

## **ESF Coordinator, Primary and Support agencies**

The County Emergency Management Director designates the primary agencies for each ESF to coordinate the activities of that function. In some cases, an ESF Coordinator may be assigned in addition to the primary and support agencies. The following describes the roles of the ESF Coordinator, Primary Agency and Support Agencies.

The **ESF Coordinator** has ongoing responsibility through the prevention, preparedness, response, recovery, and mitigation phases of incident management. The role of the ESF coordinator is carried out through a unified command approach as agreed upon collectively by the designated primary agencies. The responsibilities of the ESF coordinator include:

- Pre-incident planning and coordination
- Maintain ongoing contact with ESF primary and support agencies
- Conduct periodic ESF meetings
- Coordinate efforts with corresponding private-sector organization
- Coordinate ESF activities relating incident planning and critical infrastructure preparedness

An agency designated as an ESF **Primary Agency** will:

- Provide staff for the operations functions
- Notify and request assistance from support agencies
- Manage mission assignments and coordinate with support agencies
- Work with appropriate private-sector organizations to maximize use of all available resources
- Support and keep other ESFs informed of operational priorities and activities
- Executive contracts and procuring goods and services as needed
- Ensure financial and property accountability for ESF activities
- Plan for short-term and long-term incident management and recovery operations
- Establish and maintain procedures for agency personnel to be available on a 24-hour basis for EOC staffing and emergency assignment and provide this information to the County Emergency Management Department
- Maintain a current inventory of key agency personnel, facilities and equipment, and establish procedures to ensure this information can be accessed from the EOC
- Establish procedures for assessing damage to department facilities and injury to personnel
- Maintain trained personnel to support interagency emergency response and support teams

Agencies designated as ESF **Support Agencies** will:

- Conduct operations, when requested using their own authorities, subject-matter experts, capabilities or resources
- Participate in planning for short-term and long term incident management and recovery operations
- Assist in the conduct of situational assessments
- Provide staff, equipment or other resource support as requested
- Provide input to periodic readiness assessments
- Participate in training and exercises
- Identify new equipment or capabilities required to prevent or respond to new or emerging threats and hazards
- Provide information or intelligence regarding their agency's area of expertise.