

Emergency Support Function #9: **SEARCH AND RESCUE**

Lead Agency:

- N.H. Dept. of Fish and Game (DFG)

Support Agencies:

- N.H. Dept. of Safety, Division of Fire Safety (DFS)
- N.H. Dept. of Safety – State Police (SP)
- N.H. Dept. of Transportation – (DOT)
- N.H. Dept. of Safety, Division of Safety Services, Marine Patrol
- N.H. Dept. of Resources and Economic Development (DRED)
- N.H. Dept. of Safety, Division of Fire Standards & Training & Emergency Medical Services (EMS)
- U.S. Coast Guard
- N.H. National Guard
- Civil Air Patrol

INTRODUCTION

A. PURPOSE

The purpose of Emergency Support Function #9 – Search and Rescue (ESF #9) is to provide assistance to local authorities in the coordination and effective utilization of all available resources in the conduct of Search and Rescue (SAR), to include swift water and flood operations during an emergency/disaster situation.

B. SCOPE

Search and Rescue consists of two components:

- **Rural and/or Wildland Search and Rescue** activities include, but are not limited to emergency incidents involving missing persons, the recovery of victims, locating boats lost in or around inland and coastal waters, water rescue, swift water, flood recovery, locating individuals lost in forest or wildlands, locating downed aircraft, extrication, if necessary, and providing first-aid treatment to victims.
- **Urban/Structure Search and Rescue** is the process of locating, extricating, recovery, and providing initial medical treatment to victims trapped in collapsed structures or rescuing or removing persons threatened or stranded in harm's way by an emergency or hazardous event when they cannot remove themselves. Additionally, this may include swift water and flood recovery.

When ESF #9 is activated, resources will be provided through requests directly to the State Emergency Operations Center (SEOC). The Department of Fish and Game (DFG) is Lead Agency for ESF #9, but it is recognized that in cases requiring urban search and rescue activities, the NH Dept. of Safety, Division of Fire Safety (DFS) has significant responsibility, expertise and resources. Upon consultation with DFG, DFS may assume the responsibilities of the Lead Agency. ESF #9, may also obtain resources through coordination with ESF #7 – Resource Support and from agency related local, State, regional, national, public and private associations or groups. Coordination may occur with volunteer organizations and possibly the private sector as part of search and rescue activities.

Dependent upon the situation, SAR activities may be done in support of local and mutual aid efforts and activated upon their request.

SITUATION AND PLANNING ASSUMPTIONS

A. SITUATION

SAR accounts for lost or trapped humans and household pets. The wide range of and easy access to outdoor recreational activities in the State and the large number of people who participate in those activities results in a significant number of people becoming lost and/or injured or killed every year. In addition, use of civil aircraft within the State continues to increase. The wildland – urban interface situation, which has greatly affected the fire services, has also impacted SAR. People become lost in wildland and suburban areas only a few minutes travel from their home. Additionally, weather related incidents often result in SAR as individuals are stranded, stuck or displaced by the effects of ice, snow, and other types of scenarios.

In addition, most structures in New Hampshire are not built to withstand the effects of major disasters including large, urban fires, seismic activities, building collapses due to heavy snowfall and flooding. Collapsing structures endanger individuals who are unable to escape, trapping them within the confines of the debris.

SAR operations are primarily initiated, coordinated and directed by local jurisdictions in accordance with local plans. However, one jurisdiction (or a number of jurisdictions through mutual aid) may not be able to provide the necessary equipment or sufficient number of trained personnel to carry out a SAR mission. Requests for additional resources, including special skills, expertise, or equipment are coordinated through requests to the State.

B. PLANNING ASSUMPTIONS

1. SAR missions will continue to increase as the population, recreational opportunities, and the wildland/urban interface continues to grow.
2. Missing persons are at risk from the elements or trapped in dangerous situations/structures and need to be located as soon as possible.
3. Some SAR activities will result as a request from and coordination with ESF #4 – Firefighting.
4. The various types and venues of search and rescue operations require the expertise, personnel and equipment of a variety of different agencies.
5. SAR missions may be required in incidents that occur quickly or develop over a period of time.
6. Some SAR activities may occur individually and not require full activation of ESF #9.

CONCEPT OF OPERATIONS

A. GENERAL

1. The DFG and DFS will coordinate closely in all response, but especially in incidents that impact urban areas and structures. In such cases, DFS will assume a more pronounced role in facilitating response activities.
2. The status of committed and uncommitted resources is continuously tracked with WebEOC during SEOC activation when ESF #9 resources are utilized.

3. Unified Command will be used to the greatest extent possible to manage ESF #9 assets in the field due to the number and variety of government and private sector organizations that may be involved.
4. Coordination with all supporting agencies will be ongoing to ensure operational readiness of ESF #9.
5. Mutual aid agreements will be activated and utilized prior to requesting SAR activities from the State.
6. If criminal or terrorist activity is suspected in connection with the event, the NH State Police will be advised immediately, if not already involved in the incident.

B. ORGANIZATION

1. **Organizational Chart (Command & Control):** ESF #9 shall function under the direction and control of the SEOC Operations Chief. (*See Organizational Chart in SEOP Base Plan. Chapter IV.4.b.*)

2. **Operational Facilities/Sites/Components:**

ESF #9 may have to participate on several emergency teams and/or co-locate at several emergency facilities simultaneously (in-state or in another state through mutual aid). A listing of the various locations includes fire departments, dispatch centers, local EOCs, and incident field offices. Facilities through which ESF #9 may have to function, includes:

- a. **Evacuation, Staging, Reception, and Sheltering Areas** – In coordination with other ESFs and local entities, identify and maintain routing information to/from staging areas, reception areas, and shelters. Teams may be asked to report for deployment or at operational readiness status. Identify routing for special equipment, or other special needs that may occur prior to, during or after an incident.
- b. **Dispatch Centers and Incident Command Posts** – In coordination with other like/similar agencies, state dispatch centers may be established, or current local jurisdiction dispatch centers may be utilized, to support response efforts on behalf of the State. Statewide interoperable frequencies will be established and utilized to coordinate efforts. Incident Command Posts (ICP) may also be established at or near the incident from which response personnel may be dispatched to on-the-scene operations.
- c. **Agencies' Emergency Operations Centers** - In addition to receiving ESF #9 missions, agencies may receive additional missions serving in a Lead or Support role to other emergency support functions. Agencies may use a "central" Emergency Operations Center concept to manage the different roles and accomplish all mission assignments. The "central" Emergency Operation Center is a "clearinghouse" that is used by the agencies to "track" assigned missions, resources committed, resources available, needed support for resources committed, needed contracts and contractors, and many other matters necessary for an effective emergency operation. In addition, some agencies may develop an "inter-agency" emergency operation center that is below the "central" emergency operation center or clearinghouse.
- d. **State Emergency Operations Center Mission Tasking** - The ESF #9 representative will assign request for assistance to the agency or agencies that have the most appropriate resources and expertise to accomplish the task. No agency should be tasked more than another to ensure a balance in "mission" tasking and to maximize the use of all available resources. Mission Tasks will be posted to WebEOC.
- e. **Field Operations** – ESF #9 may serve in Field Operations (i.e., the Forward State Emergency Response Team, Impact Assessment Teams: Rapid

Response Team, Preliminary Damage Assessment Team, Disaster Field Office operations, Recovery Center operations, intrastate and/or interstate mutual aid assistance). Since activation of these activities usually occurs early in an event, its activation sequence should be prepared for in the first hours of an event.

f. **Specialized and Mutual Aid Teams**

Specialized local, Federal and Mutual Aid teams (including volunteer and private teams) can be brought in as resources if the proper channels for requesting assistance are followed. Proper declarations would be required and requests should be made on an executive level to mobilize, as appropriate. It will be up to the local Incident Commander, in consultation with the ESF #9 representative in the SEOC to make the determination when and to what extent to utilize volunteer organizations in activities.

It is recommended and understood that local governments and some volunteer entities organize, train, equip and employ local/regional teams and resources; conduct periodic testing of team capabilities; and are prepared to coordinate the integration of local efforts with State and Federal assistance teams when necessary. Some of these include:

- i. Regional Swift Water and Flood Rescue Teams;
- ii. Pemigewasset Valley Search and Rescue Team;
- iii. New England K-9 Search and Rescue;
- iv. Appalachian Mountain Club;
- v. Critical Incident Stress Debriefing;
- vi. Mountain Rescue Service;
- vii. Androscoggin Valley Search and Rescue;
- viii. Upper Valley Wilderness Response Team;
- ix. SOLO (Stonehearth Outdoor Learning Opportunities); and,
- x. Local Community Emergency Response Teams (CERT).

It will be up to the local Incident Commander to make the determination when and to what extent to utilize volunteer organizations in SAR activities.

- g. **Federal Resources** - When ESF #9 foresees or has a need for resources not otherwise available, action will be taken to secure such resources through the *National Response Framework* (NRF) or some other federal source. Normally, an action to secure a resource from a federal source would be coordinated with/through the State Coordinating Officer and/or the Federal Coordinating Officer. However, if an ESF agency has no recourse through the Federal Emergency Management Agency, that ESF #9 may coordinate directly with the federal agency that can provide the needed federal resource.
- h. **Contracts and Contractors** - Resources that are available through ESF #9 may, at times, best be obtained through a contractor. Agency(ies) contracts may be utilized or access to State of NH or private sector contracts may be made through coordination with ESF #7. Contractual personnel may not be used to supplant state assets/resources.
- i. **Mitigation and/or Redevelopment** – ESF #9 does not have budgetary authority or funds for mitigation or redevelopment needs that result from an emergency or disaster. Therefore, ESF #9 can only provide (as in-kind or matching) professional, technical, and administrative personnel and their use of related equipment for mitigation and redevelopment efforts that may follow an event. Such in-kind or matching resources can be used to support the review, investigation, contracting, and other professional, technical, and administrative tasks generally required for mitigation and/or redevelopment activities.

3. Policies

- a. Actions initiated under ESF #9 are coordinated and conducted cooperatively with State and local incident management officials and with private entities, through coordination with the SEOC, as appropriate. Each supporting agency is responsible for managing its respective assets and resources after receiving direction from the ESF #9 Lead Agency.
- b. Actions taken during an emergency are guided by and coordinated with state and local emergency preparedness and response officials, Department of Homeland Security (DHS) officials, appropriate federal agencies, and existing agency internal policies and procedures.
- c. The organizations providing support for each incident coordinate with appropriate ESFs and other agencies, including the Safety Officer, to ensure appropriate use of volunteers and their health and safety and to ensure appropriate measures are in place to protect the health and safety of all workers.

PHASED ACTIVITIES

A. PREVENTION/PREPAREDNESS ACTIVITIES

1. General

- a. Developing plans for the effective response of ESF #9 and protection of public health and security during an emergency incident.
- b. Generating information to be included in SEOC briefings, situation reports and/or action plans.
- c. Maintaining personnel and equipment in a state of readiness appropriate to existing and anticipated emergency conditions to include mobilizing resources and staging them at various locations.
- d. Maintaining a system to recognize credentials of associated agencies/personnel.
- e. Monitoring weather and hazardous conditions that contribute to increased SAR danger.
- f. Based upon hazardous conditions, conducting safety education activities for the public.
- g. Providing trained personnel for assignment to the SEOC during activation. Assuring sufficient personnel for an extended and/or 24-hour activation period.
- h. Releasing information (in coordination with the JIC, if one is established) on fire-safety and disaster planning/actions via news releases, brochures, or websites.
- i. Developing and maintaining a database of locations and contact information for ESF #9 resources. Maintaining records reflecting local or mutual aid capabilities.
- j. Developing procedures to protect public from incident-related danger, including evacuation strategies (in coordination with ESF #1).
- k. Developing protocols and maintain liaison with other consulting and incident-related or specific agencies, organizations and associations.

- l. Assisting local governments in training of personnel and rescue organizations for SAR operations.
- m. Supporting the Emergency Management Assistance Compact (EMAC) and International Emergency Management Assistance Compact (IEMAC) including training of ESF on EMAC/IEMAC responsibilities, and pre-identification of assets, needs and resources that may be allocated to support other states/provinces.
- n. Annually reviewing the Department of Homeland Security *Core Capabilities* and integrating tasks as appropriate.
- o. Integrating NIMS principles in all planning.
- p. Contacting and planning for possible employment of US Army Corps of Engineers (ACOE) structure specialists and System to Locate Survivors (STOLS).
- q. Evaluating the probability and time period of the response and/or recovery phases for the event.

B. RESPONSE ACTIVITIES

1. Evaluating and tasking the SAR support requests for threatened/impacted area.
2. Assigning and scheduling sufficient personnel to cover an activation of the SEOC for an extended period of time. Providing updates and briefings for any new personnel reporting for ESF #9 duty. Maintaining and updating WebEOC as appropriate for all ESF #9 agencies.
3. Coordinating available data on buildings, structures and other related risks associated with the work of ESF #3 if the incident involves structural issues and ESF #4 if the incident involves wildfire or structural fires.
4. Assessing the situation, as requested, as related to SAR.
5. Assisting in evacuation of individuals and household pets in impacted area, as requested.
6. Providing safety information for the public in coordination with PIO and/or Public Information.
7. Assisting, as requested, to help provide temporary construction of emergency routes as necessary for passage of emergency response and SAR personnel.
8. Planning and preparing the notification systems to support the requests and directives resulting from a Governor-declared State of Emergency and/or requests for a federal disaster declaration.
9. Coordinating with ESF #10 – HAZMAT, ESF #4 and other ESFs, as requested.
10. Providing support for any Protective Action Requirements (PAR) the incident requires.
11. Providing monitoring for contaminated areas and consult with appropriate support agencies to provide access and egress search and rescue control to contaminated areas.
12. Coordinating and preparing for arrival of federal assets, as requested. Planning and preparing the notifications systems to support the deployment of response personnel.
13. Coordinating with ESF #7 for the location and use of storage sites as staging areas for the deployment of personnel, assets and materials (including food, equipment, medical supplies, etc.) into the affected area.

14. Beginning the evaluation probability and time period of the recovery phase for the event. If recovery phase is probable in the near future, start pre-planning for recovery actions.
15. Continuing to update WebEOC and mission assignment tasking.
16. Continuing development of an “After-Action Report” for ESF #9.

C. RECOVERY ACTIVITIES:

1. Assigning and scheduling sufficient personnel to cover continued activation of the SEOC.
2. Providing updates and briefings for any new personnel reporting for ESF #9 duty.
3. Maintaining and updating WebEOC as appropriate for all ESF #9 agencies. Seeking information concerning projected date the SEOC will deactivate.
4. Evaluating and tasking ESF #9 support requests for impacted areas. Continuing to coordinate activities and requests with partner ESFs.
5. Coordinating appropriate records of work schedules and costs incurred by ESF #9 agencies during the event.
6. Preparing for the arrival of and coordinating with FEMA ESF #9 personnel.
7. Generating information to be included in SEOC briefings, situation reports, and/or action plans.
8. Identifying and tracking any lost or damaged equipment and record any personnel injuries or equipment accidents.
9. If mitigation and/or redevelopment phase is probable, start pre-planning actions with agency, State, and/or federal officials. Implement and monitor “After-Action Report” for ESF #9.

D. MITIGATION

1. Providing updates and briefings for any new personnel or agencies providing services under ESF #9.
2. Evaluating the probability and time period of the mitigation and/or redevelopment phase for the event. Collaborating with other ESF agencies regarding mitigation and/or redevelopment activities that may need ESF #9 support. Beginning to plan for and provide support for mitigation and/or redevelopment activities that may begin before SEOC deactivation and continue for several months.
3. Supporting requests and directives resulting for the Governor and/or FEMA concerning mitigation and/or redevelopment activities. Probable requests and directives include establishment of review and study teams, support of local government contracting for mitigation and/or redevelopment needs, and other similar professional, technical, and administrative activities.
4. Generating information to be included in SEOC briefings, situation reports, and/or action plans.
5. Implementing and monitoring the “After-Action Report” for ESF #9, including activities that may need to be incorporated into future activations and plans.

ROLES & RESPONSIBILITIES

A. ACTIVITIES ASSOCIATED WITH FUNCTION:

ESF #9 Lead and Support Agencies activities include:

1. All ESF #9 Lead and Support agencies will provide available, trained personnel to serve as ESF #9 representatives in the SEOC, as capable. Maintaining and updating WebEOC as needed.
2. All personnel have access to their agency's available and obtainable resources. This effort will be coordinated with the Local Incident Commander. The committed and uncommitted status of such resources is continuously tracked during an activation of the SEOC. All personnel have access to appropriate records and data that may be needed for an ESF #9 response (i.e., mutual aid compacts, facilities listings, maps, etc.).
3. Participating in the evaluation and mission assignment of ESF #9 resource requests submitted to the SEOC including resources that are available through mutual-aid agreements, compacts, and/or FEMA.
4. Supporting the development of situation reports and action plans for ESF #9 during activation of the SEOC.
5. Providing Subject Matter Experts (SME's) as requested to support public notification and information and other emergency response activities.
6. Assisting in revisions/updates of ESF #9 and other appropriate and related response/mitigation plans.
7. Working with the Safety Officer to ensure the health and safety of response workers.

B. AGENCY SPECIFIC

1. **Lead Agency: Department of Fish and Game (DFG)**
 - a. ESF #9 administration, management, planning, training, preparedness, response, recovery, and mitigation/redevelopment activities. Assuring worker safety.
 - b. Assigning personnel to the ESF #9 duty schedule at the SEOC. Providing staffing and resources necessary to conduct impact assessment of the impacted area.
 - c. Developing operating procedures to implement the Search and Rescue Emergency Preparedness/Response/Recovery/Mitigation functions.
 - d. Providing SAR teams and expertise for activities related to wildland and inland water SAR.
 - e. Identifying and training liaison teams.
 - f. Working with support agencies to assure maintenance and periodic updating/revision of the ESF #9 Appendix.
 - g. Maintain position log and mission-tasking in WebEOC.
 - h. At time of the incident, developing and implementing plans for protection of individual and public safety through coordination of SAR mission. Coordinating with other support agencies, ESFs, Support Agencies and external partners to meet mission requirements.
 - i. Providing technical assistance to other ESFs and internal and external partners during emergencies/incidents, as requested.
 - j. Participating in exercises/drills to test operating procedures. Providing appropriate training to meet ESF mission. Ensuring that all support agencies are included in appropriate training and exercise functions.
 - k. Releasing information on SAR and disaster planning through news releases, brochures, websites or other means.
 - l. Developing appropriate safety information for the public. Coordinating with Incident PIO and/or JIC.
 - m. Monitoring and providing weather and danger forecasts to all SAR forces.
 - n. Coordinating meetings and activations, as necessary, of the appropriate response-related teams, agencies and partners. At such meetings,

participants will discuss the operational preparedness and response actions necessary for ESF #9 coverage and responsibilities.

- o. Providing/securing appropriate mappings, etc. pertinent to mission response activities.
- p. Developing and maintaining a database of points of contact, agency missions, etc. for support agencies.

* During incidents involving structural or urban SAR, DFS may assume some Lead responsibilities.

2. Support Agencies

a. Department of Safety – Division of Fire Safety (Primary Support) (DFS)

- i. Maintaining inventories of urban search and rescue assets, equipment, and personnel throughout the State.
- ii. In coordination with DFG, assuming some of the Lead Agency responsibilities for incidents involving urban or structural search and rescue activities.
- iii. Conducting and providing specialty teams and expertise for structural/urban related SAR activities.
- iv. Assisting DFG in determining long-term impacts of incidents involving SAR missions/activities.
- v. Coordinating structure specialists and STOLS through ACOE, as appropriate.
- vi. Identifying and training liaison teams. Working with local/mutual SAR teams, as appropriate.
- vii. Developing appropriate safety information for the public. Coordinating with Incident PIO and/or JIC.
- viii. Providing incident management teams as requested.

* During incidents involving structural or urban fires, DFS may assume some Support Agency responsibilities.

b. N.H. State Police (SP)

- i. Providing air and ground support, as requested, for SAR activities.
- ii. Assisting with setting safety perimeters and evacuation areas due to fires or other incidents requiring such activities, including closings/restricted access of highways and roadways.
- iii. Assisting in the development of any specialized routes needed for SAR response personnel and equipment.
- iv. Assisting SAR activities with the removal of deceased victims from SAR activity areas.
- v. Working with ESF #1 and ESF #3 to coordinate law enforcement escort support for the movement of SAR personnel and equipment.

c. N.H. Dept. of Transportation (DOT)

- i. Coordinating support for ESF #9 including those resulting from downed or missing aircraft SAR (Bureau of Aeronautics).
- ii. Coordinating air transportation support and evacuation. (Bureau of Aeronautics).
- iii. Maintaining a database of all state-owned aviation assets that may be utilized for aerial SAR (Bureau of Aeronautics).

- iv. Maintaining information on all public and private airports, railroads, etc. that may be utilized for movement of personnel or SAR activities. (Bureau of Aeronautics, Bureau of Rail and Transit).
 - v. Providing SMEs and infrastructure and engineering support, damage assessment and critical information that may impact SAR activities.
- d. **Marine Patrol**
- i. Providing all available and obtainable resources to support ESF #9 missions especially as they relate to SAR activities on the State's inland and coastal waterways.
 - ii. Setting security/safety zones, as appropriate, on State's waterway system.
- e. **N.H Dept. of Resources and Economic Development (DRED) – Division of Forests and Land, Division of Economic Development**
- i. Providing all available and obtainable resources in support of ESF #9 agencies and mission, including the provision of emergency personnel, equipment, materials and supplies.
 - ii. Providing information on wildland and rural areas, including State-owned land; private sector facilities and key resources considered critical to the State's economy/provision of services as they relate to and have impact upon SAR activities.
 - iii. Assisting with provision of communication system and access/egress routes for SAR personnel.
- f. **Division of Fire Standards & Training & Emergency Medical Services (EMS)**
- i. Providing support and personnel in support of ESF #9 activities.
 - ii. Assisting in the provision of medical needs of rescuers and victims.
 - iii. Assisting in cadaver recovery and transportation.
 - iv. Arranging for the provision of specialized transportation needs for victims (air evacuation ambulances, etc.).
 - v. Providing tracking of inventory and personnel that may be requested during an activation of ESF #9.
- g. **U.S. Coast Guard**
- i. Setting up security and safety zones in and around navigable rivers and federal waterways and vessel traffic upon them.
 - ii. Conducting SAR activities within identified areas, as requested.
 - iii. With the ACOE, authorizing the closure to traffic within areas identified, as requested.
 - iv. During flooding operations, providing assistance as needed with resources, including marine vessels, aircraft, personnel and environmental threat resources needed to provide SAR activities and mission-related activities.

C. COORDINATION WITH OTHER EMERGENCY SUPPORT FUNCTIONS:

All ESFs will coordinate, as appropriate, with other ESFs by providing:

1. Notification for resources, including meeting specialized needs and requirements.
2. Providing availability of subject matter experts for specialized requirements.
3. Coordinating all communications and messaging to the public through the PIO/JIC.
4. Assisting with debris removal.

5. Determining the availability of facilities that may be used for parking, storage, collection and staging areas.
6. Setting and maintaining of public safety/security perimeters.

D. SEOP HAZARD-SPECIFIC INCIDENT ANNEXES WITH ESF #9 RESPONSIBILITIES:

- Terrorism
- Radiological Incident at Nuclear Power Plant
- Hazardous Materials
- Public Health Emergency

FEDERAL RESPONSE INTERFACE/STATE & INTERNATIONAL MUTUAL AID

When SAR activities exceed the capability of the State, with the approval of the Governor, the ESF #9 Lead Agency will coordinate activities with the Lead Federal Agency for ESF #9 under the provisions of the *National Response Framework (NRF)*. State and International Mutual Aid agreements (EMAC/IEMAG, etc.) may also be activated as the situation warrants.

ADMINISTRATION AND LOGISTICS

A. POLICIES:

1. All agency and ESF Plans provide for administrative and logistical support necessary to maintain a 24-hour, 7 day a week sustained operation.
2. Administrative and logistical support of operational field elements is the responsibility of each participating agency.
3. Provision is made by each participating agency to record all resources used in support of the emergency operation and provide such information to the Finance and Administration Section for consolidation and recording.
4. Participating agencies will be notified when threshold levels are reached for implementation of any federal assistance programs or requests from mutual aid compacts.

B. NOTIFICATION AND REPORTING:

1. Notification

- a. The N.H. State Police, a municipality or State Agency will notify HSEM that an incident has occurred, or has the potential to occur, that threatens or impacts an area of New Hampshire. HSEM will gather information for on-going situational awareness and notify ESFs, as appropriate.
- b. HSEM personnel will make the decision to activate the SEOC and determine level of activation.
- c. If SEOC activation is determined to be necessary, the HSEM Agency Liaison will notify the ESF Lead Agency of the activation and request designated personnel to report to the SEOC or to remain on stand-by.
- d. The Lead Agency will then notify the appropriate ESF Support Agencies and determine coverage/duty roster for the ESF desk in the SEOC. WebEOC will be utilized to provide continuous situational awareness.
- e. All ESF agencies will make appropriate notifications to their appropriate regions, districts or local offices.

- f. The above notification process will be utilized for all phases of activation and activities in which ESF #9 will be involved.

2. Event Reporting

- a. Event and position logs should be maintained by each ESF #9 agency in sufficient detail to provide historical data on activities taken during the event.
- b. Agencies are also expected to keep their Lead Agency updated upon all activities and actions.
- c. The Lead Agency will be responsible for making periodic reports to their Sections on activities taken by ESF #9, in total, during the event and assure they are properly documented.
- d. All financial reporting will be done through ESF #9 Lead Agency on behalf of their support agencies. All financial management documents must comply with standard accounting procedures and applicable agency, State and Federal guidelines, rules, standards and laws.

3. Agreements/MOUs, etc.

Lead and Support Agencies will maintain up-to-date agreements and Memorandums of Understanding, Letters of Agreement (MOU/LOA) with various other agencies, regions, states or countries, as appropriate. Each agency is responsible for keeping these documents updated and with appropriate points of contact. Support Agencies should keep the Lead Agency informed of any such agreements that may impact resources or capabilities during an emergency incident. The State of New Hampshire also maintains agreements and mutual aid compacts on behalf of various organizations. These may be activated as the situation warrants.

DEVELOPMENT, MAINTENANCE AND IMPLEMENTATION OF ESF/SEOP

A. RESPONSIBILITIES

Development, maintenance and implementation of this ESF Appendix rest with the Lead Agency in consultation and collaboration with the Support Agencies.

B. CORRECTIVE ACTIONS

Following each activation, exercise, etc. in which this ESF has been activated, an After-Action Report should be conducted by the Lead Agency with the appropriate Support Agencies. A Corrective Action/Improvement Plan should be developed and incorporated into the ESF #9 response activities when updated.

C. UPDATING & REVISION PROCEDURES

The primary responsibility for the development and overall maintenance of the State Emergency Operations Plan belongs to HSEM. Assistance and input will be sought from all ESFs.

Updating and maintenance of ESF #9 rests with the Lead Agency. Coordination, input and assistance should be sought from all the agencies involved in the ESF #9 activities. An annual review of the Appendix should be conducted with information provided to HSEM for incorporation into the next SEOP scheduled update. This does not preclude the incorporation of any changes immediately into the ESF Appendix. If information collected is of serious enough nature to require immediate revision, HSEM will produce such a revision of the SEOP ahead of schedule.

ATTACHMENTS

A. PLANS

1. State-wide Search and Rescue Manual
2. Lead and Support Agency Plans & Procedures maintained individually.

B. LISTINGS/MAPS

1. Maintained by Lead & Support Agencies

C. MOUs/LOAs

1. Emergency Management Assistance Compact
2. International Emergency Management Assistance Compact
3. White Mountain National Forest
4. New Hampshire National Guard
5. Maintained by Lead & Support Agencies

D. NATIONAL RESPONSE FRAMEWORK – ESF #9 SEARCH AND RESCUE

RECORD OF UPDATE

Date	Title and Agency of ESF Lead Approving Update