

Emergency Support Function (ESF) 7 Resource Support

Lead Coordinating Agency: Escambia County Department of Administrative Services

Support Agencies: Clerk of the Circuit Court, Clerk to the Board
Escambia County Department of Information Resources
Escambia County Department of Human Resources
Escambia County Department of Facilities Management
Escambia County Department of Purchasing

I. Purpose

The purpose of Emergency Support Function-7 (ESF-7) is to acquire the necessary resources to support disaster operations. Provide fiscal and logistical managerial support through timely and efficient acquisition and distribution of resources, purchasing, contracting, renting and leasing of supplies and equipment.

II. Concept of Operations

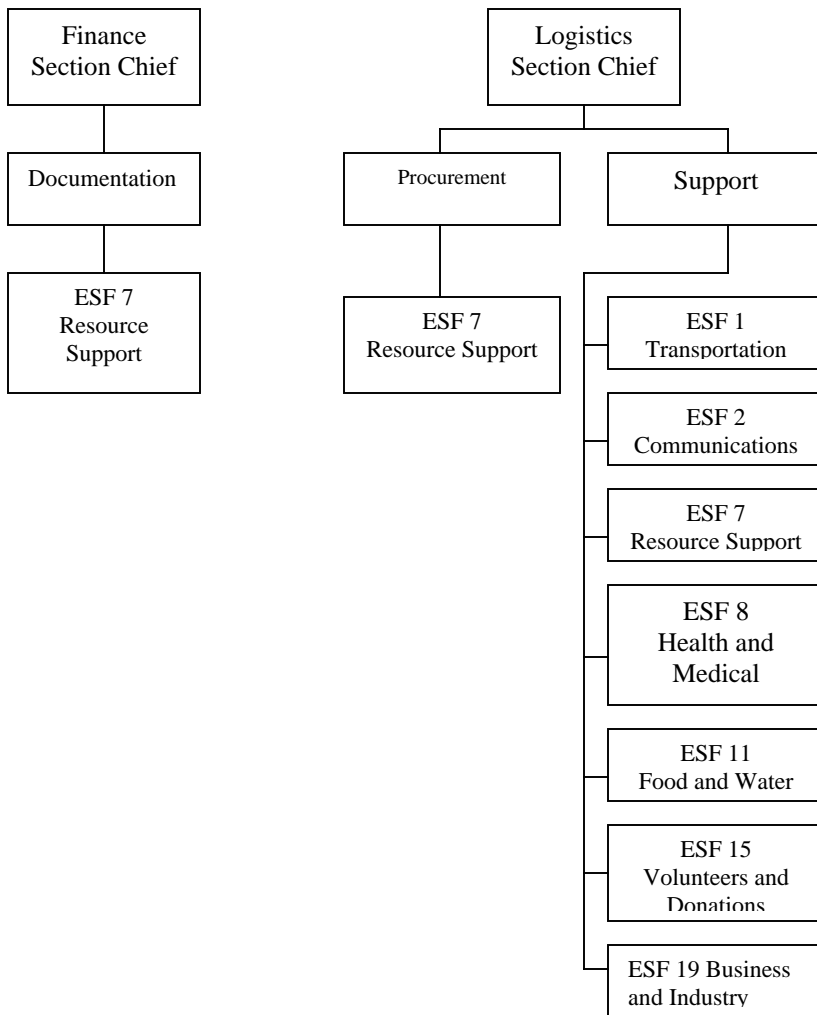
A. GENERAL

1. ESF-7 is organized consistent with the Escambia County CEMP. This structure and system supports incident assessment, planning, procurement, deployment, coordination, financial responsibilities, and support operations to Escambia County through the Escambia County Emergency Response Team.
2. ESF 7 will coordinate under the Logistics and Finance Sections of the ICS command structure.
3. Procedures, protocols and plans for disaster response activities are developed to govern staff operations at the Escambia Emergency Operations Center and in the field. These are in the form of the CEMP and corresponding Appendices, and Standard Operating Procedures, which describe ESF-7 responsibilities. Periodic training and exercises are also conducted to enhance effectiveness.
4. The focal point for all requests for resources will be the Emergency Operations Center (EOC). Resource requests unable to be provided by applicable ESFs will be routed to ESF-7. In coordination with Logistics Section, the ESF-7 representative will determine the sources of the needed resources. The ESF-7 representative will follow procedures as outlined in the Logistics Management Support Annex (Annex Q) to procure any required resource.
 - a. Procurement Process
 - Equipment and materials will be procured from both intra-departmental and inter-departmental supplies. Inter-departmental resource requests will be submitted and routed through ESF-7 under the Logistics Section. Requests unable to be filled by in County inventories are procured by ESF-7 from commercial vendors. Sources include assets within county government and the municipalities. During disaster situations, all resources within county government agencies are considered available. Coordination for such resource reallocation will be accomplished within

the EOC. If necessary, reimbursement will be made in accordance with local directives.

- If needed supplies and equipment are not available within county government resources, ESF-7 will attempt to purchase or lease them from commercial sources.
 - When resources cannot be acquired through local sources, requests for these items will be made to the State EOC. These requests may be filled by state resources, Intra-state mutual aid, interstate mutual aid or federal resources.
 - The Logistics Section maintains lists of vendors and suppliers of equipment, materials and services needed during disaster response and recovery operations in coordination with the Administrative Services and Purchasing Departments.
 - The Statewide Mutual Aid Agreement will be implemented as necessary to obtain required goods and services from other jurisdictions.
 - Contracts for resources or services will be initiated by ESF-7. Contracts will be managed by the agency responsible for the support provided.
 - ESF-7 will conduct operations in accordance with all local, state and federal laws and regulations.
 - In some cases, needed resources may be available through donations and volunteers. Coordination will be maintained between ESF-7 and Emergency Support Function 15 on a continual basis.
 - Information is disseminated to volunteer groups, vendors and other governmental agencies that may supplement local resources in a variety of ways. Volunteer organizations have direct participation in emergency operations in Escambia County. The United Way is responsible for coordinating all volunteer efforts for resource distribution. Emergency vendors have agreed to a certain degree of flexibility during emergency declarations. These vendors are notified via fax to be on stand-by to receive orders for services and materials. Additional resources are available throughout the state by simply making a request for resources from other local government administrators or elected officials.
5. Transportation- Transportation requirements will be coordinated through Emergency Support Function 1.
- a. All available transportation assets will be used to deliver resources to affected areas.
 - b. Sources include county and municipal assets, as well as those belonging to private nonprofit organizations.
 - c. Existing County resources will be transported to the disaster area by the County department normally responsible for the resources.
 - d. Commercial vendors are responsible for transportation of their own product/service.
6. Staging Areas. The Civic center is identified as the County Staging Area for resources brought into Escambia County. Alternate staging areas include Five Flags Speedway.

- a. The County Staging Area is mission tasked and reports to the Logistics Section.
 - b. The County will establish a CSA to receive and distribute resources to the Points of Distribution.
 - c. The Logistics Section manages the CSA.
 - d. Points of Distribution will be established as required. A list of current PODs is located in the POD/CSA SOP, with ESF 11, or the Logistics Section.
7. Storage Facilities. There are numerous storage facilities available throughout the county. ESF-7 will identify and lease any further storage space that would be necessary. Leasing of additional buildings or warehouses is not anticipated due to the amount of property holdings by the County.
- a. If necessary, temporary office/warehouse space can be obtained through the County Special Projects Coordinator on an emergency basis.
 - b. The replacement of any damaged or destroyed facilities would be accomplished by relocating the affected personnel to other county-owned buildings, or space obtained as outlined above, temporarily until the damaged facilities can be repaired or replaced by County personnel or through contractual arrangements secured on an emergency basis through ESF-7.
8. It is the responsibility of agencies receiving loaned property to maintain appropriate accountability of items received.
- a. Agencies will monitor and track loaned items.
 - b. Documentation will be provided to lending organizations for their records.
 - c. Intra-departmental property/equipment requests are documented through ESF-7.



Incident Command System Structure: ESF 7 – Resource Support

B. ORGANIZATION

1. COUNTY

During an emergency or disaster, the primary and support agencies of ESF-7 will assign personnel to the Escambia County Emergency Operations Center. In addition, ESF-7 will:

- a. Operate under the direction of the Department of Administrative Services Coordinator.
- b. Operate throughout the emergency, either in the Escambia County Emergency Operations Center, or at a location designated by the Logistics Section Chief in coordination with the Department of Administrative Services Coordinator.
- c. Alert designated primary personnel of possible resource needs and to report to the Escambia County Emergency Operations Center.
- d. Maintain liaison with other Emergency Support Functions and interested parties. This will be accomplished through the coordination of the

Department of Administrative Services Coordinator and the Chief of the Logistics Section.

- e. At the tasking of the Logistics Chief, take action if another Emergency Support Function requires assistance in obtaining needed items. ESF-7 finds a source for needed items and provides to the requesting emergency support function the name of the contact person, the price and schedule for when the material can be made available at the established location.
- f. Unless otherwise directed and in order to provide resource support when needed during disaster operations, the ESF-7 function will be staffed on a 24 hour basis at the EOC.

C. ALERTS/NOTIFICATIONS

1. Upon activation of the CEMP, the Department of Public Safety will notify the point of contact for ESF-7 through multiple methods.
2. The Lead ESF 7 Coordinating Agency representative or designee will coordinate all activities of ESF-7.
3. Upon instructions to activate ESF-7, The Lead Coordinating Agency will implement procedures to notify and mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance.

D. ACTIONS

Actions carried out by ESF-7 are grouped into phases of emergency management: prevention, preparedness, protection, response, recovery and mitigation. Each phase requires specific skills and knowledge to accomplish and requires significant cooperation and collaboration between all supporting agencies and the intended recipients of service.

1. PREPAREDNESS ACTIONS

- a. Actions and activities that develop Resource capabilities may include planning, training, orientation sessions, and exercises for Emergency Support Function 7 personnel (i.e., County, State, Regional, and Federal).
- b. Assist in the coordination of documents for Emergency Declaration.
- c. Prepare documentation for public assistance requests from outside agencies and for impending damage survey reports (DSRs) from County departments and Constitutional Officers.
- d. Assign portable equipment (laptop computers and portable printers) to key personnel.
- e. Download to disks the Federal Emergency Management Agency (FEMA) criteria for post-disaster Project Worksheet filing.
- f. Establish a work schedule for staff to report to the EOC before, during and after the storm and a general outline of individual responsibilities.
- g. Pack office supplies, telephone lists, disaster files and laptops for transfer to the EOC.
- h. Keep disaster file up to date with phone numbers of employees, State EOC and FEMA representatives. Establish emergency contact persons for all

support agencies and outside agencies who are likely applicants for public assistance. Obtain home phone, cellular, and/or pager numbers for each agency's designated contact persons.

- i. Place Department of Administrative Services personnel on standby or direct to staging areas with some facilities staffed for immediate response.
- j. Activate protective measures on County facilities or buildings.

2. RESPONSE ACTIONS

- a. Coordinate operations at the ESF-7 office in the County Emergency Operations Center and/or at other locations as required.
- b. Act as County representative agency for all FEMA communications and documentation requirements.
- c. Coordinate reporting of initial disaster information and damage estimates to the FEMA representative. This will include facilitating information from all those organizations eligible under the Public Assistance Program. Act as liaison between FEMA and all outside agency applicants for public assistance.
- d. Provide fiscal guidance, technical support and funding options to the BCC and EOC.
- e. Provide other support as requested by the Incident Commander. Prepare budget transfers, amendments or loan documents for approval by the BCC.
- f. Fulfill other responsibilities as ESF-7 Lead Agency. Coordinate as necessary with the Department of Facilities Management, Clerk of the Circuit Court, Clerk to the Board, Department of Purchasing, Department of Human Resources, and Department of Information Resources.
- g. Support agencies may be directed to deploy personnel and other resources.
- h. Lease buildings for staging area warehouses or to replace damaged or destroyed facilities.
- i. Provide communications resources in coordination with Emergency Support Function 2.
- j. Provide transportation resources in coordination with Emergency Support Function 1.
- k. Assist, facilitate, and coordinate contractual services between the County and commercial sources.
- l. Provide office furniture, equipment, and supplies from existing County inventories, or have them procured.
- m. Provide security for the County Staging Area, Points of Distribution and other facilities through Emergency Support Function 16.
- n. The Department of Administrative Services will maintain records for all properties loaned to ESF-7 in support of the County Emergency Operations Center by the state or federal governments.

3. RECOVERY ACTIONS

ESF-7 will support the County's Logistics Section with providing logistical support for:

- a. Staff movement.
- b. Procuring equipment after disaster events.

4. MITIGATION ACTIONS

- a. Work with other county agency and local purchasing directors and other purchasing agents.
- b. Encourage local cities to work with the County Emergency Operations Center personnel to build data bases for acquisition of goods and services that may be needed for preparedness, response, and recovery.

E. DIRECTION AND CONTROL

1. ESF-7 complies with the National Response Plan, and the National Incident Management System (NIMS). The NIMS guides the direction and control system adopted by Escambia County, which functions as the official disaster response, preparedness, recovery, and mitigation organization.
2. The Department of Administrative Services is responsible to the BCC for the operation of the Department of Administrative Services during normal operations and emergencies. In times of emergency, when the County Emergency Operations Center is in operation, the ESF 7 Coordinator works directly with the senior official in the emergency operations center to meet the needs of this support function.
3. ESF-7 supports the Logistics Section.

F. RESPONSIBILITIES

1. LEAD COORDINATING AGENCY – DEPARTMENT OF ADMINISTRATIVE SERVICES

The primary responsibility for coordinating resource support for disaster operations rests with the Department of Administrative Services in support of the Logistics Section. Other agencies directly supporting this function include: Clerk of the Circuit Court, Clerk to the Board, Department of Purchasing, Department of Facilities Management, Department of Human Resources, and Department of Information Resources.

- a. Responsible for allocating and coordinating resources and support activities through ESF-7. Designated support agencies will furnish resources as required. Such support will be terminated at the earliest practical time.
- b. Provide support staff for the procurement of commodities and services, the leasing of buildings, and other facilities and facilities management.
- c. Coordinate and allocate food, equipment, and supplies made available through current county stocks or if necessary, from commercial sources.
- d. Serve as the primary agency for ESF-7 and be present at the Escambia County Emergency Operations Center and/or on call at the Department of Administrative Services on a 24-hour basis.

- e. Identify funding for emergency expenditures.
- f. Maintain records of expenditures.
- g. Keep the Board and County Administrator informed of expenditure and reimbursement information.
- h. Coordinate recovery actions with FEMA to include the DSR process.
- i. Provide training to EOC agencies for proper financial management during disasters.
- j. Serve as County's point of contact for financial management activities

2. SUPPORT AGENCIES

Support agencies will provide manpower and any materials (additional computer hardware/software, vendor contacts, etc.) dependent on the characteristic needs of the impending disaster.

a. Department of Purchasing

- Develop memorandums of understanding with vendors for essential items needed before and after a disaster.
- Provide staff in EOC to coordinate resource requests.
- Identify suppliers for resources.

c. Department of Information Resources

- Activate disaster plan for computer equipment in County buildings located in evacuation areas.
- Protect vital County computer records.
- Provide staff assistance to EOC as requested.

d. Department of Facilities Management

- Activate disaster plan for County building located in evacuation areas.
- Provide staff in EOC to coordinate requests.
- Maintain essential facilities during disasters.
- Coordinate reporting of initial disaster information on County facilities.

e. Department of Human Resources

- Identifies and coordinates in pre-and post event, with all the human resource supplies in the community and activates any sources needed to fulfill human resource missions.
- Maintains and implements the employee manpower pool policy/program.
- Maintains all legal and policy requirements as it relates to human resources.

G. FINANCIAL MANAGEMENT

During a state of general emergency in Escambia County (officially declared by the Board of County Commissioners) certain "procedures and formalities otherwise required of Escambia County" are waived including "entering into contracts & incurring obligations."

1. The power to temporarily suspend such procedures and formalities is granted under Chapter 252.38 of Florida Statutes.
2. Once the Emergency Declaration is in effect ESF-7, in conjunction with the support agencies, assumes the full responsibility for resource support for all BCC departments and other Elected Officials within the guidelines of the Emergency Declaration.
3. All inter-departmental and a portion of intra-departmental procurement from existing inventories is handled on the departmental level with no assistance from ESF-7. If this course is pursued, departments are instructed to document all transactions pursuant to FEMA audit requirements.
4. Resources obtained from outside sources (other governmental entities or commercial suppliers) are routed through ESF-7 as necessary.
5. Expenditures for cost recovery are documented during the incident and after the incident period. All response agencies work with ESF-7 personnel in notifying the Department of Administrative Services of expenditures based on standard accounting procedures.
6. Each county agency is responsible for tracking its own costs associated with ESF-7 operations, using the standard procedures established by the support agency's standard accounting and tracking procedures.
7. Each county agency will file for reimbursement of the costs it incurs through its own agency's accounting and reimbursement filing system and coordinated through ESF 7 and the Finance Section. Each county agency is responsible for monitoring staff hours using its own tracking system, and requesting financial reimbursement for staff hours incurred in coordination with ESF-7 operations.
8. The State Emergency Operations Center through the Escambia County Emergency Operations Center will provide appropriate forms, and provide guidance to complete forms for efficient tracking and reimbursement.

H. REFERENCES AND AUTHORITIES

- State ESF-7 Annex
- County Distribution SOP