDF to all Emergency Services Coordinators (ESC), TEMA employees, and county emergency management directors in Tennessee. The TEMA Planning Branch will be responsible for dispersing the plan and will track which entities received the plan in the "Record of TEMP Distribution" box at the beginning of the Base Plan. The updated plan will then be added to the Share Drive as the most current document to be referenced.

## TEMP Supplemental Annexes, Procedures and Guidelines

The revision process for TEMP Supplemental Annexes, Procedures and Guidelines will consist of the respective TEMA or ESC representatives, who have ownership of the document, establishing a meeting(s) with relevant stakeholders to review and gather input regarding needed updates or improvements to the document at hand. This review should be conducted at least once every five (5) years unless the process is stated otherwise within the actual document itself.

If portions of the document require updates then the respective TEMA or ESC representatives will make the necessary changes and will notify the TEMA Planning Branch Administrator when completed. The TEMA Planning Branch Administrator will notify the Director of TEMA that the document update is ready to be reviewed by the Director's senior review committee. Members of the senior review committee, as identified

in **Figure 19**, will collectively evaluate the updates made to the document(s) and may provide additional recommendations to be completed.

Once the senior review committee's recommendations are addressed, the respective TEMA or ESC representatives will update the month/year of the document to the current date and will list all updates made within the "Record of Changes" box at the beginning of the annex or within the "Revision Date" box at the beginning of the procedure and guidance, only if those boxes are applicable to the specific document at hand. If those tracking boxes are not applicable to the document at hand then representatives should follow the processes described within the actual document.

All updates are to be approved by the TEMA Planning Branch Administrator and by the respective TEMA Assistant Director(s) whose areas of responsibilities most closely match the document's topic matter at hand. The TEMA Planning Branch Administrator will determine what TEMA Assistant Director(s) will receive the document for review and eventually signature approval. Additionally if the document is a Supplemental Annex to the TEMP then the Director of TEMA will provide a final signature of approval

Upon receiving approvals, the document is to be electronically distributed to all involved stakeholders and then added to the Share Drive as the most current document to be referenced.

### **7.3 Evaluation Process**

The purpose of the TEMP's evaluation process is to ensure the State is incorporating external efforts into the plan updates. This is done primarily through identifying and incorporating lessons learned and corrective actions from exercises or real-world events that tested the plan, but can also be done by identifying and incorporating recognized best practices, completed initiatives, changing authorities/requirements, and new agreements.

The evaluation process begins by reviewing an evaluation source(s) to identify if any planning corrective actions can be derived that relate to the TEMP or associated annexes. This evaluation process can be conducted simultaneously with the TEMP's maintenance and revision process, or can be conducted separately, such as following a large scale disaster event or a major authority change, to ensure planning corrective actions are addressed in a timely manner.

For the TEMP Core Plan (Base Plan and 16 ESF Annexes), the evaluation process is to be conducted annually by TEMA Planning Branch representatives. For the TEMP Supplemental Annexes, Procedures and Guidelines, the evaluation process is to also be conducted annually, unless stated otherwise in the document itself, and is to be conducted by the respective TEMA or ESC representatives who have ownership of the document.

After identifying planning corrective actions from the evaluation source(s), the incorporation of the corrective actions should follow either the maintenance procedures outlined in section 7.1 or the revision procedures outlined in Section 7.2, based on whether the incorporation meets the definition of a minor update or major update to the document.

# ESF-1: Transportation Annex

## Lead Agency

TN Department of Transportation (TDOT)

## Support Agencies & Organizations

TN Department of Labor and Workforce Development

TN Department of Military - TN National Guard

TN Department of Revenue

TN Department of Safety and Homeland Security - TN Highway Patrol (THP)

TN Department of Tourist Development (TDTD)

TN Wildlife Resources Agency (TWRA)

Civil Air Patrol (CAP)

Federal Aviation Administration (FAA)

U.S. Coast Guard (USCG)

## OVERVIEW

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### Purpose

ESF-1: Transportation provides coordinated State support and resources needed to ensure the usability of transportation networks, infrastructure, and systems throughout Tennessee. Transportation networks supported by ESF-1 include roadways, railways, waterways, and air space.

### Scope

- Ensuring major routes and alternatives are open and available for use by incoming personnel, equipment and supplies. This may require coordinating debris clearance operations and repairing damaged transportation infrastructure.
- Ensuring traffic control devices are in place and easily understood by emergency responders moving into an area, diverting unauthorized civilian traffic from the disaster areas, and assisting victims who are voluntarily leaving the disaster areas. This includes coordinating activities with ESF- 13: Law Enforcement to provide staffed roadblocks and other control posts.
- Ensuring route conditions allow for the movement of all vehicles authorized to use a particular route. This may include salting roadways during icy conditions and conducting transportation infrastructure damage assessments.

- When safe to do so, waiving restrictions concerning weight, height, and width of vehicles, as well as provisions concerning the hauling of hazardous materials, explosives, and other sensitive materials needed in the affected areas on a case by case basis.
- Coordinating the use of vehicles carrying personnel and/or equipment to ensure maximum efficiency is utilized (i.e., vehicles are fully loaded, etc.), to prevent duplication of efforts and unnecessary trips.

### **Policies**

- It is recognized that the maintenance of transportation routes, both ingress and egress for emergency responders and relief workers is a critical task that must be performed. Maintenance of transportation routes is also required for supporting emergency responders with supplies and equipment, delivering lifesaving materials to the impacted population, and the need for providing safe evacuation routes. This requires the use of accurate intelligence and situational awareness regarding the status and availability of roads and bridges, as well as information about major accidents or other incidents that could create traffic delays or otherwise hinder the flow of emergency traffic.
- Maximum use of local resources should occur before assistance is requested from state transportation officials. Local Public Works officials are responsible for reconnaissance of locally maintained surface streets, roads and vital transportation public right of ways. Tennessee Department of Transportation (TDOT) crews are responsible for reconnaissance of state highways and state maintained roads and vital transportation public right of ways. Local area crews provide information to the TDOT Emergency Services Coordinator (ESC) concerning the viability of routes with counties during disasters. This information is shared with the Mission Coordination Center (MCC) who provides it the Regional Coordination Centers (RCC).
- In a disaster, the waiver of certain restrictions (i.e., concerning maximum permissible height of trucks, etc.) may be required to allow rescue and relief equipment into the disaster location. This is done through Governor's Executive Order at the request of ESF 1 in the SEOC.
- In a disaster where large numbers of personnel and/or amounts of equipment are moving into an impacted area, it is imperative that traffic management plans be developed to facilitate the orderly flow of people into and out of the disaster. It is important that the flow of unauthorized, non-emergency personnel and materials into the disaster scene be controlled.
- In a catastrophic disaster, the populace may need to have clear escape and evacuation routes identified. If this is required, ESF 1 should provide an evacuation plan delineating rapid egress routes including considerations for counter-flow of traffic on interstates or selected highways. Counter-flow is extremely complicated requiring a detailed and coordinated plan with law enforcement departments and agencies, determination of the length of the route, barriers, electrical markers or signs, fuel and rest stops, staffed roadblocks for on and off ramps, enforcement and emergency response to route incidents, and a detailed plan to manage the return to unrestricted public roads and other safety issues.

### **Situation and Assumptions**

- A catastrophic disaster will damage the transportation infrastructure of one or more communities. This will require the rerouting of traffic, both into and out of the area(s) and will necessitate the coordination of all traffic to ensure orderly flow that does not impede recovery efforts.

- After any disaster, curious onlookers will attempt to gain access to closed areas to see what has happened.
- State and mutual aid resources coming from other unaffected areas will need information concerning the status of transportation routes and the availability of alternate routes.
- Agencies at the state and unaffected local levels will provide resources that require transportation to enter into disaster area(s). It is essential that traffic moving into these areas be coordinated to ensure an orderly flow.
- The transportation infrastructure will sustain some type of damage during a disaster, especially a catastrophic event.
- Transportation requirements for critical rescue and recovery resources will necessitate coordination to prevent gridlocks and/or bottlenecks.
- Current information concerning the viability of major transportation routes will become available shortly after the onset of a disaster.
- There will be traffic problems entering and leave the disaster area(s).
- The Emergency Services Coordinators (ESC) at the State Emergency Operations Center (SEOC) and the Emergency Services Liaisons (ESL) at the Regional Coordination Center (RCC) will coordinate all transportation requirements through the ESF 1 Manager at the SEOC.

**ROLES & RESPONSIBILITIES**

Organization	Roles & Responsibilities	Last Update
<p style="text-align: center;"><b>TN Department of Transportation (TDOT)</b></p>	Manage the ESF 1 functions in the SEOC and the RCC when activated.	1/11/2018
	Coordinate the activities of TDOT with the other agencies that support the operation of ESF 1.	1/11/2018
	Maintain communications systems within TDOT.	1/11/2018
	Maintain TDOT vehicle fleet and equipment for use in transportation related missions (e.g. erecting traffic control devices, barricades, signage, etc.)	1/11/2018
	Begin collection of traffic information and forward to ESF 5 Information and Planning.	1/11/2018
	Receive information from local officials, TDOT field units, military and civilian reconnaissance teams, SEOC Mission Coordination Center, TEMA Regional Coordination Center, federal officials and others concerning the status of transportation infrastructure in the affected area(s).	1/11/2018
	Maintain the status of TDOT's roadways through TDOT Smartway transportation system.	1/11/2018



Organization	Roles & Responsibilities	Last Update
<p style="text-align: center;"><b>TN Department of Transportation (TDOT)</b></p>	When roadway capacity exceeds limits or bottlenecks develop, designate alternative routes.	1/11/2018
	Provide routing information upon request to all other ESFs.	1/11/2018
	Support the establishment of roadblocks/barricades on the State highway network at points where traffic needs to be diverted. Coordinate requirements for roadblocks with State and Local Law- ESF 13.	1/11/2018
	Upon request make recommendations concerning the movement of critical resources over various routes.	1/11/2018
	In coordination with TEMA and the Governor’s Office implement procedures to request a Governor’s Executive Order to suspend certain vehicle restrictions to expedite relief on a case by case basis.	1/11/2018
	Monitor fuel status of TDOT garages/fueling facilities to support fueling requests by TDOT responding forces and when possible for other life safety incident response equipment.	1/11/2018
	Provide advisory signs along major routes in unaffected areas of state to warn commuters of closed roadways and diverted traffic.	1/11/2018
	Provide information to TDOT operated rest areas concerning rerouting of traffic around affected areas for dissemination to travelers. Provide identical information to Department of Tourist Development (TDTD) ESC for dissemination through TDTD operated welcome areas.	1/11/2018
	Coordinate resource requirements with the Federal ESF 1 Transportation when necessary.	1/11/2018
	Coordinate transportation logistics requirements with ESF 7 Resource Support and other ESFs in the SEOC, local governments and private citizens.	1/11/2018
	Request and provide information to ESF 1 concerning status of railroad infrastructure in the affected areas.	1/11/2018
	Collect information concerning the viability of major routes designated for use in catastrophic disasters and develop a plan of action to open up routes that are blocked in a timely manner.	1/11/2018
	Deploy personnel and equipment to evaluate damaged bridges and roadways, and to take actions to restore them to a usable condition.	1/11/2018
	Assist local governments in opening damaged/blocked routes when possible.	1/11/2018
	Provide damage assessment/bridge inspections and assistance for railroads.	1/11/2018
Determine best routes for use by emergency personnel responding to affected areas. Provide primary and alternate route information (to the extent possible) to agencies requesting routing information.	1/11/2018	
<p><b>Civil Air Patrol (CAP)</b></p>	Provide transportation routes and damage information (reconnaissance), when tasked, to the ESF 1 Manager and to ESF 5 Information and Planning.	2/26/2018

Organization	Roles & Responsibilities	Last Update
<p><b>TN Department of Military - TN National Guard</b></p>	<p>Coordinate military transportation activities and requirements with the ESF 1 Manager during disaster operations.</p>	<p>2/23/2018</p>
	<p>Maintain transportation assets and provide the assets and operators to assist State and Local officials when properly requested. Coordinate current transportation capabilities and planning requirements with TEMA.</p>	<p>2/23/2018</p>
	<p>As requested conduct reconnaissance of selected transportation routes and provide data to the ESF 1 Manager.</p>	<p>2/23/2018</p>
	<p>Assist with traffic control activities as requested by ESF 13 Law Enforcement.</p>	<p>2/23/2018</p>
	<p>Assist with security of transportation routes and resources as requested by ESF 13 Law Enforcement.</p>	<p>2/23/2018</p>
<p><b>TN Department of Safety and Homeland Security - TN Highway Patrol (THP)</b></p>	<p>Manage ESF 13 Law Enforcement and coordinate all traffic routing with the ESF 1 Manager.</p>	<p>2/20/2018</p>
	<p>Provide routing information to commercial vehicles through weigh stations when requested.</p>	<p>2/20/2018</p>
	<p>Maintain Department of Safety Communications systems in order to provide communications support for transportation activities.</p>	<p>2/20/2018</p>
	<p>Provide information concerning road conditions to ESF 1 Manager.</p>	<p>2/20/2018</p>
	<p>Provide personnel for manning of roadblocks and other traffic enforcement activities as requested by ESF 1 Manager.</p>	<p>2/20/2018</p>
	<p>Provide security for critical roadways and transportation resources.</p>	<p>2/20/2018</p>
	<p>As ESF 1 mission tasking takes place THP may request assistance from the National Guard, EMAC, supporting TN agencies and Federal ESF 13 as appropriate.</p>	<p>2/20/2018</p>
	<p>Utilize weigh stations to redirect commercial traffic flow around affected areas if necessary.</p>	<p>2/20/2018</p>
	<p>Notify motor carriers of weight restrictions along movement routes and alternative routes.</p>	<p>2/20/2018</p>
	<p>In conjunction with many stakeholders implement procedures to request a Governor’s Executive Order to suspend certain vehicle restrictions to expedite relief on a case by case basis. (e.g. §390.23 Relief from regulations.)</p>	<p>2/20/2018</p>
<p>Assist with resource delivery into the affected area by escorting vehicles through security checkpoints.</p>	<p>2/20/2018</p>	
<p><b>TN Department of Revenue</b></p>	<p>In consultation with the Governor, assist in navigating tax issues relating to transportation. (International Fuel Tax Agreement / International Registration Plan registrations could be streamlined or potentially altered or waived and regulations regarding dyed fuel use restrictions could be temporarily altered or waived.)</p>	<p>4/3/2018</p>

Organization	Roles & Responsibilities	Last Update
<p><b>TN Wildlife Resources Agency (TWRA)</b></p>	<p>Provide coordination of marine traffic during emergency operations.</p>	<p>4/2/2018</p>
	<p>Assist with notifying marine traffic of any restrictions concerning the condition and/or permissible use of waterways in affected areas.</p>	<p>4/2/2018</p>
	<p>Monitor marine radio traffic for information concerning the status of waterways and marine transportation resources affected by emergency and provide to ESF 1 Manager.</p>	<p>4/2/2018</p>
	<p>Establish security checkpoints on state waterways and coordinate the delivery and escort of resources via marine traffic.</p>	<p>4/2/2018</p>
	<p>Establish barricades, as needed, on boat access areas.</p>	<p>4/2/2018</p>
	<p>Able to provide supplementary transport resources such as light fixed wing aircraft (aerial reconnaissance), vessels, boats, ATVs, support personnel, certified pilots and vessel operators.</p>	<p>4/2/2018</p>
<p><b>TN Department of Labor and Workforce Development</b></p>	<p>As necessary coordinate the establishment of Labor and Workforce Development offices that can be utilized as transportation staging areas.</p>	<p>02/22/2018</p>
<p><b>TN Department of Tourist Development (TDTD)</b></p>	<p>Identify potential lodging locations for emergency workers and volunteers as requested by the SEOC.</p>	<p>03/06/2018</p>
	<p>In the event of a disaster provide the following through TDTD Welcome Centers:                      -Routing information                      -Traffic restrictions                      - Any other disaster specific information to be disseminated</p>	<p>03/06/2018</p>
	<p>Utilize TDTD welcome centers to provide traveling emergency workers a site to receive resources.</p>	<p>03/06/2018</p>

## ESF-2: Communications Annex

### Lead Agency

TN Emergency Management Agency (TEMA)

### Support Agencies & Organizations

TN Department of Agriculture - Division of Forestry

TN Department of Commerce and Insurance - Emergency Communications Board

TN Department of Environment and Conservation - Division of State Parks

TN Department of Finance and Administration - Strategic Technology Solutions (STS)

TN Department of Health - Division of Emergency Medical Services

TN Department of Military - TN National Guard

TN Department of Safety and Homeland Security - TN Highway Patrol (THP)

TN Department of Transportation (TDOT)

TN Wildlife Resources Agency (TWRA)

TN Amateur Radio Emergency Service (TNARES)

Cellular Carriers: AT&T, Century Link, Verizon

National Weather Service (NWS)

TN Valley Authority (TVA)

U.S. Army Corps of Engineers (USACE)

U.S. Coast Guard (USCG)

U.S. Department of Agriculture - Forest Services

U.S. Department of Energy (DOE)

U.S. Department of Interior - National Park Service

## OVERVIEW

### Purpose

ESF-2: Communications provides coordinated State and private sector support needed to ensure the usability of communication, alert, and warning systems under emergency conditions. Communication networks supported by ESF-2 include radio, telecommunications, information technology networks, and other communication systems.

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**Scope**

- Provide disaster emergency communications, which consists of the technical means and modes required to provide and maintain operable and interoperable communications in an incident area.
- Support the temporary re-establishment of the basic public safety communications infrastructure.
- Coordinate State incident radio frequencies.
- Develop and maintains a communications common operating picture.

**Policies**

- Local governments will utilize existing radio and telecommunications systems for routine operations and, to the extent possible, for disaster operations.
- Local emergency management organizations may utilize one of TEMA's frequencies for routine or disaster communications with the SEOC and the RCCs.
- Private sector telecommunications providers will operate in accordance with the National Telecommunications Support Plan (NTSP) during disasters, or other procedures as mutually agreed to by TEMA and the provider.
- The Tennessee Emergency Management Agency (TEMA) is responsible for managing the warning functions connected with disasters that may affect the State of Tennessee. All warnings issued by any state agency concerning an impending disaster will be coordinated through TEMA.

**Situation and Assumptions**

- Communication is an absolute necessity during disaster situations, and this need expands in proportion to the extent of the disaster.
- Present state and local government communications systems are, for the most part, adequate for low-impact disasters. Catastrophic disasters, however, will tax current systems beyond their capabilities or will render them inoperable.
- Catastrophic disasters will damage, to some extent, the private sector communications infrastructure. This shall cause the surviving portions of the system to become overloaded.
- Some portion of the private sector communications system(s) will be damaged in a disaster. This damage will degrade local government's ability to make contact with needed emergency resources both in their local area and outside.
- State and local governments have the capability to conduct routine operations utilizing existing communications systems.
- The state will make its communications resources available to local governments if necessary during emergency operations.
- Private sector telecommunications providers will implement procedures to ensure minimization of damage from any expected emergencies.

- Damage to communications systems will prohibit the adequate flow of information to the SEOC and RCCs.
- Private sector telecommunications providers will have the capability of deploying mobile equipment to facilitate the restoration of disaster telecommunications capabilities.
- Key individuals may remain unaware of the extent of the disaster situation due to the degradation of state telecommunications systems.
- The ability to restore communications will determine, to a large extent, what types of disaster operations can take place in the affected areas.
- Private sector providers will make equipment available during a disaster to allow state and local emergency responders to adequately handle most situations.
- The need to warn the public and/or local governments of impending danger could arise at any time. To reduce the potential for loss of life and damage to property, adequate and timely warnings must be provided.
- A warning period may be available for most disaster situations.
- Mechanisms will be in place to deliver the warnings to the citizens and government officials within the state.

**ROLES & RESPONSIBILITIES**

Organization	Roles & Responsibilities	Last Update
<p style="text-align: center;"><b>TN Emergency Management Agency (TEMA)</b></p>	Develop and implement redundant emergency communications capabilities between and among the SEOC and RCCs, local governments and other critical information sources (e.g., FEMA, other states, etc.).	5/10/2018
	Monitor the improvements made to private sector telecommunications providers to ensure compatibility with disaster operations as currently practiced in the state.	5/10/2018
	Coordinate the allocation of all radio frequencies in the state.	5/10/2018
	Coordinate, develop, and implement the State Interoperability Communications Plan (SICP) jointly with the Statewide Interoperability Coordinator (SWIC).	5/10/2018
	Assess impact of disaster on TEMA and local EMA communications systems including radio, telephone, and data capabilities.	5/10/2018
	Collect information from other ESF 2 organizations and allied agencies and forward to ESF 5 Information and Planning.	5/10/2018
	Assess impact of disaster on state emergency services communications capabilities and initiate procedures with other ESF 2 organizations to correct any identified deficiencies as soon as possible.	5/10/2018

Organization	Roles & Responsibilities	Last Update
<p style="text-align: center;"><b>TN Emergency Management Agency (TEMA)</b></p>	<p>Assess impact of disaster on civilian communications capabilities and determine based on information provided by other ESF 2 organizations:</p> <ul style="list-style-type: none"> <li>I. Extent of damages</li> <li>II. Extent of outages</li> <li>III. Approximate length of time outages are expected to persist</li> <li>IV. Any special resources needs of the ESF 2 support organizations</li> </ul>	<p>5/10/2018</p>
	<p>Provide estimates to Direction and Control units and ESF 5 Information and Planning as to when local EMAs and other emergency organizations can expect to be brought back on-line.</p>	<p>5/10/2018</p>
	<p>Arrange for repairs to damaged TEMA communications equipment.</p>	<p>5/10/2018</p>
	<p>Initiate communications with FEMA Region IV and state emergency management organizations of the states surrounding Tennessee to coordinate operations and information.</p>	<p>5/10/2018</p>
	<p>Manage the Watch Point as the State’s 24 hour, 365 day a year notification center for emergency incidents, activities, and events within the State of Tennessee.</p>	<p>5/9/2018</p>
	<p>Receive notifications from stakeholders through the Watch Point and send notifications to relevant stakeholders via the Watch Point to initiate operational readiness, situational awareness, and emergency coordination actions needed to support incidents and events within Tennessee.</p>	<p>5/9/2018</p>
	<p>Provide overall coordination of the state warning system by activating Emergency Alert System (EAS) notifications over broadcast networks and Wireless Emergency Alerts (WEA) over mobile devices if necessary and appropriate.</p>	<p>5/11/2018</p>
	<p>Manage the use and development of Tennessee’s Digital National Warning System (DNAWAS) as a backup communications mechanism for establishing contact with local governments throughout Tennessee.</p>	<p>5/9/2018</p>
	<p>Coordinate the sounding of sirens within communities surrounding the State’s two nuclear power plants during the low probability event of an off-site radiological plume release.</p>	<p>5/9/2018</p>
	<p>Oversee and guide emergency communication response efforts of the all-volunteer SEOC Communications Support Unit.</p>	<p>5/10/2018</p>
	<p>Coordinate the deployment of Communications Units (COMU) and Communications Unit Leaders (COML) to areas needing communication support.</p>	<p>5/10/2018</p>
	<p>Manage the deployment of radio caches, patching gateways, interoperability boxes, and other radio equipment to areas needing communication support.</p>	<p>5/10/2018</p>

Organization	Roles & Responsibilities	Last Update
<p><b>TN Emergency Management Agency (TEMA)</b></p>	<p>Coordinate the deployment of TEMA’s Command Bus, Site-on-Wheels (SOW), tower trailers, and/or portable generator to support communication and incident coordination needs.</p>	<p>5/10/2018</p>
	<p>Monitor the Mission Coordination Center (MCC) Board in WebEOC to ensure communication resource requests are identified, vetted, evaluated, prioritized, and ultimately fulfilled.</p>	<p>5/10/2018</p>
	<p>Coordinate, write, and approve messages to be broadcasted over the Emergency Alert System (EAS) and Wireless Emergency Alerts (WEA).</p>	<p>5/11/2018</p>
	<p>Activate and transmit approved messages over the Emergency Alert System (EAS) and Wireless Emergency Alerts (WEA).</p>	<p>5/11/2018</p>
	<p>When possible coordinate with broadcasters and/or mobile phone carriers before and after transmitting emergency notifications to provide situational awareness on Emergency Alert System (EAS) and Wireless Emergency Alerts (WEA) messages from TEMA.</p>	<p>5/11/2018</p>
<p><b>NOAA - National Weather Service (NWS)</b></p>	<p>Receive, evaluate and disseminate to the SEOC forecasts, predictions, warnings, and other pertinent data regarding the possibility of adverse weather conditions including any upgrades or modifications issued by the NWS.</p>	<p>12/11/2017</p>
	<p>As directed by the situation or as requested by TEMA- Responsible for issuance of warnings to civilian population through the broadcast media, print media, NOAA Weather Radio Network, and EAS.</p>	<p>12/11/2017</p>
	<p>As requested, provide specialized weather briefings and/or provide meteorologists to the SEOC.</p>	<p>12/11/2017</p>
<p><b>TN Amateur Radio Emergency Service (TNARES)</b></p>	<p>Provide assistance to state and local governments to enhance communications capabilities.</p>	<p>Pre-2018</p>
	<p>Responsible for the development of local, regional and state plans that include provisions for the dissemination of warnings.</p>	<p>Pre-2018</p>
	<p>Provide communications capabilities linking local EOCs with National Weather Service offices when possible.</p>	<p>Pre-2018</p>
<p><b>TN Department of Environment &amp; Conservation - State Parks</b></p>	<p>Responsible for providing communications support during disaster operations (e.g., utilized especially for staging area operations).</p>	<p>1/5/2018</p>
	<p>Support radio communications systems for in-house use by its department and for use by the Department of Agriculture – Division of Forestry, TEMA, and other public safety entities.</p>	<p>1/5/2018</p>
	<p>Disseminate warnings and messages to visitors and personnel of state parks if possible.</p>	<p>1/5/2018</p>
	<p>As needed and able deploy State Park mobile command trailer with satellite communications.</p>	<p>1/5/2018</p>
<p><b>TN Department of Military -</b></p>	<p>Develop and maintain military communications capabilities, both internal and for communication with the National Guard Bureau (NGB), and Northern Command (NORTHCOM).</p>	<p>2/23/2018</p>



Organization	Roles & Responsibilities	Last Update
<p><b>TN National Guard</b></p>	<p>Allow Local, State, and Federal Emergency Coordination agencies, as necessary, to utilize communications systems, equipment, and personnel to convey emergency information.</p>	<p>2/23/2018</p>
	<p>Disseminate warnings to National Guard units.</p>	<p>2/23/2018</p>
<p><b>TN Department of Safety &amp; Homeland Security - TN Highway Patrol (THP)</b></p>	<p>Develop and maintain radio communications systems for agency use.</p>	<p>2/20/2018</p>
	<p>Make communications systems available to ESF 2 in disasters.</p>	<p>2/20/2018</p>
	<p>Ensure that the Department of Safety ESC with ESF 13 Law Enforcement has access to communications systems information and equipment.</p>	<p>2/20/2018</p>
	<p>Coordinate tower space availability with ESF 2.</p>	<p>2/20/2018</p>
	<p>Utilize communications systems to pass along information from field units to DOC ESCs in the SEOC and ESLs in the RCCs as requested.</p>	<p>2/20/2018</p>
	<p>Allow TEMA and other agencies as necessary to utilize communications systems, equipment, and personnel to convey emergency information.</p>	<p>2/20/2018</p>
	<p>Utilize TN Advanced Communications Network (TACN) and mutual aid frequencies to obtain information from and disseminate information to local law enforcement agencies.</p>	<p>2/20/2018</p>
	<p>As necessary provide TACN representative to the SEOC.</p>	<p>2/20/2018</p>
<p>Disseminate warnings over TN Advanced Communications Network (TACN) if possible.</p>	<p>2/20/2018</p>	
<p><b>TN Department of Transportation (TDOT)</b></p>	<p>Develop and maintain radio communications systems for agency use.</p>	<p>1/11/2018</p>
	<p>Make communications systems available to ESF 2 in disasters.</p>	<p>1/11/2018</p>
	<p>Allow TEMA and other agencies as necessary to utilize TDOT communications systems, equipment, tower sites, and personnel to convey emergency information.</p>	<p>1/11/2018</p>
<p><b>TN Department of Agriculture - Forestry</b></p>	<p>Seek approval to use and install communications frequencies for local areas in which field units operate.</p>	<p>4/5/2018</p>
	<p>Develop and maintain radio communications systems for TDF, Emergency Service Coordinators, and ESF 2 and 4 Managers.</p>	<p>4/5/2018</p>
	<p>Utilize TDF communications systems to pass along information from field units to TDF ESC in the SEOC and ESLs in the RCCs as requested.</p>	<p>4/5/2018</p>
	<p>Utilize TDF capabilities to communicate with local fire service and emergency management organizations to obtain and disseminate information.</p>	<p>4/5/2018</p>
	<p>Disseminate warnings received over radio systems and other mechanisms available to field personnel and other Local, State, and Federal partners.</p>	<p>4/5/2018</p>
	<p>Disseminate warnings to people on lands managed by the Tennessee Department of Forestry.</p>	<p>4/5/2018</p>

Organization	Roles & Responsibilities	Last Update
<p><b>TN Department of Finance and Administration - Strategic Technology Solutions (STS)</b></p>	<p>Assess impact of disaster to all STS provided services (starting with the most critical), remedy any and all impacted services, and continue to provide STS services prior, during, and post emergency operations to support State Government operations. The catalog of services for consolidated agencies include Workstation support, Mobility Services, Video, Web &amp; Application Services, Infrastructure Services, Email, Phone and Chat Services, Document Sharing, Storage &amp; Collaboration Services, Data Center Services, and Database &amp; Business Intelligence Services.</p>	<p>2/27/2018</p>
	<p>Provide priority IT services support to ESF-2 Manager, State Emergency Operation Center, Joint Field Office, Joint Information Center and Regional Coordination Centers.</p>	<p>2/27/2018</p>
<p><b>TN Department of Health- Emergency Medical Services</b></p>	<p>Coordinate the statewide use of the EMS radio systems.</p>	<p>1/18/2018</p>
	<p>When manageable and available communicate to ESF 2 that there are 3 mobile command platforms owned by the Department of Health that may be utilized in State Resource Pool.</p>	<p>1/18/2018</p>
	<p>Ensure that the EMS ESC ESF 8 Health has access to communications systems information and equipment.</p>	<p>1/18/2018</p>
	<p>Coordinate the use of the EMS frequencies across the state (e.g., designate control points, traffic routing, etc.)</p>	<p>1/18/2018</p>
	<p>Disseminate warnings received over radio system and other mechanisms available for such activities to field personnel. (e.g. Healthcare Resource Tracking System, TN Health Alert Network, etc.)</p>	<p>1/18/2018</p>
<p><b>TN Department of Commerce &amp; Insurance - TN Emergency Communications Board (E911)</b></p>	<p>Coordinate with TEMA and local governments to provide Emergency 911 Communications to impacted areas during disasters.</p>	<p>12/19/2017</p>
	<p>Coordinate with district 911 centers to provide emergency alerts to the public.</p>	<p>12/19/2017</p>
	<p>Work with TEMA GIS to leverage existing GIS data and situational mapping. Also share IT resources including both hardware and software.(e.g. ECATS, Multi Language interpretation service capability )</p>	<p>12/19/2017</p>
	<p>As available, provide immediate repair funding to 911 Centers that become inoperable in the event of disaster.</p>	<p>12/19/2017</p>
<p><b>TN Valley Authority (TVA)</b></p>	<p>Make communications systems available to ESF 2 in disasters.</p>	<p>Pre-2018</p>
	<p>Utilize TVA communications backbone systems for voice and data to pass along information from field units and operating sites to the TVA ESCs in the SEOC.</p>	<p>Pre-2018</p>
	<p>Provide communications support to local and state government as deemed necessary.</p>	<p>Pre-2018</p>
	<p>Provide for the warning of users of TVA recreational facilities about impending disasters when possible.</p>	<p>Pre-2018</p>

Organization	Roles & Responsibilities	Last Update
<p><b>TN Valley Authority (TVA)</b></p>	Responsible for development of warning systems associated with TVA-operated nuclear power plants.	Pre-2018
	Responsible for the transmittal of warnings regarding the status of TVA-operated dams and power production facilities to state agencies when possible.	Pre-2018
	Activate (or cause to be activated) warning systems associated with TVA-operated nuclear power plants.	Pre-2018
	Keep TEMA advised of changes in conditions and the potential for revision, continuance or upgrade of warnings issued as a result of events at TVA facilities.	Pre-2018
<p><b>TN Wildlife Resources Agency (TWRA)</b></p>	Develop and maintain radio communications systems for TWRA, Emergency Service Coordinators, and ESF 2 Manager.	4/2/2018
	Utilize TWRA communications systems to pass along information from field units and operating sites to the TVA ESCs in the SEOC and the ESLs in the RCC as requested.	4/2/2018
	Utilize TWRA capabilities to communicate with local officials to obtain and disseminate information.	4/2/2018
	Disseminate warnings to users of TWRA facilities and waterways as possible.	4/2/2018
	Able to provide Radio Technicians to supplement ESF 2 communication's personnel needs.	4/2/2018
<p><b>U.S Department of Energy (DOE)</b></p>	Responsible for the development of warning systems associated with the DOE facilities in and around Oak Ridge.	Pre-2018
	Activate (or cause to be activated) systems for dissemination of warnings concerning DOE facilities to the general public.	Pre-2018
	Keep TEMA advised of changes in conditions and the potential for revision, continuance or upgrade of warnings issued as a result of events at DOE facilities.	Pre-2018
	Coordinate with Emergency/Disaster Amateur Radio Services as necessary.	Pre-2018
	Disseminate warnings in accordance with state and regional Emergency Amateur Radio Services plans.	Pre-2018
	Relay information from field personnel concerning disaster situation to NWS or other warning-issuing agency.	Pre-2018
<p><b>U.S. Coast Guard</b></p>	Responsible for issuance of warnings to marine traffic concerning the development of disaster situations.	Pre-2018
	Disseminate warnings over marine radio emergency channel(s).	Pre-2018
<p><b>U.S. Department of Interior - National Park Service</b></p>	Disseminate warnings to users of National Park Service facilities in Tennessee.	Pre-2018

Organization	Roles & Responsibilities	Last Update
<p><b>U.S. Army Corps of Engineers (USACE)</b></p>	Responsible for the issuance of warnings to users of USACE recreational facilities.	Pre-2018
	Responsible for the transmittal of warnings regarding the status of Corps-operated dams.	Pre-2018
	Disseminate warnings to users of USACE facilities.	Pre-2018
<p><b>U.S. Department of Agriculture - Forest Service</b></p>	Responsible for the issuance of warnings to users of U.S. Forest Service recreation areas within the State of Tennessee.	Pre-2018
<p><b>Cellular Carriers: AT&amp;T, Century Link, Verizon</b></p>	Develop and maintain communications systems within the State of Tennessee.	Pre-2018
	Develop redundancies, plans and procedures to ensure minimal down time as a result of emergencies and disasters.	Pre-2018
	Assess impact disaster on telecommunications systems and initiate repairs to critical facilities and infrastructure.	Pre-2018
	Initiate immediate actions to restore communications capabilities to state and local government emergency agencies.	Pre-2018
	Utilize mobile switching equipment to effect temporary restoration of telephone and data transmission capabilities.	Pre-2018
	Coordinate activities with FEMA Region IV Mobile Emergency Response Support (MERS) Unit and other similar activities.	Pre-2018
	Provide information to ESF 2 Manager, OIR and ESF 5 Information and Planning Concerning extent of outages and projected repair time frames.	Pre-2018
	Provide cellular equipment for use by emergency field personnel in areas where cellular capabilities exist or have been restored.	Pre-2018

## ESF-3: Infrastructure, Public Works & Engineering Annex

### Lead Agency

TN Department of Environment and Conservation (TDEC)

### Sub-Function Lead Agencies

Water Infrastructure- TN Department of Environment & Conservation - Division of Water Resources

Wastewater Infrastructure- TN Department of Environment & Conservation - Division of Water Resources

Dam Infrastructure- TN Department of Environment & Conservation - Division of Water Resources

Debris Management- TN Department of Environment & Conservation - Division of Solid Waste Management

Route Clearance- TN Department of Transportation (TDOT)

Building Inspection & Condemnation- TN Department of Commerce & Insurance - Division of Code Enforcement

### Support Agencies & Organizations

TN Department of Agriculture - Division of Forestry

TN Department of Commerce and Insurance - Division of Code Enforcement

TN Department of Correction

TN Department of Financial Institutions

TN Department of General Services

TN Department of Health - Division of Health Care Facilities

TN Department of Labor and Workforce Development

TN Department of Military - TN National Guard

TN Department of Safety and Homeland Security - TN Highway Patrol (THP)

TN Department of Safety and Homeland Security - Office of Homeland Security

TN Department of Transportation (TDOT)

TN Wildlife Resources Agency (TWRA)

Volunteer TN

Civil Air Patrol (CAP)

U.S. Army Corps of Engineers (USACE)

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## OVERVIEW

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### Purpose

ESF-3: Infrastructure, Public Works & Engineering provides coordinated State support needed to assess and restore vital infrastructure systems. ESF-3 is also the lead State Emergency Operations Center (SEOC) entity for debris management operations.

Critical infrastructure and key resources supported by ESF-3 include water infrastructure, wastewater/sewage infrastructure, and dam infrastructure. Public works and engineering operations supported by ESF-3 include debris management operations, route clearance operations, and building inspection and condemnation operations. Please see ESF-1: Transportation for identified transportation infrastructure roles and ESF-12: Energy for energy/utility infrastructure roles.

### Scope

- ESF-3 provides technical assistance in inspecting and supporting the restoration of damaged water and wastewater systems and infrastructure.
- ESF-3 provides assistance to local governments in coordinating debris management activities, interpreting environmental requirements for debris operations, and, when possible, assisting with debris removal efforts.
- ESF-3 provides the capability of determining route conditions based on ground and aerial observations, and coordinates the removal of debris from roadways and airfields to open them up for use by responding personnel.
- ESF-3 provides assistance to local governments in conducting inspections of building and structures damaged by an emergency event.

### Policies

- The restoration of potable water supplies and sanitary wastewater capabilities is of prime importance following a disaster; the health and safety of both the victim population and the emergency responders must be ensured.
- Debris removal is necessary in affected areas to prevent the development and spread of vector-based epidemiological agents and general sanitation problems.
- Current landfill capacity will be utilized to the maximum extent practical until such time as it is determined that the site's capacity may be exceeded if such use is continued.
- Normal permitting practices may be waived if necessary to allow for the disposal of building debris, downed vegetation, and similar materials.
- All disposal activities will be conducted with health concerns being the foremost consideration.
- The Tennessee Department of Transportation (TDOT) is responsible for maintaining the state's roadways in a navigable condition. This function is an extension for their normal, day-to-day operational capabilities.

- Local public works organizations are responsible for maintaining the viability of county and city-owned roadways. All local resources will be exhausted prior to local jurisdictions' requesting assistance from the state.
- The inspection, condemnation, and demolition of buildings damaged by a disaster are the responsibility of local officials. The state's function is generally that of technical advisor and/or trainer except to ensure public safety when the capabilities of local officials have been exceeded.

### **Situation and Assumptions**

- Disasters of any magnitude may reduce or eliminate a community's ability to supply potable water to its citizens.
- Many disasters (especial earthquakes) can damage the sanitary sewer system in a community, to include either the pipe grid or the treatment facilities or both.
- The lack of potable water and a sanitary sewer system, where one existed before, poses severe health concerns for the affected community.
- Water supply systems are necessary to ensure adequate fire protection capabilities.
- Dam classified as "high hazard" are of greatest concern within the State of Tennessee.
- Disasters will generate some refuse or debris that will have to be disposed of.
- Many disasters will generate quantities of debris that will exceed or significantly reduce current landfill capabilities and will, therefore, require alternate disposal measures.
- Permitting requirements associated with normal landfill use will be waived if necessary to allow for the disposal of non-hazardous debris resulting from the disaster.
- Allowing debris to accumulate for long periods of time can lead to the development and spread of diseases, and to the propagation of vermin and insects.
- The removal of debris from roadways and airfields is of paramount importance in a disaster. Failure to open these routes means that help cannot arrive for victims.
- Disasters of every type may necessitate debris removal from roadways and/or airfields.
- Local public works crews will be responsible for debris removal from county-owned roads and bridges. State crews will be responsible for state-owned roads and will, after local resources are exhausted, assist local officials with debris removal activities.
- Most disasters involve the need to assess property damage and determine the extent. Structures that are damaged must be inspected and either certified for continued use or demolished to ensure that the public is safe from injury or death due to weakening of the structure.
- The responsibility for providing damage assessment and inspection of buildings and facilities damaged by disasters lies with the local government. Local governments have some capability to perform building inspections. State teams may be formed or Emergency Management Assistance Compact (EMAC) support may be provided when local government capability has been exceeded.

- During earthquakes, aftershocks, and the effects of secondary hazards may necessitate extended reevaluation of inspected structures.
- Local governments will maximize their use of local building and codes inspectors before requesting assistance from the state.

**ROLES & RESPONSIBILITIES**

Organization	Roles & Responsibilities	Last Update
<p><b>TN Department of Environment &amp; Conservation - Division of Water Resources</b></p>	Responsible for assessing impact of selected disposal processes on local watersheds and making recommendations concerning the approval of selected sites.	1/5/2018
	Participate in selection processes with DEC Solid Waste Management and other state and local officials with regards to selection of sites for disposal of disaster-generated debris.	1/5/2018
	Monitor selected sites for evidence of leachate discharge into local watershed and/or groundwater systems and recommend corrective actions if necessary to alleviate problems generated by such discharges.	1/5/2018
	Notify the SEOC of any identified areas with water quality or water shortage issues that may require supplemental potable water.	1/5/2018
	Safe Dams Program provides TEMA with a GIS layer of state regulated dams and non-regulated Farm Ponds which includes hazard category designations.	3/2/2018
	Safe Dams Program provides technical assistance to local communities and responders during emergencies such as: - Identify level of downstream hazard - Evaluate extent and cause of the problem - Suggest safest and most practical means of alleviating the problem	3/2/2018
	Safe Dams Program will notify SEOC leadership and State Watch point if any type of Dam would require an emergency declaration or activation of the TEMP. Safe Dams Program will also provide technical assistance to TEMA for information needed to request a Governor's Emergency Declaration if ever needed.	3/2/2018
<p><b>TDEC - Division of Solid Waste Management</b></p>	Responsible for making recommendations or providing approvals for sites for debris disposal in accordance with written policies.	1/5/2018
	Make arrangements for waiving permitting processes for emergency disposal of disaster-generated debris.	1/5/2018



Organization	Roles & Responsibilities	Last Update
<b>TN Department of Environment &amp; Conservation - Division of Solid Waste Management</b>	Monitor disposal activities to ensure compliance with state and federal environmental regulations to the extent necessary.	1/5/2018
	Review and approve locally identified disposal processes and sites to ensure compliance with regulations.	1/5/2018
	Meet with local public works and environmental officials, DEC Water Resources officials and state and local health officials to make determinations regarding: -Status and viability of current permitted landfills. -Selection of potential debris disposal sites. -Procedures for segregating waste in temporary storage, staging areas. -Necessary application processes required for potential disposal sites. -Potential effects of selected sites on local groundwater, sanitation, and health systems.	1/5/2018
	When necessary coordinate activities with federal EPA officials.	1/5/2018
<b>TN Department of Environment &amp; Conservation - Division of Air Pollution Control</b>	Deploy personnel and equipment to affected areas as necessary to monitor conditions with respect to the burning of debris accumulations.	3/2/2018
	Participate in meeting with DEC Solid Waste Management officials and other state and local environmental and health officials dealing with the selection of disposal sites and their potential effects on the local health situation.	3/2/2018
	As needed and requested by U.S. Public Health Service Officials and EPA coordinate with applicable Federal government agency.	3/2/2018
	Make recommendations to local officials concerning prioritization of disposal/burning activities with regard to potential health effects surrounding accumulations of disaster-generated debris.	3/2/2018
<b>TN Department of Environment &amp; Conservation - Division of State Parks</b>	As available and requested by TDOT, provide manpower and equipment to assist with route clearance operations.	1/5/2018
	Task field units to provide information to TDOT ESC concerning the status of roads and bridges.	1/5/2018
<b>TN Department of Environment &amp; Conservation - Division of Underground Storage Tanks</b>	Assist regulated party and local officials concerning the disposal/assessment of damaged/unearthed petroleum underground storage tanks.	2/13/2019
	Work with regulated parties to expedite requirements for installation of USTs.	2/13/2019
	When necessary coordinate activities with federal EPA officials.	1/5/2018
	Make arrangements to use temporary enforcement discretion for certain regulatory requirements if related to a natural disaster (i.e. petroleum shortage at refineries that limits the ability to properly perform release detection)	2/13/2019
<b>TN Department of Transportation</b>	Provide logistical support for critical demolition operations as available.	1/11/2018
	Deploy TDOT units to areas in need of emergency clearance debris removal or	1/11/2018

Organization	Roles & Responsibilities	Last Update
<b>(TDOT)</b>	road restoration operations. Request Military or Forestry units for assistance when necessary. Coordinate the emergency clearance of debris with federal, state and local environmental and public works officials.	
	Maintain information where TDOT has provided emergency debris clearance and as requested provide this information.	1/11/2018
<b>TN Department of Commerce &amp; Insurance - Division of Code Enforcement</b>	Provide training programs to state and local officials in performing inspections of buildings and structures damaged by disasters in cooperation with TEMA.	12/19/2017
	Develop electrical, building, occupancy, fire and other codes for use within the State of Tennessee.	12/19/2017
	Determine extent of disaster and the potential for building/structural damage with TEMA.	12/19/2017
	Notify personnel of possible need for deployment to affected area(s) and deploy personnel as dictated by the situation.	12/19/2017
	Make arrangements for dissemination of standardized forms, guides, etc. (e.g. standard inspection reports and guides for local codes.)	12/19/2017
	Refer technical questions to appropriate DC&I staff or other agencies.	12/19/2017
	Provide damage assessment information to ESF 5 Information and Planning.	12/19/2017
	Determine need for outside contractor assistance and begin call-up of needed groups. Coordinate with General Services ESC, ESF 7 Resource Support.	12/19/2017
	Respond to local official's requests for inspection assistance and provide technical support concerning demolition activities.	12/19/2017
<b>TN Department of Safety &amp; Homeland Security - Office of Homeland Security</b>	Enhance Tennessee's critical infrastructure security through the TN Department of Safety and Homeland Security's Critical Infrastructure Protection Program.	2/21/2018
<b>Civil Air Patrol (CAP)</b>	Provide aerial reconnaissance and photography of State critical infrastructure to provide current information to the ESF 3 Manager concerning the status of critical infrastructure.	2/26/2018
<b>TN Department of Military - TN National Guard</b>	Provide building damage assessments of military-owned structures within the limits of capabilities.	2/23/2018
	Inspect military-owned facilities and make arrangements for rehabilitation or demolition and replacement of same.	2/23/2018
	Provide manpower and equipment to assist with emergency debris clearance operations at airstrips and on selected roadways within the state.	2/23/2018

Organization	Roles & Responsibilities	Last Update
	Perform aerial and ground reconnaissance of selected transportation routes as requested by the SEOC and provide data back to requestor.	2/23/2018
	Responsible for providing personnel and equipment to deliver potable water to residents in the areas affected by the disaster. This may include state-owned resources or the coordination with federal resources.	2/23/2018
<b>TN Department of Safety &amp; Homeland Security - TN Highway Patrol (THP)</b>	Assist with the identification of damaged/blocked routes/structures.	2/20/2018
	Task field units to provide information to THP ESC concerning the status of roads and bridges.	2/20/2018
	Deploy personnel to assist with traffic control functions as requested by TDOT officials.	2/20/2018
	Utilize THP aviation to conduct damage assessment on radio towers, state prisons and roadways.	2/20/2018
<b>TN Department of Agriculture - Division of Forestry</b>	Task field units to identify blocked/damaged roads and bridges and provide to TDOT Emergency Service Coordinator.	4/5/2018
	Provide manpower and equipment to assist Tennessee Department of Transportation with emergency route clearance operations.	4/5/2018
	Perform debris removal operations in off-road areas where necessary or where requested by TDOT officials.	4/5/2018
<b>TN Department of Correction</b>	Provide minimum-security prisoners, within their current program capabilities, to assist with emergency protective measures. (e.g. emergency debris clearance for public roads or assistance with sandbagging)	2/28/2018
<b>TN Department of Financial Institutions</b>	TDFI Emergency Service Coordinator will establish communications with the financial institutions affected by disaster and facilitate needs where appropriate. (Needs e.g. physical security, debris removal, power)	2/28/2018
<b>TN Department of General Services</b>	Contract to provide building inspections and condemnation determination services for state owned or leased property.	1/30/2018
<b>TN Department of Health</b>	Coordinate activities with the Department of Environment and Conservation with respect to recommendations concerning potential health consequences associated with continued operation of partially damaged systems.	1/18/2018
	Develop and issue press releases through the Public Information Officer in the SEOC advising the public of proper protective actions to be taken with regard to using water drawn from damaged delivery systems in affected areas.	1/18/2018
	Provide information concerning the health situations in affected areas to ESF 5 Information and Planning.	1/18/2018
<b>TN Department of Health - Health Care</b>	Provide inspections of health facilities (state and local) within the limits of agency capabilities.	1/18/2018
	Assist local officials with the inspection of health care facilities and provide technical advice with respect to rehabilitation or demolition and replacement.	1/18/2018

Organization	Roles & Responsibilities	Last Update
<b>Facilities</b>	Provide damage assessment information to ESF 5 Information and Planning. (e.g. Impacts to state and local health care facilities)	1/18/2018
<b>TN Department of Labor and Workforce Development</b>	Workplace Regulations and Compliance can conduct inspections of boilers and elevators in the affected area(s) and make determinations as to whether or not they may be operated at each site given the effects of the emergency.	2/22/2018
	Able to assemble a TOSHA Inspector Strike Team whom can ensure safety standards are being met during debris removal and re-building operations.	2/20/2018
<b>TN Wildlife Resources Agency (TWRA)</b>	When possible, able to provide water pumping capabilities in support of emergency protective measures.	4/2/2018
<b>U.S. Army Corps of Engineers (USACE)</b>	Respond to requests from TDOT officials for assistance with bridge inspections, debris removal operations, and other activities as necessary to support emergency operations, when requested through the proper channels.	Pre-2018
	Provide assistance to the state with respect to debris removal operations when requested through the proper channels.	Pre-2018
<b>Volunteer TN</b>	Notify and task the supporting organizations to coordinate volunteers to aid in debris removal as directed by the SEOC.	2/27/2018

## ESF-4: Firefighting Annex

### Lead Agency

TN Department of Commerce and Insurance - State Fire Marshal's Office

### Support Agencies & Organizations

TN Department of Agriculture - Division of Forestry

TN Department of Correction

TN Department of Military - TN National Guard

TN Emergency Management Agency (TEMA)

TN Fire Chiefs Association (TFCA)

U.S. Department of Agriculture - Forest Services

## OVERVIEW

### Purpose

ESF-4: Firefighting provides coordinated State support to local government firefighting efforts through mutual aid, coordination, and response. Support activities can include detecting, controlling, and/or suppressing urban, rural, and wildland fires.

### Policies

- Fire departments will employ the Incident Command System (ICS) at the scene of emergencies. The management and coordination of the response, including personnel, equipment, operating procedures, and communications will take place through the ICS.
- Local mutual aid resources will be exhausted before requesting assistance from state resources.
- Large quantities of fire and rescue resources needed in a large fire, disaster, or major emergency may be coordinated as described in the Tennessee Fire Service Emergency Response System Plan.
- All firefighting mutual aid efforts will be conducted in accordance with Tennessee laws; [T.C.A. § 58-8-101 et seq](#) (Intrastate Mutual Aid Law for Local Government-to-Local Government support), [T.C.A. § 58-2-401 et seq](#) (Interstate Mutual Aid Law for State Government-to-State Government support), and [T.C.A. § 11-4-501 et seq](#) (Interstate Mutual Aid Law for Forest Fire Resources)

**Situation and Assumptions**

- Fire prevention and control operations are handled routinely on a day-to-day basis by local fire departments and other organizations. The vast majority of the problems they will face during disasters simply require an expansion of their normal operations.
- In many cases in Tennessee, the local fire service organization is also responsible for providing rescue and/or emergency medical services. This may create additional problems in that the demands brought about as a result of these responsibilities may further reduce the local capabilities to handle large fires or multiple fire incidents.
- Much of Tennessee’s fire network is made up of volunteer firefighters
- Water delivery systems may be damaged or inoperable in affected areas, resulting in reduced or nonexistent water pressure for firefighting operations. Additionally, equipment compatibility problems between incoming assistance and those resources in the affected areas may present coordination problems.
- Access to affected area may be impeded by damaged roadways and/or bridges.
- Fires will occur, due to human-caused and natural events, throughout the State of Tennessee on a daily basis.
- Local communities across the State of Tennessee will continue to improve their level of firefighting capability and will, upon request by the state, provide resources for use in affected areas.
- The Department of Agriculture, Division of Forestry, can provide wildland fire suppression services to rural counties across the state.

**ROLES & RESPONSIBILITIES**

Organization	Roles & Responsibilities	Last Update
<p style="text-align: center;"><b>TN Department of Commerce &amp; Insurance - State Fire Marshal's Office</b></p>	Manage the ESF 4 functions in the SEOC and the RCCs when activated.	12/19/2017
	Coordinate the activities of the Department of Commerce and Insurance with those of the support agencies tasked to ESF 4.	12/19/2017
	Begin collection of essential elements of information (EEI) and forward data to ESF 5 Information and Planning.	12/19/2017
	Receive requests for assistance from ESLs at RCC and/or local EOCs and activate systems to track requests for assistance and resources provided by ESF 4 to meet those requests.	12/19/2017
	In conjunction with TN Fire Chiefs Association manage firefighting resources at the intrastate and interstate level	12/19/2017
	Identify appropriate staging area, resources and coordinate those resources through the Division of Fire Prevention.	12/19/2017

Organization	Roles & Responsibilities	Last Update
<p><b>TN Department of Commerce &amp; Insurance - State Fire Marshal's Office</b></p>	<p>If necessary, begin movement of resources to staging areas or into affected areas. Coordinate this movement with all entities beginning with the following: I. Staging District Coordinator at ESF 7 Resource Support II. ESF 1 Transportation III. ESF 13 Law Enforcement for security, traffic control, etc.</p>	<p>12/19/2017</p>
	<p>Coordinate activities of the ESF 4 with all entities beginning with: I. ESF 9 Search and Rescue II. ESF 10 Environmental Response III. ESF 8 Health and Medical Services</p>	<p>12/19/2017</p>
	<p>Request assistance from other ESFs as necessary to meet the needs imposed upon ESF 4 by requests from the field. If the state-level ESF is not able to meet the demands, then forward the request to the Federal Coordinating Officer for assistance from the appropriate federal ESF. Provide point of contact for federal ESF 4 Liaison.</p>	<p>12/19/2017</p>
	<p>Provide assistance to local governments for fire/codes inspections, fire investigations, etc., as requested. Coordinate investigations with ESF 13 Law Enforcement. Coordinate fire inspections with Building Inspections ESC at ESF 3 Infrastructure.</p>	<p>12/19/2017</p>
	<p>Maintain logs of resource requests, resource use, message traffic, etc., using WebEOC for use in applying for federal disaster assistance and for the use in After Action Reports upon termination of the emergency.</p>	<p>12/19/2017</p>
	<p>Collect and maintain critical information and locations on all materials licensed and permitted by the Department of Commerce and Insurance – State Fire Marshal’s Office.</p>	<p>12/19/2017</p>
	<p>Respond to requests of any other ESF as appropriate for personnel, equipment, information, or other resources.</p>	<p>12/19/2017</p>
	<p>Assist with investigation of incidents of significance.</p>	<p>12/19/2017</p>
<p><b>TN Department of Agriculture - Division of Forestry</b></p>	<p>Coordinate activities with the Department of Commerce and Insurance and Tennessee Fire Chiefs Association during disaster operations.</p>	<p>4/5/2018</p>
	<p>Provide assistance to local fire service organizations for rural wildland fire suppression.</p>	<p>4/5/2018</p>
	<p>Maintain and activate internal notification/recall of Tennessee Department of Forestry personnel statewide, as appropriate, to meet the demands imposed by the situation.</p>	<p>4/5/2018</p>
	<p>Provide essential elements of information to ESF 4 Manager.</p>	<p>4/5/2018</p>
	<p>Receive requests for assistance from TDF ESLs. Coordinate the provision of TDF assistance with the ESF 4 Manager.</p>	<p>4/5/2018</p>

Organization	Roles & Responsibilities	Last Update
<p><b>TN Department of Agriculture - Division of Forestry</b></p>	<p>Receive and evaluate requests for assistance from ESF 4 Manager. If TDF can fill request, do so; if not, advise ESF 4 Manager that other sources will have to be found.</p>	<p>4/5/2018</p>
	<p>Maintain logs of activities, messages, etc. using WebEOC for use in applying for Federal disaster assistance, and for use in After Action Reports following termination of disaster.</p>	<p>4/5/2018</p>
	<p>Provide liaison with U.S. Forest Service and other Federal Land Management agencies and make requests as per USFS-TDF Agreements.</p>	<p>4/5/2018</p>
	<p>Coordinate with TEMA Governor's Authorized Representative and the Governor's office to verbally request a Fire Management Assistance Grant when the situation warrants.</p>	<p>4/5/2018</p>
	<p>Consider utilizing the following assets during emergency: dozers, engine Crews, pumpers, GIS overlays, chainsaws, fire surveillance, ATVs, UTVs, radios, incident management team, dump trucks, and front end loaders.</p>	<p>4/5/2018</p>
<p><b>U.S. Department of Agriculture- Forest Service</b></p>	<p>Provide assistance to the state Division of Forestry as per prearranged, reciprocal mutual-aid agreements.</p>	<p>Pre-2018</p>
	<p>Deploy personnel and equipment to assist with state suppression efforts when and as requested through proper channels.</p>	<p>Pre-2018</p>
	<p>Carry out fire suppression efforts on National Forest land within Tennessee.</p>	<p>Pre-2018</p>
<p><b>TN Fire Chiefs Association</b></p>	<p>Coordinate deployment of TN Federation of Fire Chaplains Incident Stress Teams and rehab support trailers.</p>	<p>12/19/2017</p>
	<p>Provide information on the availability of firefighting equipment on a statewide, regional, or local level.</p>	<p>12/19/2017</p>
	<p>Manage the typing and tracking of firefighting resources (intrastate and interstate) including incident management teams.</p>	<p>12/19/2017</p>
	<p>Coordinate and facilitate the dissemination of information with ESF 4 Primary agency through the SEOC.</p>	<p>12/19/2017</p>
	<p>Coordinate and facilitate the dissemination of information to local response organizations regarding resource requests through the regional and county ERS coordinators.</p>	<p>12/19/2017</p>
	<p>Provide data, information and feedback to the SEOC for the purposes of generating status reports and after-action reports.</p>	<p>12/19/2017</p>
	<p>Assist primary agency with acquiring reports pertaining to casualties, injuries, damages and evacuations from fire and rescue organizations, and provide them to the SEOC.</p>	<p>12/19/2017</p>
	<p>Develop and maintain State wide network for the implementation of the TFCA Emergency Response Plan.</p>	<p>12/19/2017</p>



Organization	Roles & Responsibilities	Last Update
<b>TN Department of Military - TN National Guard</b>	Provide aerial support/reconnaissance to support firefighting efforts.	2/23/2018
	Provide transportation (air or land) to firefighting crews as requested by ESF 4.	2/23/2018
	Provide equipment for use in fire control operations to the extent possible.	2/23/2018
	Coordinate the provision of assistance from the Federal Department of Defense to ESF 4.	2/23/2018
<b>TN Department of Correction</b>	Deploy appropriate minimum security prisoners and security personnel to assist, within their current program capabilities and limitations, with fire suppression efforts, when requested by ESF 4 Manager.	2/28/2018
<b>TN Emergency Management Agency (TEMA)</b>	Provide coordination support to assist with firefighting efforts.	5/10/2018
	Provide operational support for ESF 4 functions as required.	5/10/2018

# ESF-5: Planning & Information Annex

## Lead Agency

TN Emergency Management Agency (TEMA)

## Sub-Function Lead Agencies

Situational Awareness and Action Planning- TN Emergency Management Agency (TEMA)

Damage Assessments- TN Emergency Management Agency (TEMA)

Public Information Support- TN Emergency Management Agency (TEMA)

## Support Agencies & Organizations

TN Department of Agriculture

TN Department of Commerce and Insurance

TN Department of Economic and Community Development

TN Department of Education

TN Department of Environment and Conservation (TDEC)

TN Department of Financial Institutions

TN Department of General Services

TN Department of Health

TN Department of Human Resources

TN Department of Human Services

TN Department of Intellectual and Developmental Disabilities

TN Department of Labor and Workforce Development

TN Department of Military - TN National Guard

TN Department of Safety and Homeland Security - Office of Homeland Security

TN Department of Tourist Development

TN Department of Transportation (TDOT)

TN Department of Veteran Services

TN Governor's Office

American Red Cross (ARC)

Civil Air Patrol (CAP)

TN Valley Authority (TVA)

U.S. Coast Guard (USCG)

## OVERVIEW

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### Purpose

ESF-5: Planning & Information acts as the State's emergency information collection, analysis, and dissemination point before, during, and after emergency events. Primary activities include developing situational awareness, fostering a shared common operating picture, profiling future support priorities, documenting information into official reporting mechanisms, and distributing information to appropriate stakeholders.

ESF-5 is additionally the lead State Emergency Operations Center (SEOC) entity for coordinating damage assessment information collection activities in conjunction with ESF-15: Recovery. Local government damage assessment processes are supported by TEMA District Coordinators based out of the West, Middle, and East Regional Coordination Centers (RCC).

Support capabilities for promoting public information during emergency events are also captured in ESF-5 to provide the State Emergency Information Director (SEID) additional resources to draw from when necessary.

### Policies

- The timely and accurate assessment of information is essential. The acquisition and processing of disaster information is a secondary role relative to the performance of life- and property- saving measures at both the local and state levels.
- Damage assessment is primarily a local responsibility. State assistance may be requested in a disaster, in situations where the local government lacks the technical expertise to perform such functions, or where state property and/or resources are involved.
- The State of Tennessee will coordinate public information through a [Joint Information System \(JIS\)](#) led by the State Emergency Information Director (SEID).

### Situation and Assumptions

- The situational awareness information flow from an affected area may be seriously interrupted.
- The local government agencies will be the immediate and best source of vital information regarding damage and response needs.
- TEMA will deploy district coordinators to the affected area to supplement information requirements and provide situation awareness and essential elements of information on disaster conditions.
- Demands for information support will be immediate, continuous but not always readily available.
- The public may accept hearsay, rumors and half-truths as fact during periods in which no credible source of emergency public information is available.

- Damage assessment activities will be performed secondarily to life- and property-saving response actions following a disaster.
- Preliminary damage assessment information is critical to making determinations regarding the need for state and federal response and recovery assistance.
- Damage assessment information is a critical portion of the overall disaster information function in a disaster.
- Damage assessments will be treated as information. During the initial phases of response there are confusing and undefined situations. The Planning and Information Branch and the ESF 5 section will provide analysis of information and convert the available information, disaster reports etc. into actionable intelligence.

**ROLES & RESPONSIBILITIES**

Organization	Roles & Responsibilities	Last Update
<p style="text-align: center;"><b>TN Emergency Management Agency (TEMA)</b></p>	Continuously document status and event updates within WebEOC logs via the Watch Point.	5/9/2018
	Establish and operate ESF-5: Planning & Information Branch during potential and/or actual emergencies.	4/30/2018
	Collect, compile, analyze, and summarize relevant emergency information to disseminate to local, state, federal, and other relevant stakeholders.	4/30/2018
	Develop and publish Incident Action Plans (IAP) when the incident is of the size and/or length requiring an IAP. An IAP should document future objectives and actions that are to be utilized as a guide in the following SEOC operational period.	4/30/2018
	Develop and publish Situation Reports (SitReps) when the incident requires the activation of the SEOC or is of the size and/or length requiring a SitRep. A SitRep should document what actions have occurred during the current SEOC operational period.	4/30/2018
	Provide emergency information to the public through the development and submittal of Flash Reports and/or Press Releases.	5/11/2018
	Document incident developments, actions, and decisions as official records during emergency events.	4/30/2018
	Request information from all needed and/or relevant stakeholders to assist in developing situational awareness and a Common Operating Picture.	4/30/2018
	Develop, maintain, and collect Essential Elements of Information (EIs) as the primary mechanism to guide situational awareness efforts.	4/30/2018
	Monitor and maintain logs of activities during disaster operations on WebEOC and via the ICS 214 form.	4/30/2018

Organization	Roles & Responsibilities	Last Update
<p style="text-align: center;"><b>TN Emergency Management Agency (TEMA)</b></p>	<p>Establish and maintain a future planning process that develops future SEOC objectives, identifies potential threat changes, addresses potential resource needs, and identifies future staffing and coordination requirements.</p>	<p>4/30/2018</p>
	<p>Establish, manage, and staff a Joint Information Center (JIC) to serve as a focal point for the coordination and dissemination of emergency incident information to the public and media.</p>	<p>5/11/2018</p>
	<p>Responsible for coordinating damage assessment operations of state agencies.</p>	<p>5/11/2018</p>
	<p>Support local governments in conducting all phases of Damage Assessments:</p> <ul style="list-style-type: none"> <li>- Phase 1: Assist local governments in conducting Windshield Damage Assessment Surveys following an incident to estimate the number of damaged structures and infrastructure within communities.</li> <li>- Phase 2: Assist local governments in conducting Initial Preliminary Damage Assessments (Initial PDA) to determine estimated impact dollar values if the number of damaged structures and infrastructure identified in Windshield Surveys is significant.</li> <li>- Phase 3: Coordinate with FEMA and local governments in conducting Joint Preliminary Damage Assessments (Joint PDA) following an incident if the estimated value of damaged structures and infrastructure identified in the Initial PDA is significant.</li> </ul>	<p>5/11/2018</p>
	<p>Collect and analyze damage assessment information from all sources and compile the summary results into Situation Reports (SitReps).</p>	<p>4/30/2018</p>
	<p>Ensure that the SEOC operational rhythm is being maintained and adhered to by all relevant stakeholders.</p>	<p>4/30/2018</p>
	<p>Compile, analyze, and display GIS mapping products for spatial considerations and situational awareness.</p>	<p>4/30/2018</p>
	<p>Coordinate the dissemination of GIS data to local, state, federal, and other relevant stakeholders to increase situational awareness at all levels.</p>	<p>4/30/2018</p>
	<p>Monitor news media, social media, and online data sources via the Watch Point to gain better situational awareness on incident and event developments and/or considerations.</p>	<p>5/9/2018</p>
	<p>Monitor weather developments through the Watch Point and communicate with the National Weather Service (NWS) and other stakeholders to develop situational awareness on potential upcoming storm event.</p>	<p>5/9/2018</p>
<p>Develop disaster intelligence within the Watch Point and disseminate this information to relevant stakeholders through the development of Daily Brief Reports and Initial Incident Briefs.</p>	<p>5/9/2018</p>	

Organization	Roles & Responsibilities	Last Update
<b>TN Emergency Management Agency (TEMA)</b>	Coordinate the following tasks as the State Emergency Information Director (SEID): - provide public information updates through social media and traditional media sources - provide public information updates through social media and traditional media sources - address rumor control efforts - monitor social and traditional news media - coordinate intergovernmental affairs	5/11/2018
	Coordinate with primary private sector partners through the issuance of situational awareness updates.	5/11/2018
<b>TN Governor's Office</b>	Send personnel to the SEOC and RCCs or other location as requested.	Pre-2018
	Attend briefings, coordinate activities with other participant organizations.	Pre-2018
	Set up work area(s), report needs to SEOC Mission Coordination Center (MCC), and initiate response/recovery activities.	Pre-2018
	Maintain logs of activities, messages, etc. using WebEOC.	Pre-2018
	Initiate internal notification/recall activities using any approved method of communication.	Pre-2018
	Initiate public information activities as dictated by the situation. Coordinate the operations of the JIC with TEMA and other agency PIOs; approve releases of information through the JIC and other field operations as required.	Pre-2018
<b>American Red Cross</b>	Can provide completed damage assessment information of private residential structures affected by disaster to TEMA ESF 5 upon request.	4/11/2018
<b>Civil Air Patrol (CAP)</b>	Provide results from the critical infrastructure reconnaissance flights to the SEOC.	2/26/2018
<b>TN Department of Intellectual &amp; Developmental Disabilities</b>	Communicate disaster specific information with DIDD providers whom care for vulnerable populations.	4/11/2018
<b>TN Department of Safety - Office of Homeland Security</b>	Support threat identification and protective actions for special event operational planning as requested.	2/21/2018
	Provide a Homeland Security Information Network room that can be utilized by the SEOC and various officials to help identify threats specific to an event.	2/21/2018
<b>TN Department of Commerce &amp; Insurance - Division of Code Enforcement</b>	Responsible for assisting local jurisdictions with damage assessment activities concerning commercial and special-use structures.	12/19/2017

Organization	Roles & Responsibilities	Last Update
<b>TN Department of Environment &amp; Conservation – Division of Solid Waste Mgmt</b>	Responsible for assisting local jurisdictions with damage assessment of permitted sanitary landfills, treatment facilities, etc., following disasters.	1/5/2018
	Responsible for assisting with joint FEMA-state damage assessment of affected counties and cities.	1/5/2018
<b>TN Department of Environment &amp; Conservation - State Parks</b>	Responsible for conducting damage assessment of state park facilities following disasters.	1/5/2018
	Responsible for assisting with joint FEMA-state and local damage assessment of affected counties and cities.	1/5/2018
<b>TN Department of Environment &amp; Conservation - Division of Water Resources</b>	Provide functional assessments of potable water and waste water processing facilities, summarize, and provide to ESF 5.	1/5/2018
	Responsible for assisting with joint FEMA-state damage assessment of affected counties and cities.	1/5/2018
<b>TN Department of Military – TN National Guard</b>	Deploy personnel and aircraft to support current disaster information gathering and damage assessment operations when requested by TEMA.	2/23/2018
	Responsible for damage assessment of state military resources following disasters.	2/23/2018
<b>TN Department of Transportation (TDOT)</b>	Responsible for damage assessment of state highways and bridges following disasters.	1/11/2018
	Responsible for assisting local jurisdictions with damage assessment of local roads and bridges following disasters.	1/11/2018
	Responsible for conducting joint FEMA-state damage assessment of affected roadways within the State's Transportation System.	1/11/2018
	Provide information regarding damage on railroads to ESF 5 that is reported by railroad companies.	1/11/2018
	Provide information regarding damage to airports to ESF 5 that is reported by airports.	1/11/2018
<b>TN Department of Agriculture - Division of Food &amp; Dairy</b>	Responsible for assisting with damage assessment activities concerning agriculture operations (farms and dairies) following disasters.	2/22/2018
<b>TN Department of Economic &amp; Community Development</b>	Coordinate with SEOC public information officer regarding state and local recovery public information messaging.	3/1/2018

Organization	Roles & Responsibilities	Last Update
<p><b>TN Department of Education</b></p>	<p>Provide visual damage surveys for both internal State administrative offices and public educational facilities within the State. Compile and summarize the visual damage surveys and submit to the SEOC.</p>	<p>2/28/2018</p>
	<p>Maintain 2-way communication with the SEOC for the following essential elements of information:</p> <ul style="list-style-type: none"> <li>- Status of Schools (e.g. open, closed, delays, early dismissal)</li> <li>- Active Emergency Protective Measures (e.g. evacuation, shelter in place, lock-down)</li> <li>- Status of School related transportation (e.g. busses and their respective routes)</li> <li>- Status of student needs (e.g. School closures may create a feeding need for kids at home instead of at school.)</li> </ul>	<p>3/1/2018</p>
	<p>Able to reinforce and promote united public messaging in conjunction with local education agencies.</p>	<p>3/1/2018</p>
<p><b>TN Department of Financial Institutions</b></p>	<p>Responsible for damage assessment activities concerning financial institutions following disasters.</p>	<p>2/28/2018</p>
	<p>Participate in the development of public information messaging related to financial services.</p>	<p>2/28/2018</p>
<p><b>TN Department of General Services</b></p>	<p>Responsible for damage assessment of state-owned and state leased buildings and real estate following disasters.</p>	<p>1/30/2018</p>
<p><b>TN Department of Health</b></p>	<p>As stated in ESF 3 and ESF 8 provide essential elements of information concerning the health situations in affected areas to ESF 5 Information and Planning.</p>	<p>1/18/2018</p>
<p><b>TN Department of Health - Health Care Facilities</b></p>	<p>Responsible for assisting with joint FEMA-state damage assessment of affected counties and cities.</p>	<p>1/18/2018</p>
<p><b>TN Department of Human Resources</b></p>	<p>Provide guidance to state employees on how to code time during emergency events.</p>	<p>3/2/2018</p>
	<p>Lead the inclement weather recommendation team and provide guidance to the Governor on closing and re-opening state offices.</p>	<p>3/2/2018</p>
	<p>As requested able to provide State employee information for each location such as who and how many employees worked in a particular area/building affected by disaster.</p>	<p>3/2/2018</p>
<p><b>TN Department of Human Services</b></p>	<p>When County EMA is overwhelmed and requests assistance provide personnel who can assist with private residential damage surveys.</p>	<p>2/23/2018</p>



Organization	Roles & Responsibilities	Last Update
<p><b>TN Department of Labor and Workforce Development</b></p>	<p>Able to assess the uptick of number of persons rendered unemployed by reaching out to the Career Centers located in the disaster affected areas.</p>	<p>2/22/2018</p>
<p><b>TN Department of Revenue</b></p>	<p>Able to provide staff who can speak roughly 16 different languages to assist with any of the ESF missions.</p>	<p>4/3/2018</p>
<p><b>TN Department of Tourist Development</b></p>	<p>Activate TDTD's crisis response team outlined in TDTD Crisis Communication Plan.</p>	<p>3/6/2018</p>
<p><b>TN Department of Veteran Services</b></p>	<p>Able to provide general statewide situational awareness through the Veteran Resource Coordinators located at the 14 field offices across the state.</p>	<p>4/6/2018</p>
<p><b>TN Valley Authority (TVA)</b></p>	<p>Responsible for damage assessment of TVA-operated dams, power plants and other facilities.</p>	<p>Pre-2018</p>
	<p>Responsible for damage assessment assistance to local and regional electrical power utilities.</p>	<p>Pre-2018</p>
	<p>Responsible for damage assessment assistance for long distance power transmission lines.</p>	<p>Pre-2018</p>
<p><b>U.S. Coast Guard</b></p>	<p>Responsible for providing damage assessment support to Coast Guard regulated marine facilities and allied operations.</p>	<p>Pre-2018</p>

## ESF-6: Mass Care Annex

### Lead Agency

TN Emergency Management Agency (TEMA)

### Support Agencies & Organizations

TN Department of Children Services

TN Department of Education

TN Department of Health

TN Department of Human Services

TN Department of Intellectual and Developmental Disabilities

TN Department of Mental Health and Substance Abuse Services

TN Department of Military - TN National Guard

TN Department of Veteran Services

American Red Cross (ARC)

TN Amateur Radio Emergency Services (TNARES)

Salvation Army

U.S. Postal Service

## OVERVIEW

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### Purpose

ESF-6: Mass Care provides coordinated State support to local governments and non-profit entities in sheltering and mass care efforts for disaster victims and emergency workers.

### Scope

- The ability to establish and staff temporary shelters for disaster victims and emergency workers.
- The ability to feed disaster victims and emergency workers in mass.
- The ability to provide first aid and crisis counseling services at shelters, if and when necessary.
- The ability to incorporate and maintain health and sanitation services at shelters.

**Policies**

- All shelter and mass care services will be provided without regard to economic status, racial, religious, political, ethnic or other affiliation.
- Crisis counseling services should be considered when establishing shelter operations following a significant disaster event.

**Situation and Assumptions**

- Many disasters have the potential for destroying homes. This will necessitate the sheltering of disaster victims whose homes have been damaged or destroyed.
- All victims who are housed at temporary emergency shelters will require food, water, and a wide variety of other mass care services.
- Many of the facilities designated as shelters prior to a disaster may be destroyed or rendered inoperable by the disaster itself, thereby necessitating additional measures to house and care for victims.
- Utility, water, and sewer systems may not be available at shelters for several days following a disaster, thereby necessitating alternative arrangements to ensure the maintenance of a health living environment for the victims.
- Crisis counseling of disaster victims may be necessary at shelters to alleviate feelings of lose, guilt, and/or frustration brought about as a result of the disaster.
- Shelter workers in areas affected by a disaster may not be able to report for assignments.
- Relief supplies, tents, food and potable water may not be available for several days following a disaster.
- Spontaneous appearance of volunteers and the influx of emergency response personnel may place additional burdens on the shelter system.
- Many disasters render normal communications channels inoperable and therefore leave victims unable to contact relatives. Additionally, relatives and loved ones from outside the disaster areas will want to make contact with their family and friends to determine their safety and situation.
- Local governments may activate and operate short-term emergency shelters (e.g. reception centers) with the support of state and non-governmental agencies. The reception centers give emergency managers time to decide for the need to open a state-supported shelter while providing information and services to displaced citizens.
- Shelter operations may be needed for several months or longer following significant disasters.

**ROLES & RESPONSIBILITIES**

Organization	Roles & Responsibilities	Last Update
<p><b>TN Emergency Management Agency (TEMA)</b></p>	<p>Support local governments by coordinating shelter functions with the American Red Cross, faith-based organizations, and other stakeholders who can provide sheltering facilities, capabilities, and resources.</p>	<p>4/24/2018</p>
<p><b>American Red Cross</b></p>	<p>Provide developed regulations and procedures for the activation and operation of temporary emergency shelters.</p>	<p>4/11/2018</p>
	<p>Coordinate shelter and feeding requirements among local, state, and national ARC units and local emergency response personnel.</p>	<p>4/11/2018</p>
	<p>Coordinate and determine shelter locations, deploy personnel, supplies, and equipment, and implement shelter operations per ARC policies and procedures (e.g. set up and open shelter, register occupants, assign work responsibilities, etc.)</p>	<p>4/11/2018</p>
	<p>Determine suitability of shelters and make recommendations for relocation and/or modifications to current facility.</p>	<p>4/11/2018</p>
	<p>Assess local availability of water, food, sanitary equipment, first aid supplies, etc., and route requests through the Mission Coordination Center (MCC) to the appropriate ESF as needed.</p>	<p>4/11/2018</p>
	<p>Assess adequacy of communications, traffic control, security, etc., and make requests for supplements as necessary.</p>	<p>4/11/2018</p>
	<p>Prepare information for TEMA PIO staff to notify the general public of the locations and status of shelters as well as feeding and supply distribution locations, etc.</p>	<p>4/11/2018</p>
	<p>Request logistical support from regional, divisional, and national ARC elements as necessary.</p>	<p>4/11/2018</p>
	<p>Request assistance from TEMA, through the MCC, as necessary, to ensure adequate shelter is available, and that support operations (e.g., feeding, medical assistance, etc.) are adequate and uninterrupted.</p>	<p>4/11/2018</p>
	<p>Provide information concerning the status of shelters to ESF 5 Information and Planning.</p>	<p>4/11/2018</p>
<p>Initiate the Safe and Well Linking system and the reunification policies and procedures for its implementation following disasters. Provide ESF 5 with information concerning the number of Safe and Well Linking inquiries processed daily. ARC will collaborate with THP, FBI, and Public Health to coordinate and share sensitive information to help reunify families.</p>	<p>4/11/2018</p>	

Organization	Roles & Responsibilities	Last Update
	Alert staff to watch for signs of mental health issues within the shelter community and provide referral to ARC Disaster Mental Health Services for mental health assistance. Provide clients with referral of services to Department of Mental Health or other partners as needed.	4/11/2018
<p><b>The Salvation Army</b></p>	Provide assistance to DHS, ARC and TEMA in shelter and mass care operations.	Pre-2018
	The Salvation Army will open its shelter and service buildings in the affected areas to serve as additional shelters, if requested.	Pre-2018
	Deploy personnel in support of shelter operations as per arrangements with ESF 6 Manager.	Pre-2018
	Provide crisis counseling and case work services.	Pre-2018
<p><b>TN Department of Intellectual &amp; Developmental Disabilities</b></p>	May be able to provide shelter facilities in the event of a catastrophic emergency at DIDD's closed campuses.	4/11/2018
<p><b>TN Amateur Radio Emergency Service (TNARES)</b></p>	Provide communications support to shelters during periods where normal communications channels are unavailable.	Pre-2018
	Deploy personnel as requested (by TEMA) to support communications requirements at shelter sites.	Pre-2018
	Develop procedures for passing communications from victims through operators in other locations worldwide to relatives, friends, etc.	Pre-2018
	Implement messaging services as requested, according to communication protocols.	Pre-2018
<p><b>TN Department of Military - TN National Guard</b></p>	Respond to requests from ESF 6 Manager for shelter operation in the form of tents, logistical assistance, chaplains, feeding assistance, water delivery, security, personnel, etc.	2/23/2018
	Coordinate with Federal military officials with respect to Federal assistance to shelter and mass care operations.	2/23/2018
<p><b>TN Department of Children's Services</b></p>	Provides ESLs to support the Department of Human Services at shelters where children are located.	1/11/2018
<p><b>TN Department of Education</b></p>	Specific schools can be utilized as safe-room shelters and/or community shelters.	3/1/2018
	Able to provide kitchen space for feeding needs. (Note: Food supply only for students; feeding adults would require outside food sources)	3/1/2018
	Able to support Human needs goals and objectives by providing existing transportation capabilities.	3/1/2018

Organization	Roles & Responsibilities	Last Update
<p><b>TN Department of Health - Environmental Health</b></p>	<p>Ensure sanitation at shelter locations during emergencies by deploying personnel to perform health inspections of shelter operations to ensure safe and healthy practices at each facility.</p>	<p>1/18/2018</p>
<p><b>TN Department of Health - Community Health Services</b></p>	<p>Assist DHS, ARC, DGS and TEMA with medical shelter operations.</p>	<p>1/18/2018</p>
	<p>Coordinate correction of medical deficiencies with local shelter managers.</p>	<p>1/18/2018</p>
	<p>Coordinate correction of medical shelter deficiencies with local shelter managers.</p>	<p>1/18/2018</p>
<p><b>TN Department of Human Services</b></p>	<p>If requested by American Red Cross, Salvation Army, or County EMA, through the SEOC, provide DHS personnel to support non-managerial sheltering operations tasks within current capabilities. (e.g. tasks: Intake Team, Food Serving Team, Cleaning Team)</p>	<p>2/23/2018</p>
	<p>Determine need for deployment of DHS personnel from unaffected areas of the state to the affected areas and make arrangements to accomplish assigned tasks in a timely manner.</p>	<p>2/23/2018</p>
<p><b>TN Department of Mental Health and Substance Abuse Services</b></p>	<p>Develop programs for delivering crisis counseling to persons affected by disaster by working with the regional offices that help coordinate the delivery of such services. (During presidential emergency declarations supplemental funding for crisis counseling is available to State Mental Health Authorities)</p>	<p>2/20/2018</p>
	<p>Check with organizations providing sheltering, such as the American Red Cross, to identify any need to deploy crisis counseling vendors to shelters in affected areas.</p>	<p>2/20/2018</p>
	<p>Work with vendors to establish a Statewide Crisis Counseling Hotline to be available for disaster affected areas.</p>	<p>2/20/2018</p>
	<p>The Primary or Alternate Emergency Services Coordinator will contact Crisis Counseling vendors on the Statewide Disaster Contact List to begin supporting disaster victims.</p>	<p>2/20/2018</p>
	<p>As necessary provide a liaison and crisis counseling literature at established Disaster Recovery Centers.</p>	<p>2/20/2018</p>
<p><b>TN Department of Veteran Service</b></p>	<p>Begin to consider options to prepare for an increase need of burial services.</p>	<p>4/6/2018</p>
<p><b>U.S. Postal Service</b></p>	<p>Develop procedures for restoration of mail delivery to areas affected by disasters.</p>	<p>Pre-2018</p>
	<p>USPS – National Preparedness – During a disaster, assists with the distribution of resources and available generators.</p>	<p>Pre-2018</p>
	<p>Distribute relocation cards to Shelter Managers for distribution at the shelter.</p>	<p>Pre-2018</p>
	<p>Take appropriate actions to resume mail and parcel delivery in areas affected by the disaster.</p>	<p>Pre-2018</p>

# ESF-7: Logistics Annex

## Lead Agency

TN Department of General Services

## Support Agencies & Organizations

TN Department of Agriculture - Division of Forestry

TN Department of Commerce and Insurance - State Fire Marshal's Office

TN Department of Correction

TN Department of Education

TN Department of Environment and Conservation - Division of State Parks

TN Department of Finance and Administration

TN Department of Health - Division of Emergency Medical Services

TN Department of Human Resources

TN Department of Intellectual and Developmental Disabilities

TN Department of Labor and Workforce Development

TN Department of Military - TN National Guard

TN Emergency Management Agency (TEMA)

TN Department of Safety and Homeland Security - TN Highway Patrol (THP)

TN Department of Tourist Development

TN Department of Transportation

## OVERVIEW

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### Purpose

ESF-7: Logistics provides coordinated State support for resource management efforts before, during, and after emergency events. ESF-7 is primarily focused on acquiring, deploying, and distributing needed physical resources, supplies, and commodities through the establishment of an effective supply chain. Additionally the ESF-7 coordinates the sending and receiving of state-to-state mutual aid and the purchasing of needed resources.

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**Scope**

- Resource Identification & Location
- Resource Acquisition & Procurement
- Resource Tracking & Accounting
- Resource Mobilization, Activation, & Dispatch
- Resource Delivery
- Resource Staging
- Resource Warehousing & Storage
- Resource Distribution
- Resource Demobilization & Deactivation

**Policies**

- Local communities affected by disasters will utilize locally available resources to the maximum extent possible before requesting assistance from state government.
- State government agencies will utilize internal resources and resources of other state agencies to the maximum extent possible prior to requesting resources from outside vendors.
- Each agency of state government is responsible for arranging the movement of agency assets to points where they are needed during disasters. If the agency does not have suitable transportation capabilities, it may request assistance through the state resource management structure.
- It is essential to control the flow of emergency response personnel, supplies and other resources into the affected areas so as not to impose additional burdens on the already taxed logistical situation present in the area.

**Situation and Assumptions**

- A disaster brings about the need for certain types and quantities of resources from the state. This need could be in the form of goods, services or personnel.
- The need for resource support and logistics will increase as an incident's scope, complexity, intensity and duration increases.
- Any disaster, regardless of intensity, may cripple or severely limit a community's ability to respond with adequate resources to the effects of that disaster. Other areas of the state may not be affected and should be capable of providing some of the necessary resource support.
- Coordination of resources will require the resource be loaded onto some type of vehicle, transported and then offloaded at the appropriate terminal in the affected area.
- Subject to federal and state declarations and authorizations, the federal government will provide funds and assistance when requirements exceed the State's capability to provide response resources.
- Donated goods and donated services by volunteers will be coordinated by the ESF-14: Volunteers & Donations.
- The Tennessee National Guard sites and Tennessee State Park sites will be primary areas for establishing Logistical Staging Area(s) for emergency responses and associated personnel.



- Some private resource providers will be able to supply their own logistical requirements.

**ROLES & RESPONSIBILITIES**

Organization	Roles & Responsibilities	Last Update
<p><b>TN Department of General Services</b></p>	Develop procedures and policies for the acquisition of resources and the transportation of those resources into disaster areas.	1/30/2018
	Coordinate with state agencies owning transportation resources to determine what types of resources are available that would not be committed to other disaster operations.	1/30/2018
	Utilize WebEOC for tracking requests and the results, including those of state agencies and private vendors.	1/30/2018
	Purchase or contract for selected goods and services necessary to effectively respond to the emergency in accordance with the current laws, orders, rules and regulations established for such actions and/or in accordance with announced policies in lieu of suspended laws, orders, rules or regulations. (Requests go through TEMA, vetted by TEMA Logistics, and entered into WebEOC as a MCC.)	1/30/2018
	Respond to MCC requests for transportation resources from state and local government agencies. (Contract Services)	1/30/2018
	In coordination with the TEMA Logistics Chief verify that state agencies have exhausted agency-owned resources prior to requesting resources from private vendors.	1/30/2018
	In coordination with TEMA Logistics Chief arrange or contract for transportation of items to staging areas when necessary.	1/30/2018
	Through WebEOC, notify requestors of the fact that the request has been satisfied and provide data concerning expected time of arrival, quantity and route, etc.	1/30/2018
	Coordinate with TEMA Logistics Chief in order to smoothly transition from the emergency purchase and contracting period to the non-emergency application of law.	1/30/2018
	Coordinate resource acquisition with TEMA Logistics Chief and ESF 14 – Donations and Volunteers to ensure requested items/services are not available through donated good/services.	1/30/2018
	Locate and acquire office space and suitable work areas for state and federal disaster assistance workers when requested. (e.g.. Emergency Leases )	1/30/2018
	When requested, contact state agency ESCs to ascertain need for pre-identified items essential to emergency response activities of the ESC.	1/30/2018
Provide documentation to Department of Finance and Administration concerning sources of requests and amounts owed.	1/30/2018	

Organization	Roles & Responsibilities	Last Update
<p><b>TN Department of General Services</b></p>	<p>As necessary, locate and lease warehouses (consider warehouse with office space) identified by State Partners for use as donation storage facilities. (Consider implications of length of lease; e.g. emergency-short term vs. transition to long term recovery owner)</p>	<p>1/30/2018</p>
	<p>Utilize General Services Administration contracts to acquire resources, including temporary service contracts, when working together with Federal ESF 7 agencies when appropriate.</p>	<p>1/30/2018</p>
	<p>Collaborate with State partners (e.g. TEMA Logistics Section Chief, Dept. of Safety, TDOT, Dept. of Military, etc.) in the determining the most efficient and effective route to ensure resource delivery.</p>	<p>1/30/2018</p>
<p><b>TN Emergency Management Agency (TEMA)</b></p>	<p>Acquire requested logistical resources utilizing the most efficient and cost effective means possible. Primary sources for acquiring resources comes from (1) TEMA’s stockpiled assets and internal warehouses, (2) from Emergency Service Coordinator (ESC) partners, (3) through means of procurement, (4) through volunteer organization partners, (5) through private section partners, (6) through National Guard partners, (7) through federal government partners, and (8) through EMAC state-to-state mutual aid agreements.</p>	<p>5/4/2018</p>
	<p>Monitor the Mission Coordination Center (MCC) Board in WebEOC to ensure logistical resource requests are identified, vetted, evaluated, and prioritized.</p>	<p>5/4/2018</p>
	<p>Track and report on resource statuses throughout the entire resource mission cycle.</p>	<p>5/4/2018</p>
	<p>Mobilize and equip resources for movement to assembly points. This can include arranging transport options, securing resource lifting capabilities (e.g. fork lifts), and booking hotel/lodging accommodations.</p>	<p>5/4/2018</p>
	<p>Rehabilitate, replenish, and demobilize resources nearing the end of the resource’s mission cycle.</p>	<p>5/4/2018</p>
	<p>Activate and manage the Logistics Operating Unit (LOU) within the SEOC if and when necessary.</p>	<p>5/4/2018</p>
	<p>Manage the organization, movement, and replenishment of TEMA’s stockpiled assets within TEMA internal warehouses.</p>	<p>5/4/2018</p>
<p><b>TN Department of Intellectual &amp; Development Disabilities</b></p>	<p>May be able to provide staging land, office space, and dwelling space at DIDD’s closed campuses. (large footprint)</p>	<p>4/11/2018</p>
<p><b>TN Department of Commerce &amp; Insurance - State Fire Marshal's Office</b></p>	<p>Responsible for deploying state-acquired fire resources to state staging areas and dispatching same to assignment from these locations.</p>	<p>12/19/2017</p>

Organization	Roles & Responsibilities	Last Update
<p><b>TN Department of Environment &amp; Conservation - State Parks</b></p>	Develop procedures for use of state parks as state staging areas.	1/5/2018
	Implement and activate staging areas at facilities designated by ESF 5 – Planning & Information or the Direction and Control Group at the SEOC.	1/5/2018
	Receive and record data from ESFs concerning deployment of resources and funnel back to the SEOC.	1/5/2018
	Request resources needed to support staging area operations from appropriate ESF at the SEOC when necessary.	1/5/2018
<p><b>TN Department of Military - TN National Guard</b></p>	Develop procedures for allocating and tracking military vehicles/crews for use in resource movement upon request by the SEOC.	2/23/2018
	Develop procedures for Defense Movement Control Centers in support of disaster operations.	2/23/2018
	Assist with the establishment and operations of Reception, Staging, Onward Movement, and Integration sites (RSOI operations include security). Provide support at other staging areas when properly requested.	2/23/2018
	Maintain accurate records/logs concerning expenses incurred for future reimbursement.	2/23/2018
<p><b>TN Department of Safety &amp; Homeland Security - TN Highway Patrol (THP)</b></p>	Responsible for deploying state-acquired law enforcement resources to state staging areas and dispatching same to assignments from these locations.	2/20/2018
<p><b>TN Department of Transportation (TDOT)</b></p>	Request assistance from Military and Civil Air Patrol aerial units for reconnaissance if deemed necessary or if requested by ESF 5 Information and Planning or the Direction and Coordination Group at the State Emergency Operations Center (SEOC).	1/11/2018
	Develop procedures (as assigned under ESF 1 – Transportation) for coordinating routes and providing transportation priorities for surface transport of resources within the state during disasters.	1/11/2018
	When available provide TDOT-owned vehicles to Department of General Services or other requester for use in movement of resources into affected areas.	1/11/2018
	Provide routing information to Department of General Services when requested.	1/11/2018
	Responsible for providing directions to state staging areas to incoming resources.	1/11/2018
	Provide convoy support centers at TDOT rest areas and respective traffic routing information to units moving to the staging area.	1/11/2018

Organization	Roles & Responsibilities	Last Update
<b>TN Department of Agriculture - Division of Forestry</b>	Responsible for deploying state-acquired federal fire resources to state staging areas and dispatching same to assignment from these locations.	4/5/2018
	Deploy overhead teams to state staging areas (or provide liaison assistance to federal overhead teams) to provide management of staging area functions.	4/5/2018
<b>TN Department of Correction</b>	Provide staging area property including administrative office space for State staging areas.	2/28/2018
<b>TN Department of Education</b>	As necessary utilize public educational space as a staging area for distribution of resources and points of dispensing medical resources.	3/1/2018
<b>TN Department of Finance &amp; Administration</b>	Provide data to ESF 5 – Information and Planning concerning amount of funds expended through the use of Edison Query Speed charts for transportation and resource acquisition (Facilitates documenting costs for Federal Reimbursement for Presidential Declarations).	1/19/2018
	Receive data from Department of General Services concerning resources obtained from private vendors and arrange for timely reimbursement.	1/19/2018
	Arrange for payment of vendors and execute appropriate instruments to accomplish payment in a timely manner.	1/19/2018
<b>TN Department of Health - Emergency Medical Services</b>	Responsible for deploying state-coordinated EMS resources to state staging areas and dispatching same to assignments from these locations.	1/18/2018
<b>TN Department of Human Resources</b>	Able to receive, identify and fulfill requests for specialized occupations on State payroll and coordinate with the respective state agency human resource office(s).	3/2/2018
<b>TN Department of Labor &amp; Workforce Development</b>	As necessary coordinate the establishment of Labor and Workforce Development offices that can be utilized as State staging areas.	2/22/2018
<b>TN Department of Tourist Development (TDTD)</b>	Identify potential lodging locations for emergency workers and volunteers as requested by the SEOC.	3/6/2018
	Utilize TDTD welcome centers to provide traveling emergency workers a site to receive resources.	3/6/2018

# ESF-8: Health and Medical Services Annex

## Lead Agency

TN Department of Health

## Sub-Function Lead Agencies

Public Health- TN Department of Health

Emergency Medical Services- TN Department of Health - Division of Emergency Medical Services

Fatality Management & Mortuary Services- TN Department of Health - Division of Emergency Medical Services and Office of Chief State Medical Examiner

Crisis & Grief Counseling- TN Department of Mental Health and Substance Abuse Services

## Support Agencies & Organizations

TN Department of Agriculture - Division of Food & Dairy

TN Department of Agriculture - State Veterinarian Office

TN Department of Commerce and Insurance - State Fire Marshal's Office

TN Department of Environment and Conservation - Division of Radiological Health

TN Department of Environment and Conservation – Division of Water Resources

TN Department of Human Services

TN Department of Intellectual and Developmental Disabilities

TN Department of Mental Health and Substance Abuse Services

TN Department of Military - TN National Guard

TN Emergency Management Agency (TEMA)

TN Department of Safety and Homeland Security – TN Highway Patrol (THP)

TN Bureau of Investigation (TBI)

American Red Cross (ARC)

## OVERVIEW

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### Purpose

ESF-8: Health & Medical Services is the lead entity for providing State coordinated public health and emergency medical support. ESF-8 is also the lead State Emergency Operations Center (SEOC) entity for fatality management support, mortuary services support, and crisis/grief counseling support.

### Scope

- Assessment of Public Health, Medical, and Behavioral Health Needs
- Public Health Surveillance
- Medical Care Personnel
- Medical Equipment and Supplies
- Patient Evacuation and Transport
- Patient Care
- Crisis and Grief Counseling
- Safety and Security of Drugs, Biologics, and Medical Devices
- Blood and Blood Products
- All-Hazard Public Health and Medical Consultation, Technical Assistance, & Support
- Health and Medical Public Information
- Hospital and Health Care Facility Assessments
- Vector Control
- Mass Fatality and Mortuary Services
- Mass Gatherings Support
- Vaccination Support
- Coordination of Isolation and Quarantine of effected populations

### Policies

- Each ESF 8 organization is responsible for managing its respective response assets after receiving instructions from Department of Health's ESC.
- To ensure patient confidentiality the release of medical information is done in accordance with the Health Insurance Portability and Accountability Act (HIPAA). Inquiries about patients are managed by the Department of Health's Communication Officer and the appropriate bureaus, divisions, offices and/or regional offices.
- Disaster-based fatality numbers and information are not to be released to the public until vetted and approved for communication by the Department of Health.
- The Director of TEMA may activate the SEOC when requested by the Department of Health during an actual or potential public health or medical emergency.
- Immediate medical response capabilities are to be provided by local entities first including local EMS, hospitals, regional/county health departments and private sector entities.

- The Department of Health ESC will coordinate with the Office of the Chief State Medical Examiner and other partner organizations to assist in providing mass fatality support, including victim identification, tracking, and mortuary services as well as providing support to families of victims during victim identification mortuary process.
- The Department of Health ESC will coordinate with the Department of Health Communication Officer to provide public health, disease, and injury and illness prevention information that can be transmitted to members of the general public who are located in or near areas affected by a disaster in languages and formats that are understandable to individuals with limited English proficiency and individuals with disabilities.
- The Department of Health will activate the State Health Operations Center (SHOC) and/or Regional Health Operation Center(s) (RHOC) and/or medical Point of Dispensing (POD) as needed. The SHOC will communicate with the State Emergency Operations Center (SEOC) through the Department of Health ESC.
- The Department of Health ESC, in consultation with key personnel or in coordination with the State Health Operations Center (SHOC) and Department of Health divisions, offices, and/or regional offices, may request equipment and supplies through the Mission Coordination Center (MCC) or may request needed items through the proper channels from the Strategic National Stockpile.
- The Department of Health ESC, in coordination with the State Health Operations Center (SHOC) and Department of Health divisions, offices, and/or regional offices, utilizes existing surveillance systems to monitor the health of the general population and special high-risk populations, carry out field studies and investigations, monitor injury and disease patterns and potential disease outbreaks, and provide technical assistance and consultations on disease and injury prevention and precautions.
- At the request of the local agency, the Department of Health ESC may coordinate with other local, federal, regional and state agencies to provide support for the evacuation of seriously ill or injured patients to locations where hospital care or outpatient services are available.
- The Department of Health ESC will coordinate with the appropriate departmental agencies to assist in assessing the threat of vector-borne diseases; conducting field investigations, including the collection and laboratory analysis of relevant samples; identifying vector control equipment and supplies; providing technical assistance and consultation on protective actions regarding vector-borne diseases; and providing technical assistance and consultation on medical treatment of victims of vector-borne diseases.
- The ESC will coordinate with the Department of Mental Health and Substance Abuse Services to assist in assessing mental health and substance abuse needs of survivors; providing disaster mental health training for workers; providing liaisons with assessment, training, and program development activities, and providing additional consultation as needed. Further attention is dedicated to workers who experience psychological reactions to the effects of caring for victims during disaster operations through Crisis Intervention Support (CIS).
- Every emergency responder should have the opportunity to participate confidentially in group and individual crisis counseling sessions designed to allow them to come to terms with their reactions to what they have seen and experienced. Additionally, opportunities for individualized follow-up care should be provided so as to allow the person to maintain a healthy and productive outlook despite the tremendous toll such activity can take.

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### Situation and Assumptions

- Biological agents, such as natural, human or bioterrorist induced contagious and infectious diseases can create epidemics and pandemics. The Department of Health plays the primary role in identifying and responding to such outbreaks.
- Mass Casualty Incidents (MCIs) can be caused by severe weather, transportation accidents, fire, explosion, chemical agents, earthquake, nuclear power plants, and terror attacks; using explosives, chemicals, toxins, radiological agents, and other means.
- The collection of information from hospitals in affected areas will be accounted for in the Healthcare Resource Tracking System (HRTS). Information collected includes operational status, immediate needs, bed availability, etc. This information will then be relayed to ESF-5: Planning & Information when necessary.
- Local health districts have first-line responsibility for response to public health-related emergencies
- Local emergency medical services are primarily provided by local fire departments and publicly-operated emergency medical service (EMS) organizations EMS units may also be privately owned; or operated by law enforcement, hospitals, universities, or military organizations.
- Local jurisdictions in Tennessee have primary responsibility for delivering emergency health, medical and mass fatality services during an emergency.
- Local health districts will notify the Tennessee Department of Health of the situation status of local health and medical emergencies and the need for assistance.
- An incident may not initially trigger a health emergency; although a secondary or cascading event stemming from the initial incident may do so.
- Disruption of sanitation services and facilities, loss of power and massing of people in shelters may increase the potential for disease and injury.
- Incidents may require the relocation of health, hospital and medical facilities (both public and/or private).
- Many emergency workers can suffer both short-term and long-term psychological reactions to the sometimes violent, gross, and devastating circumstances they are exposed to during disaster operations.
- There will be some emergency response personnel who will have a difficult time dealing psychologically or emotionally with the situations they encounter during disaster response activities.



**ROLES & RESPONSIBILITIES**

Organization	Roles & Responsibilities	Last Update
<p><b>TN Department of Health - Emergency Medical Services</b></p>	Implement state EMS by responding to requests from affected communities for assistance with EMS operations as appropriate.	1/18/2018
	Collect information from unaffected areas of the state with regard to number of available EMS units in unaffected areas available for deployment to disaster area.	1/18/2018
	Collect, maintain, and disseminate information concerning injuries and/or fatalities to SEOC Executives, TEMA Director and ESF 5 – Information and Planning.	1/18/2018
	Determine the need for State, Federal, or Military medical support when necessary.	1/18/2018
	Assist with emergency medical evacuation operations as necessary and provide coordination requirements.	1/18/2018
	Coordinate Fatality Management and Mortuary Services with the Office of the Chief State Medical Examiner.	1/18/2018
	Task other ESFs as necessary to perform the mission through the MCC.	1/18/2018
	In conjunction with law enforcement, coordinate EMS units to health care facilities and other sites for use in evacuating patients and individuals with functional needs.	1/18/2018
	Coordinate medical casualty collection points.	1/18/2018
Monitor the condition and movement of victims.	1/18/2018	
<p><b>TN Department of Mental Health and Substance Abuse Services</b></p>	Develop programs for delivering crisis counseling to persons affected by disaster by working with the regional offices that help coordinate the delivery of such services. (During presidential emergency declarations supplemental funding for crisis counseling is available to State Mental Health Authorities)	2/20/2018
	Provide liaison that can provide training and resources for volunteers in mental health disaster response and develop programs to include crisis counseling and community outreach support.	2/20/2018
	Develop and administer the Crisis Counseling Program (CCP- provided through Stafford Act Emergencies) strategy for delivery to local and state emergency response personnel during and following disaster operations.	2/20/2018
	Inform the customers that vendor provided Crisis Counseling is confidential.	2/20/2018
	As necessary refer impacted citizens to one of the four State Mental Health Facilities.	2/20/2018

Organization	Roles & Responsibilities	Last Update
<p><b>TN Emergency Management Agency (TEMA)</b></p>	<p>Provide coordination support to assist with public health and emergency medical service efforts. Coordination needs may increase during times of prophylaxis efforts.</p>	<p>5/10/2018</p>
<p><b>American Red Cross</b></p>	<p>Assist in coordination of collection of blood and blood products through the BIOMED department of the American Red Cross; and establish distribution procedures as per ARC guidelines.</p>	<p>4/11/2018</p>
	<p>Disaster Cycle Services provides shelters, food, basic medical treatment, and mental health assistance for families and community members affected by disasters.</p>	<p>4/11/2018</p>
	<p>May assist in providing access to functional needs services.</p>	<p>4/11/2018</p>
	<p>Coordinates with ESF- 8 to acquaint families with available health resources, assists with obtaining prescription medication, durable and consumable medical equipment and supplies, and provides referrals to other partners as appropriate.</p>	<p>4/11/2018</p>
	<p>Provides ESF – 8 continuing information on:                      -Distribution of emergency supplies to include personal care kits, debris clean-up supplies, food and water.                      -Assistance to local and state authorities with evacuation procedures and Red Cross managed and supported shelters.                      -Family communication through Safe and Well Linking services.</p>	<p>4/11/2018</p>
<p><b>TN Department of Intellectual &amp; Developmental Disabilities</b></p>	<p>Ensure DIDD's primary customers health and safety needs are being met in disaster affected areas.</p>	<p>4/11/2018</p>
	<p>Able to provide a mobile seating and positioning clinic that can be dispatched to assist those with medical seating and positioning needs during an emergency.</p>	<p>4/11/2018</p>
	<p>Communicate with ESF 8 any unmet EMS transport, direct care staff, and backup power need to assist DIDD's primary customers.</p>	<p>4/11/2018</p>
<p><b>TN Bureau of Investigation</b></p>	<p>Respond to requests from EMS or state medical examiner's office with victim identification.</p>	<p>Pre-2018</p>
<p><b>TN Department of Commerce &amp; Insurance - State Fire Marshal's Office</b></p>	<p>Coordinate ESF 4 – Firefighting activities with ESF 8 as they relate to joint operations and cross-functional needs.</p>	<p>12/19/2017</p>
<p><b>TN Department of Environment &amp;</b></p>	<p>In the event of a radiological incident, may assist state and local authorities with evacuation recommendations as well as monitoring the health safety of the incident area and in order to allow residents to return.</p>	<p>1/5/2018</p>

Organization	Roles & Responsibilities	Last Update
<b>Conservation - Division of Radiological Health</b>	In the event of a radiological incident, provide advice and assistance to state and local personnel conducting screening/decontamination of persons leaving a contaminated zone.	1/5/2018
<b>TN Department of Environment &amp; Conservation - Division of Water Resources</b>	May support state and local authorities with monitoring and surveillance of the incident area to include quantity and quality/sanitation of water sources and management of excretory, biomedical, and other hazardous waste.	3/2/2018
<b>TN Department of Military - TN National Guard</b>	Respond to requests from ESF 8, through TEMA, for the deployment of military personnel and the development and implementation of procedures that will support EMS operations and ESF 8 medical transportation efforts (ground/air).	2/23/2018
	Provide chaplains as needed for Critical Incident Stress (CIS) Management Teams.	2/23/2018
<b>TN Department of Safety - TN Highway Patrol (THP)</b>	Respond to requests for assistance with traffic control, security of personnel, medical supplies, equipment, blood products, laboratory specimens, etc.	2/20/2018
	Provide available logistical support to health/medical response operation.	2/20/2018
	Notify ESF 8 of EMS needs in areas defined by Department of Safety field units.	2/20/2018
<b>TN Department of Agriculture - Division of Food &amp; Dairy</b>	Provide information to ESF- 8 regarding the assurance of food safety.	2/22/2018
<b>TN Department of Agriculture - State Veterinarian</b>	Provide information to ESF- 8 regarding the control and eradication of an outbreak of a highly contagious or an economically devastating animal disease.	2/22/2018
	Provide information to ESF- 8 regarding the support of animal issues arising from a disaster such as disposal of animal carcasses, protection of livestock health and zoonotic diseases associated with livestock.	2/22/2018
<b>TN Department of Human Services</b>	Coordinate with ESF – 8 on potential health needs when establishing mass care shelters and feeding units.	2/23/2018
	If needed support the development and staffing for emergency childcare services taken place within shelters.	2/23/2018
	Provide information to ESF- 8 regarding coordination with the American Red Cross for behavioral health, health teams and bulk distribution teams to deliver emergency supplies.	2/23/2018

# ESF-9: Search and Rescue Annex

## Lead Agency

TN Emergency Management Agency (TEMA)

## Support Agencies & Organizations

TN Department of Commerce and Insurance - State Fire Marshal's Office

TN Department of Correction

TN Department of Environment and Conservation - Division of State Parks

TN Department of Health - Division of Emergency Medical Services

TN Department of Labor and Workforce Development

TN Department of Military - TN National Guard

TN Department of Safety and Homeland Security - TN Highway Patrol (THP)

TN Department of Transportation (TDOT)

TN Wildlife Resources Agency (TWRA)

Civil Air Patrol (CAP)

TN Association of Rescue Squads (TARS)

TN Fire Chiefs Association (TFCA)

U.S. Coast Guard (USCG)

## OVERVIEW

### Purpose

ESF-9: Search & Rescue provides coordinated State support to local government search and rescue efforts through the use of qualified teams, specialized equipment, and coordinated response operations.

### Scope

- Urban Search and Rescue (USAR) activities
- Searches for Missing or Lost Persons
- Wilderness Searches for Lost Hikers, etc.
- Underwater Searches for Lost or Missing Persons
- Swift Water Rescue Operations

- Searches for Downed Aircraft, Emergency Locator Transmitters (ELTs) and Emergency Position-Indicating Radio Beacons (EPIRBs)
- Searches for Escaped Prisoners/Detainees
- Rescue of Persons trapped as a result of Vehicle Accidents
- High Angle Rescue Operations
- Mine and Cave Rescue Operations

### **Policies**

- Most Search and Rescue (SAR) missions will be able to be adequately addressed by local government resources, but the State shall be prepared to provide SAR support when requested.

### **Situation and Assumptions**

- A major disaster, especially an earthquake, could cause the collapse of buildings and other structures, necessitating the attempt to locate and extricate trapped victims.
- Several times per year, people get lost in the wilderness or become lost by being abandoned in an area with which they are unfamiliar. Additionally, children and others often wander off into unfamiliar areas. Those situations often require the commitment of large numbers of personnel and equipment.
- Agencies that respond to and/or provide resources for SAR mission(s) could be responding to SAR missions that involve hazards such as fire, confined spaces, high-rise structures, forested areas, recreational areas/facilities, open and flowing water, and chemical, nuclear or biological contamination.
- The U. S. Air Force (USAF), through the Air Force Rescue Coordination Center (AFRCC), at Tyndall AFB in Florida, monitors the activation of Emergency Location Transmitters (ELTs) from downed aircraft. ELT activations in the State of Tennessee are transmitted to TEMA to coordinate the search for the affected aircraft.
- Major vehicle accidents (air, ground, or rail) often require the physical extrication of trapped victims.
- It is possible that initially some areas could only be accessible to aviation or maritime assets.
- Each county, and many cities, will operate a local rescue unit.
- Fire, police, emergency medical services, and other emergency services will coordinate activities with the SAR providers.
- FEMA is the coordinator for the federal US&R team located in Memphis; Tennessee Task Force-1. This team has heavy, urban search and rescue capability for locating victims in collapsed buildings.
- The Department of Labor and Workforce Development can provide SAR support for lost persons in mines.

**ROLES & RESPONSIBILITIES**

Organization	Roles & Responsibilities	Last Update
<p><b>TN Emergency Management Agency (TEMA)</b></p>	Provide the point of contact, and act as state coordinating agency for the federal US&R team located in Tennessee.	5/10/2018
	Act as the state coordination point for SAR activities that require state, non-governmental, volunteer, federal, and/or mutual aid resources for assistance.	5/10/2018
	Provide point of contact for the Air Force Rescue Coordination Center (AFRCC) with respect to downed aircraft, Emergency Locator Transmitters (ELTs), and Emergency Position-Indicating Radio Beacons (EPIRBs).	5/10/2018
	Ensure that SAR resource requests are identified, vetted, evaluated, prioritized, and ultimately fulfilled.	5/10/2018
	Task ESF 7 – Resource Support to locate specialized rescue equipment and/or personnel if required.	5/10/2018
<p><b>Civil Air Patrol (CAP)</b></p>	Assist other state and local units with searching for and locating downed aircraft, Emergency Locator Transmitters, and Emergency Position Indicating Radio Beacons.	2/26/2018
	Provide air and ground support capabilities to local and state units involved in SAR activities when requested by TEMA.	2/26/2018
<p><b>TN Association of Rescue Squads</b></p>	Provide manpower/equipment to support SAR activities.	Pre-2018
	Coordinate and support the deployment of rescue units throughout the state.	Pre-2018
	Provide personnel and equipment for SAR operations as requested.	Pre-2018
	Provide coordination assistance of TARS units during SAR operations.	Pre-2018
<p><b>TN Department of Commerce &amp; Insurance - State Fire Marshal's Office</b></p>	In conjunction with TN Fire Chiefs Association coordinate fire service unit activities with those of rescue units in a disaster.	12/19/2017
	Provide listing of fire service rescue capabilities to ESF 9 Manager if requested.	12/19/2017
	Relay rescue tasking to fire service units as requested by ESF 9 Manager.	12/19/2017
<p><b>TN Department of Environment &amp; Conservation - Division of State Parks</b></p>	Provide manpower/equipment to coordinate and support SAR activities as required.	1/5/2018
<p><b>TN Department of Military - TN National Guard</b></p>	Provide air and ground resources to support Search and Rescue activities as requested by TEMA.	2/23/2018
	Provide communication support to a search and rescue incident command post as requested by the SEOC.	2/22/2018

Organization	Roles & Responsibilities	Last Update
<b>TN Department of Safety &amp; Homeland Security - TN Highway Patrol (THP)</b>	Provide air support for state and local SAR activities when requested.	2/20/2018
	Coordinate deployment of law enforcement resources with the activities of SAR units.	2/20/2018
	Provide security and traffic control activities around SAR disaster scenes as requested by ESF 9 Manager through ESF 13 – Law Enforcement.	2/20/2018
<b>TN Department of Transportation (TDOT)</b>	Deploy personnel/equipment in support of SAR activities as requested by ESF 9 Manager.	1/11/2018
<b>TN Department of Correction</b>	Provide tracking teams and tactical teams to state and local SAR units when requested.	2/28/2018
	Coordinate searches for escaped prisoners/detainees from state prison facilities. (The development and implementation of the Governor's Prison Escape Plan.)	2/28/2018
<b>TN Department of Health - Division of Emergency Medical Services</b>	Coordinate and support EMS response with those of rescue units in a disaster.	1/18/2018
<b>TN Department of Labor &amp; Workforce Development</b>	Able to pull together resources to provide safety and health technical assistance for Search and Rescue. (e.g. mining rescues, trench rescues, high angle rescue, confined space rescue)	2/22/2018
<b>TN Fire Chiefs Association</b>	Provide information on the availability of search and rescue equipment/ teams on a statewide, regional, or local level.	12/19/2017
	Manage the typing and tracking of search and rescue resources (intrastate and interstate) including technical rescue and incident management teams.	12/19/2017
	Coordinate and facilitate the dissemination of information with ESF 9 Primary agency through the SEOC.	12/19/2017
	Coordinate and facilitate the dissemination of information to local response organizations regarding resource requests through the regional and county ERS coordinators.	12/19/2017
	Provide data, information and feedback to the SEOC for the purposes of generating status reports and after-action reports.	12/19/2017
	Assist primary agency with acquiring reports pertaining to casualties, injuries, damages and evacuations from fire and rescue organizations, and provide them to the SEOC.	12/19/2017
	Develop and maintain State wide network for the implementation of the TFCA Emergency Response Plan.	12/19/2017

Organization	Roles & Responsibilities	Last Update
<b>TN Wildlife Resources Agency (TWRA)</b>	Able to provide ground and air support assistance during Search and Rescue on TWRA facilities, State Waterways, and, as requested, on other rural/remote areas in the State.	4/2/2018
	Able to provide under water search capabilities to support SAR, as requested. (Dive teams and Underwater Remote Operated Vehicle)	4/2/2018
<b>U.S. Coast Guard</b>	Plan, coordinate, and execute SAR missions on waterways within Federal jurisdiction.	Pre-2018
	Assist other government agencies as requested.	Pre-2018



# ESF-10: Environmental Response Annex

## Lead Agency

TN Emergency Management Agency (TEMA)

## Sub-Function Lead Agencies

Hazardous Materials- TN Emergency Management Agency (TEMA)

Radiological Materials- TN Department of Environment and Conservation - Division of Radiological Health

## Support Agencies & Organizations

TN Department of Agriculture

TN Department of Commerce and Insurance - State Fire Marshal's Office

TN Department of Environment and Conservation - Division of Radiological Health

TN Department of Health

TN Department of Labor and Workforce Development

TN Department of Safety and Homeland Security - TN Highway Patrol (THP)

TN Department of Transportation (TDOT)

TN Fire Chiefs Association (TFCA)

TN Valley Authority (TVA)

U.S. Coast Guard (USCG)

U.S. Department of Energy (DOE)

U.S. Environmental Protection Agency (EPA)

## OVERVIEW

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### Purpose

ESF-10: Environmental Response provides coordinated State support to local governments in dealing with actual or potential releases of non-radioactive hazardous materials (hazmat) and radioactive hazardous materials.

### Scope

- Hazardous Material Releases from Transportation Accidents (highway, air, rail, etc.)

- Hazardous Material Releases from Damaged Pipelines
- Hazardous Material Releases from Fixed Facilities (manufacturing plant, chemical storage, nuclear power plant, etc.)
- Hazardous Material Releases from a Terrorist Attack or Other Criminal Act
- Hazardous Material Releases as a Secondary Result from another Disaster Event (earthquake, flooding, etc.)

### **Policies**

- For most hazardous material spill incidents, disposal of hazardous waste is routinely managed by a private clean-up company, with the shipper or originating facility being responsible for the costs of the response and remediation of affected areas.
- Response to hazardous materials incidents is handled by the local jurisdiction, typically the local fire department or, occasionally a specialized hazardous materials (hazmat) team. TEMA provides a District Coordinator to assist local jurisdictions with significant releases.
- Federal agencies, including the Environmental Protection Agency, routinely monitor hazmat incidents in Tennessee for violations of federal environmental laws. The federal government has developed Regional and National response capabilities, known as Regional Response Teams (RRTs), to assist state and local responders in dealing with the effects of such events. Federal response activities are carried out under the provisions of the National Oil and Hazardous Substances Pollution Contingency Plan (NCP).
- If necessary, TEMA can request state environmental personnel (e.g., TDEC Emergency Response Teams) to assist local agencies in dealing with the consequences of releases. Additionally, TEMA routinely notifies the National Response Center of activities associated with hazmat releases in Tennessee.
- The TEMA Director is the chairman of the State Emergency Response Commission (SERC), required by Title III of the Superfund Amendments and Reauthorization Act of 1986 (SARA). Additionally, each of the state's 95 counties has a Local Emergency Planning Committee (LEPC) as required by SARA, with representation from all segments of the public and private sector. TEMA is the repository of all records and data generated as a result of the requirements of Title III and other components of the SARA act in Tennessee.
- The Tennessee Valley Authority (TVA) and the U.S. Department of Energy (DOE) are responsible for on-site radiological releases and hazardous material incidents as part of their emergency preparedness functions for their respective facilities.
- Preparedness for an offsite radiological release from the Tennessee Valley Authority (TVA) nuclear power plants (Watts Bar and Sequoyah) will be handled as specified in the TVA Multi-Jurisdictional Radiological Emergency Response Plans (MJRERP) developed by TEMA through agreements with TVA.
- Preparedness for an offsite release from the U.S. Department of Energy (DOE) Oak Ridge facilities will be handled as specified in the DOE Multi-Jurisdictional Emergency Response Plan (MJRERP) developed by TEMA through agreements with DOE.

**Situation and Assumptions**

- The discharge of hazardous materials is a daily occurrence in Tennessee. Fortunately, vast majorities of these discharges are relatively insignificant and pose no serious threat to nearby populations.
- Large volumes of hazardous materials are transported via highway, air freight, rail and pipeline across the state daily. A small number of hazardous materials are involved in transportation accidents on any given day.
- Tennessee is home to major industrial concerns and numerous lesser organizations that manufacture, process, store or utilize hazardous materials on a daily basis.
- Several hazmat incidents may occur simultaneously following a disaster such as an earthquake.
- Exceptions to current disposal practices may be necessary during a disaster.
- The Tennessee Valley Authority operates two nuclear power plants within the state of Tennessee: the Watts Bar plant, some 50 miles north of Chattanooga, and the Sequoyah plant, which is located just north of the city of Chattanooga. Additionally, the Brown's Ferry plant is located in Alabama just south of the state line. A serious incident at these facilities could affect Tennesseans.
- The U.S. Department of Energy operates three research and processing facilities in Oak Ridge. There are significant quantities of radioactive materials and waste at these sites.
- Significant quantities of radioactive waste and other materials are transported across the state on a daily basis. Additionally, many medical facilities, industrial concerns, and others utilize radioactive pharmaceuticals and other materials on a daily basis.

**ROLES & RESPONSIBILITIES**

Organization	Roles & Responsibilities	Last Update
<p style="text-align: center;"><b>TN Emergency Management Agency (TEMA)</b></p>	Provide coordination and technical support to assist local and state partners with hazardous material response efforts.	5/10/2018
	Contact the Chemical Emergency Transportation Center (CHEMTREC) and/or the National Response Center on behalf of local or state response personnel if requested.	5/10/2018
	Act as the state coordination point for hazardous materials response activities that require state, private, federal, and/or mutual aid resources for assistance.	5/10/2018
	Provide a listing of hazardous material clean-up companies and shippers who have done business in Tennessee if this information is requested by local or state response personnel.	5/10/2018

Organization	Roles & Responsibilities	Last Update
<p style="text-align: center;"><b>TN Emergency Management Agency (TEMA)</b></p>	<p>Coordinate requests for federal radiological and hazardous materials assets from FEMA, the U.S. Department of Defense (DOD), the Federal Radiological Monitoring and Assessment Center (FRMAC), the Nuclear Regulatory Commission (NRC), U.S. Department of Energy (DOE), and other federal entities.</p>	<p>5/10/2018</p>
	<p>Develop priorities and task other agencies to assist in hazardous material response efforts.</p>	<p>5/10/2018</p>
	<p>Implement the Multi-Jurisdictional Emergency Response Plans (MJERPs) during the low probability occurrence of an off-site hazardous material release from TVA Nuclear Power Plants and/or DOE Oak Ridge Reservation.</p>	<p>5/10/2018</p>
	<p>Deploy the TEMA Radiological Detection Truck and other radiological detection equipment and teams to conduct radiological monitoring activities at large mass gathering events or after certain emergency events.</p>	<p>5/10/2018</p>
	<p>Manage the Watch Point as the State’s 24 hour, 365 day a year notification center for receiving notifications of significant radiological and hazardous material releases within the State of Tennessee.</p>	<p>5/10/2018</p>
	<p>Coordinate the sounding of sirens within communities surrounding the State’s two nuclear power plants during the low probability event of an off-site radiological plume release.</p>	<p>5/10/2018</p>
	<p>Assist local jurisdictions with hazardous materials response activities.</p>	<p>5/10/2018</p>
<p style="text-align: center;"><b>TN Department of Environment &amp; Conservation - Division of Radiological Health</b></p>	<p>Provide emergency measures to address protection of public health and the environment from radiological releases.</p>	<p>1/5/2018</p>
	<p>Develop and implement procedures for monitoring and assessment of radioactive releases.</p>	<p>1/5/2018</p>
	<p>Make protective action recommendations with respect to the threats imposed by radioactive releases. Continue with providing protective action recommendations based on monitoring findings. Implement protective actions and request tasking of other participant organizations as required from the Mission Coordinator Center (MCC).</p>	<p>1/5/2018</p>
	<p>Monitor the clean-up of radioactive contaminants.</p>	<p>1/5/2018</p>
	<p>Work with TEMA, TVA and DOE to coordinate the response to off-site releases at their respective facilities.</p>	<p>1/5/2018</p>
	<p>Collaborate with the Department of Health to advise the state and utility, as appropriate, in matters concerning the use of potassium iodide.</p>	<p>1/5/2018</p>
	<p>Deploy personnel to SEOC, RMCC/EMCC and other field sites as required by situation. Initiate monitoring activities as required.</p>	<p>1/5/2018</p>
	<p>Implement procedures for tracking division personnel exposure to radiation.</p>	<p>1/5/2018</p>
	<p>Assist EMS units with decontamination (technical advice and support).</p>	<p>1/5/2018</p>

Organization	Roles & Responsibilities	Last Update
<b>TDEC - Division of Radiological Health</b>	Disseminate public information through PIO staff.	1/5/2018
	Provide and interpret all monitoring and assessment data to ESF 5 – Information and Planning.	1/5/2018
	Provide a list of appropriately licensed contractors to remove damaged radioactive materials.	1/5/2018
<b>TN Department of Environment &amp; Conservation - Multiple Divisions</b>	Provide technical advice and support to local EMAs with respect to the potential effects of released materials and proper methods of remediation of those effects.	1/5/2018
	Provide TEMA with current information regarding locations and technical data on sensitive facilities such as water supplies and sites posing significant risks such as major waste storage and treatment sites to enable proper risk assessment and mitigation planning.	1/5/2018
	Provide in each Environmental Field Office an Emergency Responder and an Alternate to serve on a 24-hour basis for technical assistance to local EMA during disasters, spills or related incidents.	1/5/2018
	Provide regulatory guidance to local EMA and hazmat facilities including, as needed, procedures for regulatory waivers for restoration following disasters.	1/5/2018
	Maintain records of agency activities with regard to recommendations made by division personnel.	1/5/2018
	Request assistance from other ESFs and participant organizations, as required, to perform assigned missions through the Mission Coordinator Center (MCC) at the SEOC.	1/5/2018
<b>TN Department of Commerce &amp; Insurance - State Fire Marshal's Office</b>	In conjunction with TN Fire Chiefs Association coordinate activities of fire service organizations with those of hazardous materials response organizations during disasters.	12/19/2017
<b>TN Department of Safety &amp; Homeland Security - TN Highway Patrol (THP)</b>	Provide personnel to support hazmat incident operations (within capabilities).	2/20/2018
	Enforce provisions of state and federal transportation regulations with respect to the hauling or transportation of hazardous materials.	2/20/2018
	Deploy personnel to secure areas around established perimeters of hazardous material accident scenes, assist with traffic control activities and assist with evacuation/movement activities (through ESF 13 – Law Enforcement).	2/20/2018
<b>TN Department of Transportation (TDOT)</b>	If possible provide personnel and equipment to assist with onsite response measures during hazmat incidents.	1/11/2018

Organization	Roles & Responsibilities	Last Update
<p><b>TN Department of Transportation (TDOT)</b></p>	<p>In all railroad related events TDOT Rail Safety Office communicates with the Federal Railroad Administration (FRA) after receiving notification of a major hazmat event. The FRA, at that time, will dispatch the appropriate personnel as needed.</p>	<p>1/11/2018</p>
	<p>As deemed necessary TDOT Rail Safety and Federal Railroad personnel will respond to railroad related hazmat events.</p>	<p>1/11/2018</p>
<p><b>TN Department of Agriculture</b></p>	<p>Distribute protective action guidance, through the Public Information Officer, to farmers regarding appropriate measures to be taken with respect to protecting livestock and stored food from radiological contamination.</p>	<p>2/22/2018</p>
	<p>Disseminate public information concerning the consumption of food and dairy products produced in areas affected by radioactive releases.</p>	<p>2/22/2018</p>
<p><b>TN Department of Agriculture - Division of Food &amp; Dairy</b></p>	<p>Through sampling, assess and monitor the impact of radiological releases on dairy and food. Develop protective action guidance concerning the use of food produced in areas where radioactive contamination exists.</p>	<p>2/22/2018</p>
<p><b>TN Department of Health</b></p>	<p>Assist in assessment of potential health effects associated with radiological accidents.</p>	<p>1/18/2018</p>
	<p>Assist with assessment of effects on civilian and emergency response personnel affected by radiation releases.</p>	<p>1/18/2018</p>
	<p>Order distribution of KI (potassium iodide) as necessary</p>	<p>1/18/2018</p>
<p><b>TN Department of Labor &amp; Workforce Development</b></p>	<p>TOSHA Health Compliance Officers have been trained as industrial hygienists that can evaluate workplaces for chemical, physical, and biological hazards.</p>	<p>2/20/2018</p>
<p><b>TN Fire Chiefs Association</b></p>	<p>Provide information on the availability of hazmat equipment/ teams on a statewide, regional, or local level.</p>	<p>12/19/2017</p>
	<p>Manage the typing and tracking of hazmat resources (intrastate and interstate).</p>	<p>12/19/2017</p>
	<p>Coordinate and facilitate the dissemination of information with ESF 10 Primary agency through the SEOC.</p>	<p>12/19/2017</p>
	<p>Coordinate and facilitate the dissemination of information to local response organizations regarding resource requests through the regional and county ERS coordinators.</p>	<p>12/19/2017</p>
	<p>Provide data, information and feedback to the SEOC for the purposes of generating status reports and after-action reports.</p>	<p>12/19/2017</p>
	<p>Assist primary agency with acquiring reports pertaining to casualties, injuries, damages and evacuations from fire and rescue organizations, and provide them to the SEOC.</p>	<p>12/19/2017</p>
	<p>Develop and maintain State wide network for the implementation of the TFCA Emergency Response Plan.</p>	<p>12/19/2017</p>

Organization	Roles & Responsibilities	Last Update
<p><b>TN Valley Authority (TVA)</b></p>	Develop on-site emergency capabilities at the TVA nuclear power plants.	Pre-2018
	Coordinate development of off-site programs with TEMA, Radiological Health and others as applicable.	Pre-2018
	Notify TEMA of unusual occurrences at TVA power plants.	Pre-2018
	Implement procedures in radiological response plans for concerned facility (ies). For onsite responses use the Emergency Plan Implementing Procedures and for offsite use the MJRERP.	Pre-2018
	Coordinate all actions concerning off-site measures with SEOC.	Pre-2018
<p><b>U.S Department of Energy</b></p>	Notify TEMA of emergencies at DOE facilities in accordance with the DOE MJERP.	Pre-2018
	Be the lead Federal agency for an emergency at the DOE Oak Ridge Reservation in accordance with the National Contingency Plan (40 CFR Part 300) and DOE MJERP.	Pre-2018
	Provide DOE National Assets as requested and as available to include the Federal Radiological Monitoring and Assessment Center (FRMAC), Radiation Emergency Assistance Center/Training Site (REAC/TS), and Aerial Measuring System (AMS). <i>[See the DOE MJERP for a description of the DOE National Assets]</i>	Pre-2018
	Provide resources as available to assist offsite response teams in monitoring or sampling hazardous material levels in the environment.	Pre-2018
	Provide whole body screening facilities as available.	Pre-2018
<p><b>U.S. Coast Guard</b></p>	Provide hazmat operations on waterways where USCG has jurisdiction.	Pre-2018
	Respond to hazmat incidents on waterways under the jurisdiction of the USCG.	Pre-2018
	Deploy available personnel and equipment in support of state and local hazmat operations when properly requested.	Pre-2018
	Initiate actions as requested by the state to provide assistance.	Pre-2018
<p><b>U.S. Environmental Protection Agency</b></p>	Provide hazmat operations where EPA has jurisdiction.	Pre-2018

## ESF-11: Food Annex

### Lead Agency

TN Department of Agriculture - Division of Food and Dairy

### Support Agencies & Organizations

TN Department of General Services

TN Department of Health - Division of Environmental Health

TN Department of Human Services

TN Department of Military - TN National Guard

TN Emergency Management Agency (TEMA)

American Red Cross (ARC)

## OVERVIEW

### Purpose

ESF-11: Food provides coordinated State support in identifying and delivering food and potable water into disaster affected areas. This effort can be done in conjunction with ESF-7: Logistics operations. Additionally ESF-11 can provide support in inspecting and sampling agricultural sites, food processing centers and food distribution centers to ensure food is safe for consumption following a major emergency event.

### Scope

- Locating and Obtaining Food and Potable Water Supplies
- Assisting in the Coordination of Transportation of Food and Water Supplies to Staging Areas or Affected Areas
- Providing for the Distribution of Food and Water to Disaster Victims and Emergency Workers. Mass feeding operations are conducted by ESF-6: Mass Care.
- Inspecting and Sampling Food and Water Supplies to ensure No Contamination Occurred following an Emergency Event



**Policies**

- The primary focus of ESF-11 is obtaining, inspecting, and transporting food and water to staging areas and disaster affected areas. The transportation process can be conducted in conjunction with ESF-7: Logistics.
- In most cases, mass feeding operations is taken over by ESF-6: Mass Care once ESF-11 delivers the food and water to identified sties.
- The restoration of water utility systems is a function of ESF-3: Infrastructure, Public Works & Engineering.

**Situation and Assumptions**

- Many disasters, such as human-caused events, floods or earthquakes, can create a situation whereby victims/residents cannot gain access to food. Additionally, electrical and gas supply interruptions will eliminate their ability to properly prepare food for human consumption.
- A disaster may deprive residents of the ability to secure and/or prepare food and potable water for themselves and their families.
- The food and potable water transportation/delivery network may be damaged or disrupted as a result of a disaster.
- Some disasters may create a situation whereby locally available food and potable water sources are deemed to be unsafe for human consumption.

**ROLES & RESPONSIBILITIES**

Organization	Roles & Responsibilities	Last Update
<b>TN Department of Agriculture - Division of Food &amp; Dairy</b>	Locate, procure, and seek delivery of bottled water to disaster affected areas in conjunction with the SEOC Human Needs Branch Manager.	2/22/2018
	Initiate sampling protocols to the identified locations related to Food and Safety and condemn food products as warranted.	2/22/2018
<b>TN Department of Agriculture</b>	Coordinate the damage assessment of impacted farms, dairies, dairy processing plants, food manufacturing, food warehouses, retail stores, and their allied facilities in areas affected by disaster.	2/22/2018
<b>American Red Cross</b>	Provides feeding activities for clients on determined mobile feeding routes and fixed sites which include shelters.	4/11/2018
	Maintain national network of ARC food distribution capabilities. Initiate national ARC food acquisition procedures as needed.	4/11/2018
	Develop procedures for identifying feeding needs in affected areas.	4/11/2018
	Request assistance from other ESFs and/or participant organizations, through the Mission Coordinator Center (MCC), as required to perform feeding activities.	4/11/2018

<b>TN Department of Military - TN National Guard</b>	Deploy personnel and portable kitchens (and support units) to affected areas as requested by the SEOC.	2/23/2018
	Arrange for delivery of food items and potable water to affected areas at the request of Department of General Services through the SEOC.	2/23/2018
<b>TN Department of General Services</b>	Assist with the locating of food, potable water, and transportation capabilities for deployment to staging areas and affected areas.	1/30/2018
	Locate and secure food storage facilities (e.g., refrigerated storage areas, dry storage, etc.) for use during disasters.	1/30/2018
<b>TN Department of Health - Division of Environmental Health</b>	Ensure sanitation at shelter locations during emergencies by deploying personnel to perform health inspections of shelter operations to ensure safe and healthy practices at each facility.	1/18/2018
<b>TN Department of Human Services</b>	Implement and administer the U.S. Department of Agriculture (USDA) Disaster Food Stamp Program.	2/23/2018
<b>TN Emergency Management Agency (TEMA)</b>	Procure water and food to support disaster victims, mass care operations, and emergency workers.	8/30/2018
	Arrange for delivery of food items and potable water to affected areas at the request of the Logistics Branch Chief in the SEOC.	8/30/2018

# ESF-12: Energy Annex

## Lead Agency

TN Department of Environment and Conservation - Office of Energy Programs

## Support Agencies & Organizations

TN Department of Agriculture - Division of Weights & Measures

TN Department of Commerce and Insurance - Division of Code Enforcement

TN Department of Military - TN National Guard

TN Emergency Management Agency (TEMA)

TN Department of Safety and Homeland Security - TN Highway Patrol (THP)

TN Department of Transportation (TDOT)

TN Governor's Office

TN Public Utility Commission

TN Valley Authority (TVA)

## OVERVIEW

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### Purpose

ESF-12: Energy provides coordinated State support to energy utilities; rural and municipal energy providers; fuel producers, distributors and transporters; and governmental and private sector stakeholders during fuel shortages, widespread power outages, capacity shortages, and major disaster events.

### Scope

- Power Generating and Transmission Facilities
- Electrical Supply Grid and Local Electricity Providers
- Natural Gas, Crude Oil and other Interstate Pipeline Systems that Traverse the State
- Local Natural Gas Suppliers and their Network
- Local Fuel Oil, Crude Oil and other Petroleum Suppliers and their Pipelines
- Regional and Statewide Motor Fuel Shortages
- Solar and Wind Power Generators

- Alternate Fuel Sources

### **Policies**

- The restoration of electrical service is critical to the disaster response and recovery activities in the areas affected by a particular disaster. Electrical restoration shall be a top priority during initial disaster response operations.
- The shortage of petroleum and petroleum products is handled in accordance with federal energy policies as provided by the Energy Policy and Conservation Act of 1975 and the Emergency Energy Conservation Act of 1979.
- ESF-12 will utilize the Tennessee Energy Assurance Plan and the Tennessee Petroleum Contingency Plan as guiding documents for operational coordination efforts.

### **Situation and Assumptions**

- Many disasters that can affect the State of Tennessee have the potential to destroy or damage major energy lifelines, thereby curtailing or eliminating the supply of electricity and/or natural gas to victims of the event.
- A petroleum shortage (as in the energy crisis of the early- and mid-1970s) can create major problems as a result of resource shortages within the state and the nation as a whole.
- Energy and fuel shortages may be the result of the following conditions:
  - Energy and fuel distribution shortfalls, which can be the result of extreme weather conditions, like tornadoes, floods, and severe storms.
  - Energy and fuel generation capacity shortfalls due to unusually high demand or unplanned fuel generation/distribution outages/interruptions.
  - Interruptions in the supply of natural gas, petroleum fuels, propane, heating oil, and coal may result from natural hazards, strikes, explosions, terrorism or international embargoes.
- During disasters, energy generating capacity, and the ability to transmit, distribute and transport energy and fuel may fall below customer demands.
- A significant disaster may produce prolonged periods of time where electrical service to customers is interrupted. This will reduce communications capabilities, degrade traffic control activities and have other widespread impacts on the provision of public safety activities.
- The distribution of natural gas to homes and businesses in affected areas is a critical issue during the winter months.
- Real or perceived petroleum crises may result in the panic buying of fuel in many areas.
- A disaster could damage natural gas and petroleum pipelines, substantially reducing or eliminating the availability of such items in affected areas.

- Communications and traffic signals may be affected by power failures, affecting public health and safety services, logistics and overall response to the disaster site.
- Fuel hoarding may result if the public perceives the possibility of prolonged fuel scarcity.

**ROLES & RESPONSIBILITIES**

Organization	Roles & Responsibilities	Last Update
<p><b>TN Department of Environment &amp; Conservation - Office of Energy Programs</b></p>	Develop preparedness programs aimed at reducing the effects of petroleum shortages within Tennessee.	3/2/2018
	Assess potential impact of utility disruptions on local economic infrastructure (see ESF 15 – Recovery).	3/2/2018
	In coordination with TEMA PIO, develop and distribute Energy related information to the public.	3/2/2018
	Serve as a back-up and provide interface between the U.S. Department of Energy and the local electrical power companies. (For electricity, OEP defers to TVA for interaction with the local power companies, and OEP would communicate any information from DOE to the TVA ESF 12 for distribution to the local service providers. For all other fuels, TDEC OEP would be the interface.)	3/2/2018
	During a prolonged fuel shortage, administer the State Set-Aside Program as required and requested by the Governor.	3/2/2018
	Coordinate Energy and Fuel information resources among industries and government.	3/2/2018
	Oversees and coordinates all energy assurance activities including maintaining and updating the Tennessee Energy Assurance Plan.	3/2/2018
	Activate Tennessee Petroleum Contingency Plan, as directed.	3/2/2018
	Maintain contact with the DOE and request any assistance necessary to begin restoration of critical infrastructure.	3/2/2018
	Provide assessment and monitoring information to the SEOC.	3/2/2018
Maintain a list of alternative fuel filling stations and vehicle fleets that may be called into service. Tennessee Clean Fuels will assist in maintaining this data.	4/10/2018	
<p><b>TN Department of Commerce &amp; Insurance - Division of Code Enforcement</b></p>	Provide training programs to state and local electrical inspectors in accordance with the National Emergency Management Association guide regarding the approval of electrical reconnections after disasters. (e.g. water line )	12/19/2017
	Adopt and enforce electrical, building, occupancy, fire and other codes for use within the State of Tennessee.	12/19/2017
	Notify personnel who are certified of the possible need for deployment and deploy them as dictated by the situation.	12/19/2017
	Make arrangements for dissemination of standardized forms, guides, etc.	12/19/2017

Organization	Roles & Responsibilities	Last Update
<b>TN Department of Commerce &amp; Insurance</b>	Respond to local officials request for electrical inspection assistance through the MCC.	12/19/2017
	Prioritize requests for inspection assistance to ensure critical facilities are inspected as soon as possible.	12/19/2017
<b>TN Department of Military - TN National Guard</b>	Provide available generators and personnel for critical facilities during power outages when requested by the SEOC.	2/23/2018
	Provide vehicles to transport fuel to distribution points. (Fuel tankers cannot fill civilian vehicles due to fuel nozzle disparity.)	2/23/2018
<b>TN Department of Safety &amp; Homeland Security - TN Highway Patrol (THP)</b>	Monitor and enforce all federal and state laws relating to the motor vehicle laws.	2/20/2018
	Promote public information campaign for strict compliance with state and federal motor vehicle laws.	2/20/2018
<b>TN Department of Transportation (TDOT)</b>	Administer special permits for movement of oversize loads or special vehicles.	1/11/2018
	When requested provide information concerning the creation of ridesharing, vanpooling or carpool programs with the Department of Economic & Community Development.	1/11/2018
<b>TN Department of Agriculture - Division of Weights &amp; Measures</b>	Provide timely updates relative to the status of the available fuel supply to the citizens of the state of Tennessee through the Department of Agriculture’s Public Information Office.	2/22/2018
	Monitor the availability and quality of the fuel supply in the state and provide timely updates to the Department of Environment and Conservation - Office of Energy.	2/22/2018
	Identify staff to fill manpower requirements for implementation of emergency measures.	2/22/2018
<b>TN Emergency Management Agency (TEMA)</b>	Support TDEC Office of Energy Programs’ efforts and needs by coordinating a SEOC Energy working group during potential and/or actual energy emergencies if warranted.	4/30/2018
<b>TN Governor's Office</b>	Responsible for declaring a state of energy emergency.	Pre-2018
	Responsible for decisions on when and what measures are to be implemented.	Pre-2018
	Responsible for issuing Executive Orders to activate emergency measures.	Pre-2018
	Coordinating the response of the Attorney General Office.	Pre-2018
	Identify emergency funds to fund energy emergency measures.	Pre-2018
	Declaring an end to the energy emergency.	Pre-2018

Organization	Roles & Responsibilities	Last Update
<p style="text-align: center;"><b>TN Public Utility Commission</b></p>	<p>Assess damage and provide information on all interstate pipelines traversing the state when authorized by The Federal Department of Transportation Office of Pipeline Safety.</p>	<p>Pre-2018</p>
	<p>Initiate damage assessment activities with respect to intrastate natural gas pipelines and liquefied natural gas facilities.</p>	<p>Pre-2018</p>
	<p>Provide assistance to intrastate natural gas operators in locating and acquiring equipment necessary to restore service.</p>	<p>Pre-2018</p>
	<p>Provide assistance to interstate pipelines in locating and acquiring equipment necessary to restore service.</p>	<p>Pre-2018</p>
	<p>Provide damage assessment information to ESF 5 – Information and Planning and to ESF 10 – Hazardous Materials, so that proper protective actions can take place.</p>	<p>Pre-2018</p>
<p style="text-align: center;"><b>TN Valley Authority (TVA)</b></p>	<p>Perform damage assessment and recovery activities at TVA power generating and transmission systems.</p>	<p>Pre-2018</p>
	<p>Begin collection of damage assessment information regarding local electrical providers and arrange to provide any assistance that TVA is capable of providing.</p>	<p>Pre-2018</p>
	<p>Activate mutual aid agreements with neighboring power generators as necessary.</p>	<p>Pre-2018</p>
	<p>Provide damage assessment information to ESF 5 – Information and Planning.</p>	<p>Pre-2018</p>
	<p>Task other ESFs and participant organizations for assistance as required to meet emergency needs.</p>	<p>Pre-2018</p>
	<p>Assist local providers in locating and acquiring equipment necessary to restore local electrical capabilities.</p>	<p>Pre-2018</p>

## ESF-13: Law Enforcement Annex

### Lead Agency

TN Department of Safety and Homeland Security

### Sub-Function Lead Agencies

Security & Law Enforcement Support- TN Department of Safety and Homeland Security - TN Highway Patrol

Evacuation & Movement Support- TN Department of Safety and Homeland Security - TN Highway Patrol

Prison & Correctional Institution Support- TN Department of Correction

Terrorism Threats & Incidents- TN Department of Safety and Homeland Security

### Support Agencies & Organizations

TN Department of Agriculture - State Veterinarian Office

TN Department of Children's Services

TN Department of Commerce and Insurance

TN Department of Correction

TN Department of Environment and Conservation - Division of Radiological Health

TN Department of Environment and Conservation - Division of State Parks

TN Department of General Services

TN Department of Health - Division of Emergency Medical Services

TN Department of Mental Health and Substance Abuse Services

TN Department of Military - TN National Guard

TN Emergency Management Agency (TEMA)

TN Department of Revenue

TN Department of Transportation (TDOT)

TN Alcoholic Beverage Commission

TN Attorney General's Office

TN Bureau of Investigation (TBI)

TN Fusion Center

TN Governor's Office

TN Wildlife Resources Agency (TWRA)



American Red Cross  
TN Valley Authority (TVA)  
U.S. Army Corps of Engineers  
U.S. Coast Guard  
U.S. Department of Interior - National Park Service

## OVERVIEW

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### Purpose

ESF-13: Law Enforcement provides coordinated State support to local law enforcement efforts through mutual aid, coordination, response, and intelligence sharing. Support activities can include law enforcement, security, evacuation, traffic control, prison/correctional institution, and terrorism intelligence/prevention support.

### Policies

- The outward flow of persons from the affected areas should not be restricted unless essential to maintaining orderly flow of emergency traffic into affected areas.
- Security must be provided for areas affected by a disaster to ensure that people are protected from harm, that property is secure and that the situation is not made worse due to criminal intervention. This is especially true for those disasters that cover large geographic areas where criminals might perceive there is a smaller chance of being caught.
- Security must be provided for fire service and emergency medical services personnel when they are working in areas subject to hostile actions (e.g., as in civil disturbances). Additionally, security must be maintained for critical or essential facilities, public shelters, essential communications facilities, etc., during disasters.
- The National Guard should not be considered routinely as a law-enforcement asset.
- The capture of escaped prisoners will be in accordance with the Governor's Prison Escape Plan, prepared jointly by the Department of Correction, and the Governor's Office.
- The decision to issue evacuations is primarily a local government responsibility.
- The lead federal agency for terrorism crisis management efforts within the United States is the Federal Bureau of Investigation (FBI). The TN Department of Safety & Homeland Security and the TN Bureau of Investigation (TBI) are the primary agencies for state coordination of crisis management efforts pertaining to a terrorist incident. While the federal government has primary authority, it is expected that they will require support from local and state law enforcement entities. Crisis management is defined as measures to identify, acquire, and plan for the use of resources in anticipation, prevention, and/or resolution of a threat or act of terrorism.

- The lead federal agency for terrorism consequence management efforts within the United States is the Federal Emergency Management Agency (FEMA). FEMA retains this responsibility throughout the federal response as it acts in support of the FBI during terrorism threats or acts. TEMA is the primary agency for state coordination of consequence management efforts for a terrorist incident. TEMA uses the emergency management organizational relationships of the TEMP to coordinate state assistance to local governments. Consequence management is defined as measures to protect public health and safety, restore essential services, and provide emergency relief to governments, businesses and individuals affected by the consequences of terrorism.
- Unless a State of Emergency is declared, state agencies participating in the resolution of terrorist incidents or conducting counter terrorism operations, shall bear the costs of their own participation.

### **Situation and Assumptions**

- Disasters naturally bring out the curiosity of people in areas both affected and non-affected. The uncontrolled inward flow of unauthorized people is detrimental to the efficient handling of traffic flow in affected areas.
- Uncontrolled traffic flow will lead to bottlenecks and gridlock.
- A large disaster (such as an earthquake) will destroy portions of the highway system and may require traffic to make long detours.
- It may be necessary to alter the traffic flow throughout the entire state in response to situations brought about as a result of catastrophic disasters.
- Following a disaster, criminals often move into an area in a proactive and sometimes organized attempt to take advantage of the situation for their own benefit. This often includes looting, armed robbery, arson, and other activity.
- There will occasionally be situations that necessitate the provision of security for fire service and EMS personnel (and possibly others).
- Citizens of areas affected by the disaster want law enforcement personnel to patrol their neighborhoods to provide them with a feeling of security.
- State prisons and detention facilities can be affected by the same disasters that can affect any other portion of the population.
- Local jails may be affected in the same manner as state prisons, necessitating relocation of local prisoners.
- State prisons will have the capacity to provide temporary housing for local prison/jail populations in some cases.
- Each year several thousand chemical spills occur in Tennessee. Some are significant enough to warrant the evacuation of nearby residents to ensure their health and/or safety.
- Flooding is one of the most prevalent hazards in the state. Each year several flood events require the relocation of potentially affected residents.

- Some portion of the evacuated population will require shelter provided by ESF 6 – Human Services.
- No single government or private agency at local, state, federal, or national level possesses the authority and expertise to act unilaterally on the many difficult issues that are the consequences of threats or acts of terrorism, especially those involving chemical, biological or radiological contaminants or weapons of mass destruction (WMD).
- An act of terrorism may produce consequences that will quickly overwhelm state and local government capabilities. Those same consequences may also overwhelm existing federal response capabilities. Local, state and federal responders are likely to have overlapping responsibilities such as controlling access to the incident area, targeting public information messages, assigning operational sectors for responding agencies and assessing potential effects on the population and the environment. Different areas of the incident perimeter and different layers of the area may have different agencies controlling access. This layering and sector responsibility may impede overall response if not adequately coordinated.
- First responders cannot be required to put their own lives at risk in a chemical, biological or radiological contaminated environment if protective capabilities are not available. The perimeter may be closed until the level of contamination has degraded to a level that is considered safe for first responders.

**Memorandum**

A Memorandum of Agreement between the TN Department of Safety & Homeland Security and the TN Department of Military was signed by Governor Bill Haslam on July 23, 2013. This MOA describes how the State of Tennessee will coordinate the response to a terrorist attack and/or threat. As with any emergency event, during a terrorist attack and/or threat the State Emergency Operations Center (SEOC), led by TEMA, will provide emergency support and resources to local governments. During a terrorism incident the Director of TEMA may establish a co-Assistant Direction & Coordination Officer (ADACO) position in the SEOC to be staffed by a TN Department of Safety & Homeland Security representative. This establishment would enable the TN Department of Safety & Homeland Security to have a senior-ranking position within the SEOC during a terrorist attack and/or threat.

**ROLES & RESPONSIBILITIES**

Organization	Roles & Responsibilities	Last Update
<b>TN Department of Safety &amp; Homeland Security - TN Highway Patrol (THP)</b>	Provide law enforcement assistance to local jurisdictions upon request.	2/20/2018
	Working with TDOT and other ESFs coordinate and implement traffic control operations in conjunction with local, state and federal requests for planned and unplanned incidents.	2/20/2018
	Enforce traffic control restrictions (including arrest or detention of unauthorized entrants in affected areas).	2/20/2018

Organization	Roles & Responsibilities	Last Update
<p><b>TN Department of Safety &amp; Homeland Security - TN Highway Patrol (THP)</b></p>	Request assistance from National Guard (through the SEOC) or through the federal law enforcement system as necessary.	2/20/2018
	Notify commercial vehicles of restrictions concerning traffic around affected areas through use of message boards and social media.	2/20/2018
	Enforce federal transportation regulations affecting motor carriers in Tennessee.	2/20/2018
	Deploy personnel to assist local law enforcement (LE) operations as requested by local officials. Task other state LE agencies to provide assistance as required to meet the demands imposed by the particular situation.	2/20/2018
	Track state LE assistance provided to local and state agencies.	2/20/2018
	Deploy personnel to provide security for fire and emergency medical services teams operating in hostile or potentially hostile environments.	2/20/2018
	Coordinate activities with the Tennessee National Guard, federal law enforcement personnel, any resources obtained through EMAC, and/or federal military officials if such organizations are providing support in affected areas.	2/20/2018
	Deploy specialized units to assist other state and local units as required. (e.g. Critical Incident Response Teams, Special Ops, Aviation, Crisis Negotiators)	2/20/2018
	Deploy personnel and equipment to: -Assist with attempts to recapture escaped prisoners. -Provide security during the relocation of prison populations.	2/20/2018
	Provide the point of contact for local officials with the state for coordinating evacuation efforts. Assist with the coordinated state ordered evacuation/movement strategies by implementing procedures to carry out the evacuations as ordered.	2/20/2018
	Deploy personnel to assist local jurisdictions with local evacuations as requested.	2/20/2018
	Monitor evacuation routes for signs of blockage/bottlenecks, etc.	2/20/2018
	Make arrangement for Tennessee Highway Patrol’s scheduled wrecker services to perform emergency towing during an evacuation.	2/20/2018
	Provide information to ESF 5 – Information and Planning concerning number of evacuees, vehicles, etc.	2/20/2018
In the event of a terrorism event: - A THP representative will respond and establish a state Command Post and be responsible for the operations and assume command of the THP personnel. - THP will deploy additional personnel as the incident dictates and establish traffic control points as required. - A THP Emergency Services Coordinator will respond to the State Emergency Operations Center.	2/20/2018	

Organization	Roles & Responsibilities	Last Update
	Through the Commercial Vehicle Enforcement division conduct 2-way sharing of information with the TN Truckers Association to support traffic flow management.	2/20/2018
<p style="text-align: center;"><b>TN Bureau of Investigation (TBI)</b></p>	Provide specialized investigative assistance to state and local law enforcement agencies.	Pre-2018
	Collect, analyze, and disseminate current information concerning the following to local and state law enforcement agencies operating in affected areas: -Suspected or known terrorist organizations. -Suspected or known subversive organizations. -Other suspected or known criminal elements.	Pre-2018
	Deploy field personnel/equipment to assist with investigations as requested.	Pre-2018
	Coordinate activities with FBI and other state investigative agencies as dictated by the situation.	Pre-2018
	Track the occurrence of incidents/activity related to gangs and other groups.	Pre-2018
	Responsible for recapture of prisoners following their classification as “fugitives,” (e.g., after a sufficient amount of time has elapsed to allow prisoner to leave area around prison grounds).	Pre-2018
	Deploy officers to assist with recapture efforts as requested.	Pre-2018
	Initiate fugitive cases against those escapees so classified following prison escapes.	Pre-2018
	Appoint a TBI on-site commander to provide leadership and direction for the State crisis management. Maintain coordination with the FBI. Issue and track the status of crisis management actions assigned to state agencies. Designate and assign the appropriate liaison and advisory personnel to support TEMA. Determine when a threat of an act of terrorism warrants consultation with the Governor’s office. Coordinate the state crisis management with the lead federal and local crisis management agencies.	Pre-2018
	Upon notification the responding Supervisor and adequate number of Special Agents shall respond.	Pre-2018
	The Supervisor shall be stationed at the Command Post.	Pre-2018
	In anticipation of federal law enforcement involvement, Special Agents shall secure and protect the crime scene until the arrival of the federal agencies and coordinate the procedures for collection of evidence and disseminate these procedures to law enforcement agencies.	Pre-2018
	The mobile crime scene response team should be activated and respond immediately to the scene.	Pre-2018
	The Special Agents shall begin to gather intelligence and document occurrences at the scene in anticipation of the arrival of federal agencies and take actions to determine the intent of radical individuals or groups operating within the state and take necessary action to curtail activities that are in violation of state laws.	Pre-2018

Organization	Roles & Responsibilities	Last Update
	The TBI shall coordinate the dissemination of information between the Primary Agencies and local, state and federal law enforcement agencies throughout the investigative phase, as the situation warrants.	Pre-2018
	The TBI Emergency Service Coordinator will respond to the Emergency Operations Center at the Tennessee Emergency Management Agency.	Pre-2018
<b>TN Emergency Management Agency (TEMA)</b>	Assist and logistically support the recapture of state prison escapees.	5/10/2018
	Coordinate and assist with the implementation of Governor evacuation orders.	5/10/2018
	Coordinate and assist with the implementation of evacuation plans during the low probability occurrence of an off-site hazardous material release from TVA Nuclear Power Plants and/or DOE Oak Ridge Reservation.	5/10/2018
	Provide coordination support of state government resources to assist local governments with their own evacuation efforts.	5/10/2018
	Activate state Emergency Alert System and other warning systems as appropriate to provide notification to local citizens regarding nature of evacuation, routing information, and shelter locations.	5/10/2018
<b>TN Department of Correction</b>	Provide State prison space for state and local institutions affected by disaster.	2/28/2018
	Implement procedures to relocate prison population if necessitated by situation. Notify Safety, TBI, and other relevant organizations.	2/28/2018
	Provide correctional facility damage assessments to the SEOC.	2/28/2018
	Implement procedures to relocate DOC youth development center population if necessitated by situation. Notify Safety, TBI, and other relevant organizations.	2/28/2018
	Provide transportation capabilities to support evacuation and movement.	2/28/2018
	Provide correctional law enforcement to assist with both planned special events and unplanned emergencies.	2/28/2018
<b>TN Department of Safety &amp; Homeland Security - Office of Homeland Security</b>	Enhance Tennessee's critical infrastructure security through the TN Department of Safety and Homeland Security's Critical Infrastructure Protection Program.	2/21/2018
	Enhance Cyber Terrorism protective capabilities through the TN Department of Safety and Homeland Security's Cyber Awareness Section.	2/21/2018
	Provide resources, knowledge and skills needed to tackle state and national emerging threats. (e.g. On Line SAR Training, Center for Domestic Preparedness, Center for Homeland Defense and Security, DHS Human Trafficking Awareness Training, etc.)	2/21/2018
	Provide guidance and emergency protocols for existing and emerging threats. (e.g. White Powder Procedures, Bomb Threat Reference Card, Active Shooter Reference Card, etc.)	2/21/2018

Organization	Roles & Responsibilities	Last Update
<b>TN Fusion Center</b>	Provide an avenue of communication to enhance information sharing between Federal, State, and Local law enforcement in order to analyze and disseminate crime and terrorism information. (e.g. Collecting, analyzing, and disseminating Suspicious Activity Reports)	2/21/2018
<b>American Red Cross</b>	Activate and operate emergency shelters as required to evacuees unable to find other places to go following an evacuation. (See ESF 6 Human Services)	4/11/2018
<b>TN Alcoholic Beverage Commission</b>	Provide assistance with operations to eradicate illegal alcoholic beverage manufacturing operations in Tennessee.	Pre-2018
	Deploy personnel to assist with law enforcement operations as requested by ESF 13 Manager.	Pre-2018
	Upon notification a Supervisor will respond to the Command Post and available Special Agent will respond to the incident.	Pre-2018
	Special Agents will assist in gathering intelligence documenting occurrences, and protecting the crime scene.	Pre-2018
	The ABC Emergency Service Coordinator will respond to the State Emergency Operations Center at the Tennessee Emergency Management Agency.	Pre-2018
<b>TN Attorney General's Office</b>	Provide prosecution of persons charged with crimes during disasters.	Pre-2018
	Provide interface between state and federal law enforcement organizations.	Pre-2018
	Provide assistance with investigations of fraudulent consumer practices following disasters.	Pre-2018
<b>TN Department of Commerce &amp; Insurance - Division of Code Enforcement</b>	Deploy personnel to coordinate with local building officials regarding the necessity of evacuations as a result of damaged buildings that might collapse.	12/19/2017
<b>TN Department of Commerce &amp; Insurance - State Fire Marshal's Office</b>	Provide "cause and origin" assistance with fire investigations to local agencies.	12/19/2017
	Request assistance from Bureau of Alcohol Tobacco Firearms and Explosives if necessary.	12/19/2017
	The Fire and Investigation Section of the State Fire Marshal's Office shall begin to gather intelligence, document occurrences and protect the crime scene.	12/19/2017
	Investigate the causes of incendiary and explosive incidents and assist in the evidence collection process in concert with the TBI and Bureau of Alcohol Tobacco Firearms and Explosives.	12/19/2017
	Maintain statistics concerning fire incidents during the disaster in affected areas.	12/19/2017
	Deploy personnel to assist with law enforcement operations as requested by ESF 13 Manager.	12/19/2017

Organization	Roles & Responsibilities	Last Update
<b>TN Department of Environment &amp; Conservation- Division of Radiological Health</b>	Issue protective action recommendations (e.g., evacuations) in response to potential or actual radiation releases from nuclear power plants or the DOE research facilities in Oak Ridge (See Multi-Jurisdictional Radiological Emergency Response Plans MJRERP).	1/5/2018
	Assist with decisions to evacuate following transportation or other fixed facility accidents involving radiological materials.	1/5/2018
<b>TN Department of Environment &amp; Conservation- Division of State Parks</b>	Provide traffic control operations in state parks when they are being utilized as state staging areas.	1/5/2018
	Deploy personnel to support law enforcement and traffic control operations, outside of State Park property, as requested by ESF 13 Manager.	1/5/2018
	Enforce laws in Tennessee state parks.	1/5/2018
<b>TN Department of Military - TN National Guard</b>	Provide manpower and equipment in order to provide security, traffic control, and placement of signs and barricades as requested by the SEOC.	2/23/2018
	Perform law enforcement activities within the scope of the policies defined by the Governor, the Adjutant General, and state and local LE officials.	2/23/2018
	Coordinate with the Department of Correction to help secure the outside perimeter of the prison in the event of a disaster.	2/23/2018
	Provide personnel and equipment to assist in carrying out evacuations when required.	2/23/2018
	Coordinate with the Federal Department of Defense as required to meet ESF 13 goals and objectives.	2/23/2018
<b>TN Department of Transportation (TDOT)</b>	Develop transportation networking plans during major disasters (ESF 1 Transportation).	1/11/2018
	Provide signs and other traffic control devices to support traffic control operations.	1/11/2018
	Provide assistance with traffic control during evacuations.	1/11/2018
<b>TN Department of Agriculture - Division of Forestry</b>	Make recommendations to local and state officials concerning evacuations with respect to fires on wildland and forested areas and help coordinate the evacuation decision making process.	4/5/2018
<b>TN Department of Children's Services</b>	Operate state youth development centers. Consider current contingency plans in case of emergency.	1/11/2018
	Coordinate recapture of escapees from DCS facilities.	1/11/2018
	Implement procedures to relocate youth development center population if necessitated by situation. Notify Safety, TBI and other relevant organizations.	1/11/2018
	Provide damage assessment information to ESF 5 – Information and Planning. (e.g. Impacts to Youth Development Centers)	1/11/2018



Organization	Roles & Responsibilities	Last Update
	Request assistance from other ESF 13 organizations to assist moving resources to the 24 hour operated Youth Development Centers.	1/11/2018
<b>TN Department of General Services</b>	When necessary locate and arrange for transportation resources (e.g. Vehicle, Specialized Vehicle and Drivers) to assist with evacuation and personnel movement.	1/30/2018
<b>TN Department of Health - Division of Emergency Medical Services</b>	Ensure EMS is able to support ESF 13 as requested.	1/18/2018
	Assure lab availability to analyze properly obtained samples provided by response agencies.	1/18/2018
<b>TN Department of Mental Health &amp; Substance Abuse Services</b>	Continue to operate state mental institutions. (Western Mental Health Institute, Moccasin Bend Mental Health Institute, Western Mental Health Institute, and Middle TN Mental Health Institute)	2/20/2018
	Notify proper authorities for missing or escaped clients.	2/20/2018
	Implement procedures to relocate resident population if necessitated by situation. Notify Safety, TBI and other relevant organizations.	2/20/2018
	Request assistance from other ESF 13 organizations as required.	2/20/2018
<b>TN Department of Revenue</b>	Able to provide commissioned law enforcement officers to assist with ESF 13 goals and objectives.	4/3/2018
<b>TN Governor's Office</b>	Provide personnel for the PIO office (See ESF 5 – Information and Planning).	Pre-2018
	Collect, analyze and evaluate information provided by TEMA or other agency to assist in making decisions regarding evacuations.	Pre-2018
	Issue an order to evacuate where deemed necessary and rescind order when appropriate.	Pre-2018
<b>TN Valley Authority (TVA)</b>	Assist TEMA with the development of evacuation plans for nuclear power plants operated by TVA (See Multi-Jurisdictional Radiological Emergency Response Plans MJRERP).	Pre-2018
	Assist TEMA with the development of evacuation plans for TVA-operated dams within the state of Tennessee.	Pre-2018
	Notify TEMA of situations concerning evacuation recommendations with regard to incidents at TVA-operated nuclear power plants (See Multi-Jurisdictional Radiological Emergency Response Plans MJRERP) and/or dams.	Pre-2018
	Communicate situation on dams and other power plants to TEMA.	Pre-2018
<b>TN Wildlife Resources Agency (TWRA)</b>	Provide security and traffic control in TWRA-operated facilities, state waterways, and, as requested by ESF 13 Manager, in other areas of the State.	4/2/2018
	Deploy personnel/equipment to assist with attempts to recapture escaped prisoners.	4/2/2018

Organization	Roles & Responsibilities	Last Update
<p align="center"><b>U.S. Coast Guard</b></p>	Perform law enforcement functions on inland waterways and other areas under the jurisdiction of the USCG.	Pre-2018
	Deploy personnel/equipment to assist with law enforcement operations to the extent allowable under federal law when requested by ESF 13 Manager through the SEOC.	Pre-2018
	Assist with evacuations of marine facilities and other areas near areas threatened by floodwaters or disasters occurring on the inland waterways in Tennessee when requested by state/local agencies.	Pre-2018
	Coordinate state and local evacuation orders for marine facilities and areas if situation warrants.	Pre-2018
	Relay warnings from TEMA when land-based disasters affect marine activities.	Pre-2018
	Provide current information to TEMA concerning marine-based disasters that might affect land-based activities.	Pre-2018
<p align="center"><b>U.S. Department of Interior - National Park Service</b></p>	Provide traffic control operations in National Parks within Tennessee.	Pre-2018
	Initiate traffic control activities in National Park facilities, as required.	Pre-2018
	Request assistance from ESF 13 Manager for traffic control in parks if necessary.	Pre-2018
<p align="center"><b>U.S. Army Corps of Engineers (USACE)</b></p>	Develop evacuation plans for COE-operated dams within the State of Tennessee.	Pre-2018
	Notify TEMA of situations concerning evacuation recommendations with regard to incidents at COE-operated dams.	Pre-2018

# ESF-14: Volunteers and Donations Annex

## Lead Agency

Volunteer TN

## Support Agencies & Organizations

TN Department of General Services

TN Emergency Management Agency (TEMA)

TN Department of Safety & Homeland Security - TN Highway Patrol (THP)

TN Department of Transportation (TDOT)

Civil Air Patrol (CAP)

Volunteer Organizations Active in Disasters (VOAD)

## OVERVIEW

### Purpose

ESF-14: Volunteers & Donations provides coordinated State support to local governments in the acceptance and management of solicited/unsolicited volunteers and donations. ESF-14 additionally provides a structure for coordinating volunteer organization service efforts during emergency events.

### Scope

- Acceptance and Management of Donations
- Acceptance and Management of Volunteers
- Coordination of Volunteer Organization Services during Disaster Events

### Policies

- Local governments and local non-profit organizations are the primary entities for addressing volunteer and donation management efforts. The State shall be prepared to provide volunteer and donation support services when requested by local governments.
- Monetary (cash) donations are the preferred form of donations received within the State of Tennessee. This is due to its ease of acceptance, ease of management, and adaptability to filling disaster needs.

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## Situation and Assumptions

- In a disaster, especially a major one that receives widespread media coverage, persons and organizations outside the impacted area tend to send a wide variety of items into the disaster area, believing they might be of some help to the victims. These items range from single, monetary donations to multi-vehicle convoys loaded with everything imaginable.
- The uncontrolled movement of such goods into areas impacted by the disaster can create problems for emergency workers, who must locate places to store the items and establish mechanisms for distributing necessary goods and services to victims.
- A call center, if needed, may be activated to handle requests for goods and services and also accept goods and services to be directed as needed.
- Local governments/relief agencies should be able to adequately handle any donations received in minor emergencies (i.e., non-Presidential Declared).
- Widespread media coverage of major disasters in Tennessee will initiate all types of unsolicited relief actions by persons/organizations outside the impact area, including the collection of donations and the movement of those goods to affected areas.
- Left unchecked, the flow of donations into major disaster areas will denigrate ongoing relief efforts in those areas.
- If managed effectively, donated materiel and services may reduce the cost for goods and services to government allowing enhanced purchasing power on more critical services and materiel.
- Donated goods and services may be the only source of critical items during a catastrophe that exceeds the capacity of the economy to manufacture, stockpile, transport, or otherwise make these items available for use.
- In a disaster, especially a major one that receives widespread media coverage, persons and organizations outside the impacted area tend to volunteer a variety of services they believe might be of help to the victims. These services include everything from religious ministry to assistance with the preparation of food.
- The uncontrolled movement of volunteer personnel into areas impacted by the disaster creates problems for emergency workers, who must allocate time to coordinate the services of these people and locate shelter and feeding capabilities for them.
- Unsolicited volunteers are a major concern in disasters due to control and the inability to immediately and safely apply the manpower for response missions. Volunteers may become victims since they are often not trained for the emergency. Volunteers need to be coordinated through existing volunteer centers or ad hoc volunteer reception centers. All volunteers are directed to existing volunteer centers or ad hoc volunteer reception centers and remain available for mobilization.
- Left unchecked, the flow of volunteer services into major disaster areas will denigrate ongoing relief efforts in those areas and could cause a secondary disaster.

**ROLES & RESPONSIBILITIES**

Organization	Roles & Responsibilities	Last Update
<b>Volunteer TN</b>	Communicate and coordinate affiliated volunteers with local and regional volunteer centers. Develop and implement processes that may facilitate utilization of unaffiliated volunteers to help those affected by disaster.	2/27/2018
	Ensure supporting organizations are notified and available to coordinate volunteer teams.	2/27/2018
	In conjunction with TEMA coordinate donations management planning among Local, State, and Federal offices, and other organizations, in order to develop the incident specific donations management plan.	2/27/2018
	Ensure the establishment of a call center for donations and volunteer management when the magnitude of the emergency is such that one is required.	2/27/2018
	Coordinate with charitable organizations, VOAD, or other available services to provide for warehousing of goods and material, equipment, or other items.	2/27/2018
	Compile lists of donated goods and volunteer services that are continually shared with ESF-7 MCC as to mitigate the purchase of goods and services that can or are being provided by ESF 14.	2/27/2018
	As needs arise, request transportation resources from the SEOC to facilitate the movement of needed items to staging areas or into the disaster area.	2/27/2018
	Implement procedures for disposing of unneeded or unusable items.	2/27/2018
	In conjunction with TEMA coordinate volunteer management planning among Local, State, and Federal offices, and other organizations, in order to develop the incident specific volunteer management plan.	2/27/2018
	Coordinate with other agencies for the identification of lodging locations and work with nonprofit organizations to supplement feeding needs for deployed volunteer workers in areas near or within the affected areas.	2/27/2018
	Provide information to the media (through the PIO and ESF 5 – Information and Planning) concerning the toll-free phone numbers and provide information concerning the proper method(s) of those offering volunteer services to disaster victims in the state. Periodically update the public with information concerning needed items and services.	2/27/2018
	Implement procedures to track and deploy volunteers and donations to areas where they are needed.	2/27/2018
<b>TN Voluntary Organizations Active in Disaster (TNVOAD)</b>	In conjunction with TEMA and County EMA inform VOAD agencies of the donated goods management plans and policies.	2/26/2018
	Initiate coordination with member agencies to determine disaster related resource needs and maintain and update the resource guide.	2/26/2018

Organization	Roles & Responsibilities	Last Update
<p><b>TN Voluntary Organizations Active in Disaster (TNVOAD)</b></p>	<p>If necessary, in conjunction with County EMA help with the development of a Donations Coordination Team that will accept and warehouse donations and coordinate the delivery of donated services.</p>	<p>2/26/2018</p>
	<p>Coordinate with appropriate state/local agencies to support the provision of this ESF including data exchange and communication requirements.</p>	<p>2/26/2018</p>
	<p>Activate VOAD agencies upon request by the ESF 14 Emergency Services Coordinator.</p>	<p>2/26/2018</p>
	<p>Maintain database that documents donated goods and services provided. Prioritize documentation efforts for potential eligible volunteer emergency response work projects that are not federally funded. (Include documentation on scope of services, sign in sheets, volunteer hours, donated equipment, supplies, materials, and reasonable logistical support. Reference latest version of Public Assistance Guide- Donated Resources)</p>	<p>2/26/2018</p>
	<p>Work with ESF-6 to help identify lodging locations for deployed volunteer workers in areas near and within affected areas.</p>	<p>2/26/2018</p>
	<p>Coordinate the delivery of affiliated volunteer debris removal teams that can assist individuals with private property debris removal.</p>	<p>2/26/2018</p>
	<p>Coordinate the delivery of affiliated volunteer resources to assist with grief counseling.</p>	<p>2/26/2018</p>
	<p>In conjunction with TEMA and County EMA coordinate the establishment of a Voluntary Reception Team.</p>	<p>2/26/2018</p>
	<p>Coordinate feeding operations for sheltering and volunteer operations as appropriate.</p>	<p>2/26/2018</p>
<p><b>Civil Air Patrol (CAP)</b></p>	<p>Support VOAD's disaster assistance provided services within current capabilities.</p>	<p>2/26/2018</p>
<p><b>TN Department of Safety - TN Highway Patrol (THP)</b></p>	<p>Notify weigh stations of potential for inbound donation shipments and appropriate methods of directing these shipments.</p>	<p>2/20/2018</p>
	<p>Provide convoy escort, if necessary.</p>	<p>2/20/2018</p>
<p><b>TN Department of Transportation (TDOT)</b></p>	<p>When requested from ESF 14 Emergency Services Coordinator provides transporters of incoming donated goods with routing information to designated warehouses.</p>	<p>1/11/2018</p>
	<p>Assign personnel to the transportation unit of the Donations Coordination Team (DCT) if needed.</p>	<p>1/11/2018</p>
<p><b>TN Department of General Services</b></p>	<p>As necessary, locate and lease warehouses (consider warehouse with office space) identified by State Partners for use as donation storage facilities. (Consider implications of length of lease; e.g.. emergency-short term vs. transition to long term recovery owner)</p>	<p>1/30/2018</p>

Organization	Roles & Responsibilities	Last Update
<p><b>TN Department of General Services</b></p>	<p>Arrange for transportation of donated goods as per the request of the ESF 14 State Coordinator.</p>	<p>1/30/2018</p>
<p><b>TN Emergency Management Agency (TEMA)</b></p>	<p>Identify and coordinate with partners (e.g. Volunteer TN, TN VOAD, American Red Cross, etc.) who can assist in providing volunteer services and donation management services to support local governments.</p>	<p>4/24/2018</p>

## ESF-15: Recovery Annex

### Lead Agency

TN Emergency Management Agency (TEMA)

### Support Agencies & Organizations

TN Department of Agriculture

TN Department of Children's Services

TN Department of Commerce and Insurance

TN Department of Economic and Community Development

TN Department of Environment and Conservation

TN Department of Finance and Administration

TN Department of Financial Institutions

TN Department of General Services

TN Department of Health

TN Department of Human Services

TN Department of Labor and Workforce Development

TN Department of Revenue

TN Department of Tourist Development

TN Department of Transportation (TDOT)

TN Department of Treasury

TN Department Veteran Services

TN Governor's Office

TN Housing Development Agency (THDA)

TN Public Utility Commission

TN Wildlife Resources Agency (TWRA)

University of Tennessee - Institute of Public Service

Volunteer TN

TN Development Districts

Volunteer Organizations Active in Disasters (VOAD)



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## OVERVIEW

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### Purpose

ESF-15: Recovery provides coordinated State recovery support to local governments and disaster survivors.

### Policies

- Local governments are the primary entities for addressing disaster recovery needs. The State shall be prepared to provide recovery support services when requested by local governments.
- The State of Tennessee will support and staff joint customer service centers to assist disaster survivors in identifying avenues of assistance, answering recovery service questions, replacing lost paperwork, and processing services. These centers will bring together state agencies, non-governmental organizations, and stakeholders in a coordinated effort to support disaster survivors. The establishment of joint customer service centers is not congruent upon receiving a federally declared disaster.

### Situation and Assumptions

- Many disasters have the potential to create extensive damage, both in terms of physical structures and bodily injuries and in terms of the economic impact on the affected area.
- The State of Tennessee has several agencies with expertise in grants and low-interest loans. Additionally, several agencies have the ability and/or expertise to assist local communities with the development of budgetary strategies that can alleviate some of the negative consequences of many disasters.
- The State must follow specific guidelines for requesting federal assistance in the aftermath of a major disaster. These guidelines are spelled out in PL 93-288, and various FEMA administrative regulations.
- State and federal assistance programs are available to assist individual victims, businesses, and state and local governments in dealing with the financial ramifications associated with major disasters.
- Recovery may extend years beyond the period established for federal assistance or Stafford Act grant periods.
- There will continue to be disasters that do not meet the Stafford Act threshold requirements to obtain a presidential disaster declaration. These disasters will create an economic hardship on local communities.
- Grants and low interest loans will be available to assist local communities with recovery and reconstruction issues following federal disasters in Tennessee.

**ROLES & RESPONSIBILITIES**

Organization	Roles & Responsibilities	Last Update
<p style="text-align: center;"><b>TN Emergency Management Agency (TEMA)</b></p>	<p>Coordinate the development of multi-agency Recovery Task Forces to collaborate on and address significant recovery needs from disaster events when necessary.</p>	<p>4/24/2018</p>
	<p>Assist local governments in conducting Initial Preliminary Damage Assessments (Initial PDA) following an incident if the estimated number of damaged structures and infrastructure identified in Windshield Surveys is significant.</p>	<p>4/24/2018</p>
	<p>Support FEMA in establishing a Joint Field Office (JFO) if a Presidential Disaster is declared.</p>	<p>4/24/2018</p>
	<p>Manage the Public Assistance and Hazard Mitigation Programs associated with the Stafford Act and Presidential Disaster Declarations.</p>	<p>4/24/2018</p>
	<p>Identify and appoint State Recovery Roles within the FEMA/State Agreement for Presidential Declared Disasters.</p>	<p>4/24/2018</p>
	<p>Consolidate damage assessment, socioeconomic, emergency response, and other disaster relevant documentation into a Governor’s letter for requesting federal assistance.</p>	<p>4/24/2018</p>
	<p>Coordinate with the Governor’s Office and FEMA on submitting an official request for declaring a Presidential Disaster Declaration within Tennessee.</p>	<p>4/24/2018</p>
	<p>Staff Joint Field Offices (JFOs) and/or Disaster Recovery Centers (DRCs) when necessary and notify state recovery partners of any tasking needed to support the JFOs and/or DRCs.</p>	<p>4/24/2018</p>
	<p>Implement the State Public Assistance Administrative Plan, the State Hazard Mitigation Administrative Plan, and the State Individual Assistance Administrative Plan when applicable.</p>	<p>4/24/2018</p>
	<p>Provide follow-up on all disaster assistance programs through closure.</p>	<p>4/24/2018</p>
	<p>Keep Governor and other key officials advised of status of disaster relief actions and disaster assistance programs.</p>	<p>4/24/2018</p>
<p>Support and facilitate the development of short and long-term recovery strategies.</p>	<p>4/24/2018</p>	
<p style="text-align: center;"><b>TN Department of Treasury</b></p>	<p>Provides assistance to local governments concerning the management of debt and the issuance of bonds related to disaster recovery and reconstruction problems.</p>	<p>Pre-2018</p>

Organization	Roles & Responsibilities	Last Update
<p><b>TN Department of Commerce &amp; Insurance - Division of Consumer Affairs</b></p>	<p>Administers the state's consumer protection program.</p>	<p>12/19/2017</p>
<p><b>TN Department of Commerce &amp; Insurance - Division of Insurance</b></p>	<p>Monitors the performance of insurance carriers licensed to operate in the state.</p>	<p>12/19/2017</p>
	<p>Provide insurance related technical expertise to assist the Joint Field Office.</p>	<p>12/19/2017</p>
	<p>As needed, work through processes to initiate an Insurance Data Call to help facilitate recovery.</p>	<p>12/19/2017</p>
<p><b>TN Department of Commerce &amp; Insurance - Regulatory Boards</b></p>	<p>Provide specialized education to consumers to assist with identifying and verifying licensed professionals.</p>	<p>12/19/2017</p>
	<p>Provide technical profession expertise to help guide joint field operations and the citizens recovering from disaster.</p>	<p>12/19/2017</p>
	<p>When substantial need is recognized work with the Governor's Office to initiate waivers.</p>	<p>12/19/2017</p>
<p><b>TN Department of Commerce &amp; Insurance - Division of Code Enforcement</b></p>	<p>Provides technical assistance when requested to state and local governments concerning mitigation strategies with respect to building codes.</p>	<p>12/19/2017</p>
<p><b>TN Department of Environment &amp; Conservation - Division of Solid Waste Management</b></p>	<p>Provides damage assessment assistance to local jurisdictions with respect to permitted landfills and recycling facilities.</p>	<p>1/5/2018</p>
<p><b>TN Department of Environment &amp; Conservation - Division of Water Resources</b></p>	<p>Provide functional assessments of potable water and waste water processing facilities, summarize, and provide to ESF 5.</p>	<p>1/5/2018</p>

Organization	Roles & Responsibilities	Last Update
<p><b>TN Department of Transportation (TDOT)</b></p>	<p>Provides damage assessment for state highways and bridges, and assists local jurisdictions with damage assessment and recovery activities related to local roads and bridges.</p>	<p>1/11/2018</p>
<p><b>TN Department of Agriculture</b></p>	<p>Refer requests for assistance to University of TN Institute of Agriculture and USDA Farm Service Agency who can provide disaster assistance programs to farmers within the State. (e.g. Emergency Conservation Program, Emergency Forest Restoration Program, Emergency Assistance for Live-stock, Honeybees and Farm-Raised Fish Program, Emergency Loan Program, Livestock Forest Disaster Program, Livestock Indemnity Program, Noninsured Crop Disaster Assistance Program and Tree Assistance Program)</p>	<p>2/22/2018</p>
<p><b>TN Department of Agriculture - Division of Forestry</b></p>	<p>Work in conjunction with TEMA to formally complete Fire Management Assistance Grant application and supporting documents such as equipment and personnel data.</p>	<p>4/5/2018</p>
	<p>Administer and promote the Fire Wise program (Hazard Mitigation) and the Volunteer Fire Assistance Program (Preparedness).</p>	<p>4/5/2018</p>
<p><b>TN Department of Children's Services</b></p>	<p>When requested support joint State-FEMA individual assistance preliminary damage assessments.</p>	<p>1/11/2018</p>
	<p>Identify alternate housing for children under DCS custody whom have been affected by disaster.</p>	<p>1/11/2018</p>
	<p>When available provide mental and physical health services. (e.g. Behavioral Health Specialists, LPNs, Nurses, ESLs, Psychologists, Social workers)</p>	<p>1/11/2018</p>
<p><b>TN Department of Economic &amp; Community Development</b></p>	<p>Administers the Community Development Grant (CBDG) program during Non-Stafford time periods and administers the CBDG- Disaster Recovery, when approved, during Stafford Act time periods.</p>	<p>3/1/2018</p>
	<p>Collaborate, where possible, to support corporate investment in disaster impacted areas to facilitate economic recovery. ( e.g. TN FastTrack program)</p>	<p>3/1/2018</p>
	<p>Maintain TN Department of Economic and Community Development tool to help facilitate data and information needs to help affirm presidential declaration requests.</p>	<p>3/1/2018</p>
	<p>Provide technical assistance and information to disaster recovery centers and/or the local communities seeking recovery from disaster.</p>	<p>3/1/2018</p>
<p><b>TN Department of Finance &amp; Administration</b></p>	<p>As requested by TEMA help provide additional personnel to help support disaster recovery goals and objectives.</p>	<p>1/19/2018</p>
	<p>Compiles financial records associated with the state government response to the disaster for use in federal reimbursement programs.</p>	<p>1/19/2018</p>

Organization	Roles & Responsibilities	Last Update
<p><b>TN Department of Financial Institutions</b></p>	<p>In conjunction with Federal Regulators and other State agencies work towards establishing solutions that may overcome obstacles that are inhibiting the provision of financial services.</p>	<p>2/28/2018</p>
	<p>Coordinate with financial institutions to promote the transfer of financial services to impacted areas.</p>	<p>2/28/2018</p>
<p><b>TN Department of General Services</b></p>	<p>When necessary, arrange for use of buildings, facilities, equipment and supplies for DRCs, JFOs, JICs, state-established distribution centers and other needed sites during disaster recovery operations. Also arrange lodging for State employees working recovery functions.</p>	<p>1/30/2018</p>
<p><b>TN Department of Health - Division of Health Care Facilities</b></p>	<p>Following the event provide damage assessment assistance to state health care facilities, and provide damage assessment assistance to local jurisdictions with respect to local health care facilities.</p>	<p>1/18/2018</p>
<p><b>TN Department of Human Services</b></p>	<p>Implement the Individuals and Households Program (IHP) upon request of the Governor (with the approval of FEMA and a subsequent declaration by the President).</p>	<p>2/23/2018</p>
<p><b>TN Department of Human Services</b></p>	<p>Assists in the administration of the Individual Assistance Program under the Stafford Act and the creation, operation and close of Disaster Assistance Centers or US SBA Business Centers, when applicable.</p>	<p>2/23/2018</p>
	<p>Assists in the administration and support of shelters and other temporary housing.</p>	<p>2/23/2018</p>
	<p>Coordinates with THDA to transition survivors from temporary housing into permanent housing.</p>	<p>2/23/2018</p>
	<p>When County EMA is overwhelmed and requests assistance provide personnel who can assist with private residential damage surveys.</p>	<p>2/23/2018</p>
<p><b>TN Department of Labor and Workforce Development</b></p>	<p>The State unemployment agency administers Disaster Unemployment Assistance (DUA- during Presidential Emergency Declarations) and issues a press release throughout the declared disaster area announcing DUA availability in addition to continuation of the standard unemployment assistance administration. Also apply for the Dislocated Worker Grant. (Applications must include a copy of the FEMA declaration, as well as amended FEMA declarations as the project is implemented, confirming that the counties targeted for DWG-funded clean-up activities are eligible for FEMA Public Assistance. States awaiting FEMA declarations may submit a Disaster DWG application if the governor of a state has formally requested such a declaration. However, final FEMA declaration determinations are required before a grant award is made.)</p>	<p>2/22/2018</p>
	<p>Able to provide staff to the Disaster Recovery Centers to assist with Unemployment Assistance and job placement.</p>	<p>2/20/2018</p>

Organization	Roles & Responsibilities	Last Update
<b>TN Department of Revenue</b>	Formulate an economic research team who can analyze and report on the economic impact of the disaster.	4/3/2018
	Consider enacting a special sales tax refund/relief program for homeowners who rebuild disaster damaged homes.	4/3/2018
<b>TN Department of Tourist Development</b>	Provides assistance to local communities in redeveloping tourism-based businesses.	3/6/2018
<b>TN Department of Veteran Services</b>	Provide Veteran Resource Coordinators at any established Disaster Recovery Centers to connect veterans affected by disaster to available resources and associations.	4/6/2018
<b>TN Development Districts</b>	Provides assistance to local governments in dealing with problems generated by a disaster to the extent of agency expertise.	Pre-2018
<b>TN Governor's Office</b>	Signs requests or amendments to presidential declaration request letters for major disasters. TEMA will submit the signed letter through FEMA Region IV to the President of the United States, as defined by PF 93-288.	Pre-2018
	In accordance with <a href="#">T.C.A. § 58-2-106(a)</a> , designates the Director of TEMA as the authorized State Coordinating Officer (SCO) and the Governor's Authorized Representative (GAR). As the SCO and GAR, the Director of TEMA shall have the ability to appoint Deputy and Assistant SCOs and GARs.	Pre-2018
	Provides leadership and political support in implementing the recommendations and policies of the state recovery work group.	Pre-2018
	Receives briefings from TEMA Director regarding scope of disaster, reviews preliminary damage assessment information, and makes decision regarding any declarations necessary with respect to the disaster.	Pre-2018
<b>TN Housing Development Agency (THDA)</b>	Coordinates to transition survivors from temporary housing into permanent housing.	Pre-2018
<b>TN Public Utility Commission</b>	Assists with damage assessment information collection concerning local utility systems and pipelines.	Pre-2018
<b>TN Voluntary Organizations Active in Disaster (TNVOAD)</b>	Help coordinate volunteer services to individuals and families affected by disaster that have unmet needs during the recovery process.	2/26/2018
	Coordinate disaster assistance programs for individuals and families offered by the Salvation Army, American Red Cross and all other voluntary and charitable organizations through the DRC(s).	2/26/2018

Organization	Roles & Responsibilities	Last Update
<p><b>TN Wildlife Resources Agency (TWRA)</b></p>	<p>If local government hatchery is affected by disaster consider partnering with them to help restock fish in the areas impacted.</p>	<p>4/2/2018</p>
<p><b>University of TN- Institute of Public Service</b></p>	<p>Provides assistance to local governments in dealing with problems generated by a disaster to the extent of agency expertise.</p>	<p>Pre-2018</p>
	<p>Provides assistance to local communities with development issues.</p>	<p>Pre-2018</p>
<p><b>Volunteer TN</b></p>	<p>During the long-term recovery phase communicate and coordinate affiliated volunteers with local and regional volunteer centers. Develop and implement processes that may facilitate utilization of unaffiliated volunteers to help those affected by disaster.</p>	<p>2/27/2018</p>

# ESF-16: Animal Care and Housing Annex

## Lead Agency

TN Department of Agriculture - State Veterinarian Office

## Support Agencies & Organizations

TN Department of Environment and Conservation - Division of Solid Waste Management

TN Emergency Management Agency (TEMA)

TN Board of Veterinary Medical Examiners

TN Wildlife Resources Agency (TWRA)

University of Tennessee - Institute of Agriculture

American Humane Association

American Red Cross

American Society for the Prevention of Cruelty to Animals

Animal Care and Control Association of TN

Volunteer Organizations Active in Disasters (VOAD)

Livestock Associations

U.S. Department of Agricultural - Animal & Plant Health Inspection

## OVERVIEW

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### Purpose

ESF-16: Animal Care & Housing coordinate with governmental agencies, volunteer organizations, allied animal interest groups, and veterinary medical personnel to provide animals affected by a manmade or natural disaster with emergency medical care, temporary confinement, housing, food and water, identification and tracking for return to owners, and disposal of dead and unclaimed animals as necessary.

### Scope

- Disaster planning for the animal population, in part, because it will affect the viability of disaster plans for people. For instance, if the disaster warrants an evacuation, many people will not evacuate without their animals.
- The provision for people with special needs that also considers the assistance of animals owned by this population.



- The provision of animal care, water, food and medical care considerations for both the housed animals and those left in place.
- Provision for rescue, confinement and identification of lost strayed or otherwise displaced animals.
- Public health and veterinary care concerns with injured and dead animals.
- Viability of animal facilities prepared for, and in the aftermath of disaster.
- Location of animal care facilities in relationship to human shelters.

### **Policies**

- That in the interest of public health and safety, efforts will be made to identify and attempt to meet the care and emergency needs of animals following emergencies/disasters. Priorities will be directed toward animal care functions after human needs are met.
- To reduce the importation of pests and disease and the potential for human: animal conflict, only service animals, e.g., seeing-eye dogs, etc., will be allowed in shelters. Service animals will be controlled under the rules for companion animals.
- All facilities offering animal housing and care services will provide such without regard to economic status, racial, religious, political, ethnic or other affiliation.

### **Situation and Assumptions**

- Natural and manmade emergencies and disasters occur that require citizens to evacuate their home or property. This will necessitate the sheltering of many of the disaster victims whose homes and/or property have been damaged or destroyed, some of whom own domestic animals/livestock, such as horses, cattle, dogs, cats and exotic animals.
- During the short-term absence of an owner, animals remaining at home must be supplied with food and water.
- Mass care facilities for citizens do not permit housing of animals other than those used for special needs assistance.
- All animals that are housed at temporary emergency facilities will require food, water, veterinary care and other services.
- Facilities designated as animal housing facilities prior to a disaster may be destroyed or rendered inoperable by the disaster itself, thereby necessitating additional measures to humanely house and care for animal victims.
- Utility, water, sewer, and other infrastructure systems may not be available at housing facilities for several days following a disaster, thereby necessitating alternative arrangements to ensure the maintenance of a healthy living environment for the animals.
- During emergency evacuation, owners may seek extended care for an animal in a facility other than the animal's home. The number of animal owners seeking refuge in public shelters may be relatively small.

Those most in need of collocated public emergency shelter alternatives are the elderly and those who do not have immediate access to shelter.

- The special needs population that owns animals, although anticipated to be relatively small, must also be provided an animal friendly alternative to leaving their animals unattended. Unattended animals may be at risk to themselves and to the general population.
- In a disaster or major emergency, pets/livestock may become lost, separated from their owner, or injured. In addition, deceased animals may create a threat to the public health and safety.
- There is a bond established between animal owners and their animals to the point that the owners may risk their lives to save them. Because of this, it should be anticipated that persons with animals would be reluctant, if not completely uncooperative, when asked to evacuate without their animals in times of an emergency. Also, separation of animals and owners may cause traumatic separation anxiety that will certainly generate conflict and delays.
- Similar to pet ownership, many livestock owners are psychologically and economically bonded with their animals. Economic bonding creates additional stress on the owners with the uncertainty of the safety of their animals and with the future economic impact after the emergency is over.

## ROLES & RESPONSIBILITIES

Organization	Roles & Responsibilities	Last Update
<p style="text-align: center;"><b>TN Department of Agriculture - State Veterinarian Office</b></p>	<p>Provide leadership in EOC to direct animal care activities by serving as the primary organization for the coordination, direction, and control of veterinary services, allied associations, and agencies assisting in animal health emergencies.</p>	<p>2/22/2018</p>
	<p>Coordinate supplies and resources with the Local Emergency Management Agencies. During this process determine which animal-care personnel are qualified to assist the areas affected by disaster.</p>	<p>2/22/2018</p>
	<p>Coordinate multi-state disaster response with other State animal health officials.</p>	<p>2/22/2018</p>
	<p>Coordinate efforts of national animal care organizations assisting in alleviating issues related to animal care during disasters. (Some organizations include: American Society for the Prevention of Cruelty to Animals, American Humane, American Red Cross- Pet Disaster Preparedness &amp; Recovery, etc.)</p>	<p>2/22/2018</p>
	<p>Coordinate animal related press releases and public service announcements through the TN Department of Agriculture Public Information Officer.</p>	<p>2/22/2018</p>
	<p>Utilize and maintain State master list of credentialed Disaster Animal Response Teams to help provide assistance as requested.</p>	<p>2/22/2018</p>
	<p>Refer requests of listings of licensed veterinarians and veterinary hospitals to the TN Department of Health Licensure Verification Section.</p>	<p>2/22/2018</p>

Organization	Roles & Responsibilities	Last Update
<p><b>State Veterinarian Office</b></p>	<p>Deploy personnel to assist with animal related logistical operations as requested.</p>	<p>2/22/2018</p>
	<p>In conjunction with USDA coordinate Foreign Animal Disease Prevention activities when necessary.</p>	<p>2/22/2018</p>
<p><b>TN Board of Veterinary Medical Examiners</b></p>	<p>Maintain and provide current list of licensed veterinarians, emergency field veterinarians and veterinary hospitals in the state.</p>	<p>Pre-2018</p>
	<p>Provide information for ARC on current list of licensed veterinarians and veterinary hospitals.</p>	<p>Pre-2018</p>
<p><b>TN Wildlife Resources Agency (TWRA)</b></p>	<p>Coordinate with the State Veterinarian shelter/rescue activities in TWRA - permitted facilities and on state waterways. Coordinate with the State Veterinarian and the Department of Health in regards to notices to public concerning wildlife.</p>	<p>4/2/2018</p>
	<p>Incidents involving orphaned or injured wildlife cases will be handled by State board certified veterinarians, permitted wildlife rehabilitators or local animal control as authorized by TWRA.</p>	<p>4/2/2018</p>
<p><b>American Humane Association</b></p>	<p>Coordinate with ARC and the Local Emergency Management Agency for sheltering companion animals taken to ARC-operated shelters by owners in accordance with state policy.</p>	<p>Pre-2018</p>
	<p>Coordinate with the Tennessee State Veterinarian, Local Emergency Management Agency and local humane organizations in sheltering, feeding, immunizing, and providing medical aid for lost, strayed or homeless animals.</p>	<p>Pre-2018</p>
	<p>Coordinate with Volunteer Organizations Active in Disaster (VOAD) to meet needs for donations of animal food, medicine and volunteers at the SEOC.</p>	<p>Pre-2018</p>
	<p>When requested by TEMA and/or the Local Emergency Management Agency, provide services in field assessments, animal rescue, temporary housing, and donated items and coordinate the needs of local animals, control agencies and humane societies.</p>	<p>Pre-2018</p>
	<p>Provide leadership to response teams and serve as the liaison to state and local representatives.</p>	<p>Pre-2018</p>
	<p>Provide a current list of program participants and make it available to appropriate agencies or private groups.</p>	<p>Pre-2018</p>
	<p>Provide shelter personnel, including qualified animal handlers, animal care person(s) and trained animal search and rescue teams.</p>	<p>Pre-2018</p>
	<p>Provide procedures for deactivation of care and sheltering of domestic animals in cooperation with the ARC and other state and local agencies.</p>	<p>Pre-2018</p>
	<p>Notify participating boarding facilities and appropriate agencies of cessation of emergency and timing of owner retrieval of animals.</p>	<p>Pre-2018</p>

Organization	Roles & Responsibilities	Last Update
<b>American Red Cross</b>	Assists in identifying the need for pet sheltering and coordinates with ESF 16 as relates to those displaced by a disaster bringing pets with them to American Red Cross shelters. Activates agreements with partners that provide pet sheltering related services as needed and collaborates with ESF 16, animal focused agencies, and other partners to establish pet safe shelters, co-located at the same site as the shelter facility when resources allow.	5/15/2018
<b>American Society for the Prevention of Cruelty to Animals</b>	When requested by TEMA and/or the Local Emergency Management Agency, provide services in field assessments, animal rescue, temporary housing, and donated items and coordinate the needs of local animals, control agencies and humane societies.	Pre-2018
	Provide leadership to response teams and serve as the liaison to state and local representatives.	Pre-2018
	Provide a current list of program participants and make it available to appropriate agencies or private groups.	Pre-2018
	Provide shelter personnel, including qualified animal handlers, animal care person(s) and trained animal search and rescue teams.	Pre-2018
	Provide procedures for deactivation of care and sheltering of domestic animals in cooperation with the ARC and other state and local agencies.	Pre-2018
	Notify participating boarding facilities and appropriate agencies of cessation of emergency and timing of owner retrieval of animals.	Pre-2018
<b>Animal Care &amp; Control Assoc. of TN</b>	Improve the methods and standards of animal control on a statewide basis, to inform the public of the true nature and importance of the work performed by animal control organizations, to cooperate with other public agencies dealing in animal control and to promote justice and equity in the enforcement of animal control laws.	Pre-2018
<b>Livestock Associations - Beef, Dairy, Poultry &amp; Swine</b>	Coordinate requirements for livestock with the state veterinarian.	Pre-2018
	Provide recommendations regarding care and handling of commercial animals.	Pre-2018
<b>TN Department of Environment &amp; Conservation - Division of Solid Waste Management</b>	Coordinate with the Tennessee Department of Agriculture to help locate safe areas for disposal of animal carcasses.	1/5/2018
<b>TN Department of Environment &amp; Conservation -</b>	Coordinate with the State Health Department, the State Veterinarian and the US Department of Agriculture in recommending methods of proper disposal of dead animals in accordance with all applicable federal and state laws and regulations.	1/5/2018

Organization	Roles & Responsibilities	Last Update
<b>Division of State Parks</b>	Provide potential animal housing sites, including state parks. These sites should be easy for the general public to locate and be accessible to suppliers with large trucks.	1/5/2018
<b>TN Department of Mental Health &amp; Substance Abuse Services</b>	Develop programs for delivering crisis counseling to persons affected by disaster (loss of animals) by working with the regional offices that help coordinate the delivery of such services. (During presidential emergency declarations supplemental funding for crisis counseling is available to State Mental Health Authorities)	2/20/2018
<b>TN Emergency Management Agency (TEMA)</b>	Support the TN Department of Agriculture’s State Veterinarian by coordinating a SEOC Animal Safety working group during potential and/or actual emergencies that could significantly impact animal and livestock populations. This can include hosting meetings for the State’s Avian Influenza Task Force.	4/30/2018
	Route requests for animal care assistance through appropriate channels.	4/30/2018
	Notify Humane Societies, American Red Cross, and other relevant partners regarding requests for sheltering domestic animals.	4/30/2018
<b>TN Voluntary Organizations Active in Disaster (TNVOAD)</b>	Coordinate unmet needs for donations of animal food and volunteers.	2/26/2018
<b>U.S. Department of Agriculture - Animal &amp; Plant Health Inspection</b>	Assist and cooperate with local and state authorities in prevention and control of animal diseases or emergency animal management situations that pose an economic impact.	Pre-2018
<b>University of TN - Institute of Agriculture</b>	Interprets, disseminates and encourages practical use of Agriculture knowledge.	Pre-2018
	May offer technical expertise to assist emergency planners, state and local, with hands-on training in veterinary medical emergencies.	Pre-2018
	May assist in training and caring for animals involved in disasters.	Pre-2018