

Emergency Support Function 7 Resource Support

Primary Agencies:

Emergency Management

Support Agencies:

Chief Elected Officials
Local Government Agencies
Grant County Health District
Department Heads
Law Enforcement
Public Works/Engineers
American Red Cross
Volunteer Organizations
Columbia Basin Amateur Radio Club

I. INTRODUCTION

A. Purpose

The purpose of this Emergency Support Function (ESF) is to assist local government requiring logistical and resource support prior to, during, and/or after an emergency or disaster.

B. Scope

1. Resource support involves the provision of services, personnel, commodities, and facilities to local government during the response and recovery phases of an emergency or disaster. This includes emergency relief supplies, office space procurement, office equipment, office supplies, telecommunications, security services, contracting services, transportation services, and personnel required to support emergency activities. ESF 7 provides support for requirements not specifically identified in other ESFs, including excess and surplus property. Resource support may continue through the recovery phase or until the disposition of excess and surplus property, if any, is completed.
2. No guarantee of a perfect response system is expressed or implied by this ESF. Grant County can only endeavor to make every reasonable effort to respond based on the situation, information and resources available at the time of the emergency or disaster.

II. POLICIES

- A. Emergency Management will operate under existing authorities and regulations. Chapter 38.52 RCW, Chapter 118.40 WAC, and Chapter 2.32 Grant County Code.
- B. Support agencies furnish resources to help meet ESF 7 requirements with written specifications and justifications, including procurement personnel necessary to establish operations effectively and document all costs associated with the incident. Support is demobilized at the earliest practical time.
- C. Equipment and supplies are provided from current stocks, or, if necessary, from commercial sources using local availability. ESF 7 does not stockpile supplies.
- D. Upon request ESF 7 provides the operational support needed to establish the response capacity of local government.
- E. The requesting agency is responsible for the payment of requested resources. If funds are not available, purchases will be made in accordance with emergency purchasing policies.
- F. Grant County departments should develop and maintain their Continuity of Operations Plan (COOP) with copies available to the EOC.
- G. Grant County department heads should utilize their personnel to the maximum extent possible during emergencies or disasters, this may include re-assignments, such as staffing the EOC and/or participating in other response and recovery activities.

III. SITUATION

A. Emergency/Disaster Conditions and Hazards

A significant emergency or disaster may severely damage or limit access for transportation to the resource infrastructure that is used on a daily basis. Normal lines of communication may be partially or totally inoperable, making resource procurement and management difficult.

See Basic Plan and the Hazard Identification and Vulnerability Assessment (HIVA, a supporting document to the CEMP).

B. Planning Assumptions

1. Agencies support of the response to the emergency or disaster event will be severely impacted.
2. Normal forms of communications may be severely interrupted during the early phases of an emergency or disaster.
3. Transportation to affected areas may be cut off due to weather conditions or damage to roads, bridges, airports, and other transportation means.
4. If donated goods and services are provided, Emergency Management is responsible to manage these, as part of ESF 7, Appendix 1, Donated Goods and Services Management Plan.
5. The management and logistics of resource support is highly situational and is dependent upon flexibility and adaptability.
6. Grant County's support of the response to the emergency or disaster will be severely impacted. Local governments will expend resources under their own authorities, including implementation of mutual aid agreements.

IV. CONCEPT OF OPERATIONS

A. General

1. This ESF will be implemented upon notification of a potential or actual major emergency or disaster. Implementation of this ESF will be the mechanism through which it provides support activity to all other ESFs.
2. Actions undertaken by this ESF will be coordinated with the EOC. Local government will expend available resources prior to seeking regional or state assistance through the EOC.
3. Grant County Emergency Management will request the Board of County Commissioners to proclaim a declaration of emergency when existing resources or budgeted capacities are nearing depletion or when it is evident that the resource demands are greater than the existing capabilities.
4. Normal supply procedures of county government will be used whenever possible unless the severity of the disaster dictates additional supplies and equipment must be procured from outside sources.

B. Organization

1. Emergency Management will be responsible for the implementation to coordinate the management of logistical support of resources, and may be requested by the State to establish a regional collection and distribution center, for the implementation of the State's CEMP, ESF 7. Support from the state may be 48 hours or more.
2. Grant County International Airport has been listed by the State of Washington as one of the Regional collection and distribution counties.

C. Procedures

1. All resource requests will be received and processed through the EOC.
2. Resource requests will be evaluated by EOC personnel, it will be the responsibility of EOC personnel to track the status of mission requests through completion of the recovery phase.
3. Existing procedures for purchasing during an emergency or disaster will be followed in accordance with RCW 43.19.200.

D. Mitigation Activities

1. Primary Agency
 - a. Work with support agencies to establish and review departmental roles and responsibilities for preparedness, and for providing resource support during the response and recovery phases of an emergency or disaster.
 - b. Risk Management provides technical assistance about potential liability issues.
2. Support Agencies

Develop a Continuation of Operations Plan to identify resource needs and to identify resources that can be provided to local agencies during response and recovery phases of an emergency or disaster event. A COOP plan for internal and external resources should include, but is not limited to, the following:

 - a. Identify essential personnel and staffing for internal and external support requirements.
 - b. Identify emergency supplies needed for personnel.

- c. Identify essential records, equipment, and office supply needs.
- d. Identify essential office space requirements.
- e. Identify additional transportation requirements in support of an emergency or disaster.

E. Preparedness Activities

1. Primary Agency

- a. Conduct emergency management training with ESF 7 support agencies.
- b. Coordinate back-up plan for staffing the EOC in the event that designated staff are unavailable to respond due to event conditions.
- c. Participates in emergency management training, drills, and exercises at the local, state, and federal jurisdictions levels.
- d. Develop procedures to expedite emergency resource leasing of resources.
- e. Identify, develop, create, and prioritize an inventory list of essential resource requirements in an emergency or disaster in support of ESF 7.
- f. Maintain and review ESF 7 and Mutual Aid agreements as needed.
- g. Implement public information and public education strategies that clearly define the resource support needs of local agencies, and how to support the program.
- h. Identify pre-positioned distribution points for resources and public assistance.

2. Support Agencies

- a. Participate in emergency management training, drills, and exercises to test COG plans and further develop understanding of roles and responsibilities of agencies or divisions during an actual event.
- b. Identify, develop, create, and prioritize an inventory list of essential support agency resource requirements in an emergency or disaster.

F. Response Activities

1. Primary Agency

- a.** Provide, direct, and coordinate ESF 7 logistical operations. Logistical operations include locating, procuring, issuing resources, and locating available space and facilities to support the EOC, county departments, incident management activities.
- b.** Prioritize mission requirements in support of ESF 7, and potentially other ESFs, activated by an emergency or disaster.
- c.** Provide communications links and hot lines for resource support and services, as requested.
- d.** Coordinate, supervise, and manage the procurement, storage, and distribution of supplies and equipment in an emergency or disaster through the EOC.
- e.** Coordinate and disseminate public information concerning resource availability through the PIO for distribution.

2. Support Agencies

Provide supplemental resources to local governments to assist in the response phase of emergency or disaster operations, as requested.

a. Grant County Health District

- i.** Provide personnel and equipment for emergency or disaster work in support of this ESF.
- ii.** Conduct Inspections of disaster relief food, medical and health issues to assure that they meet state health requirements.

b. Law Enforcement

- i.** Provide road closure and condition information.
- ii.** Provide alternate routing plans.

c. Public Works/Engineers

- i.** Provide information regarding road closures and accessibility to and from disaster.

ii. Provide transportation route evaluation and resources.

d. American Red Cross

Request availability to provide resource support services, personnel, equipment, technical support services, information, and advisory assistance to local agencies, as requested.

e. Volunteer Organizations

Request resources to local agencies to assist in the response and recovery phases of emergency or disaster operations.

G. Recovery Activities

1. Primary Agency

- a. Continue to support response and recovery transition activities, as needed.
- b. Follow appropriate policies and procedures in completing required documentation to justify emergency services, purchases or expenditures, and disaster assistance funding.
- c. Coordinate and conduct a post-disaster situation analysis to review and determine the effectiveness of the pre-established tasks, responsibilities, reporting procedures and formats to document any crucial lessons-learned and to make revisions to plans as needed for future events.

2. Support Agencies

- a. Continue to support response and recovery transition activities, as needed.
- b. Participate in post-disaster situation analysis to review lessons-learned and to make revisions to plans as needed for future events.

V. RESPONSIBILITIES

A. Primary Agency

1. Provide, direct, and coordinate required logistical, operations and resource support.
2. Maintain current resource data information.

3. Coordinate, supervise, and manage the procurement, storage, and distribution of supplies and equipment in an emergency or disaster through EOC.
4. Coordinate and disseminate information through the PIO concerning resource availability and distribution for the public.
5. Provide administrative support for the Washington State Emergency Worker Program and coordinate volunteers to assist as needed.
6. Coordinate ESF 7 Appendix 1, Donated Goods and Services Management Plan with support agencies.

B. Support Agencies

1. Support internal agency resource requirements in an emergency or disaster.
2. Support Emergency Management in the accomplishments of ESF 7, Appendix 1, Donated Goods and Services Management Plan.

VI. RESOURCE REQUIREMENTS

- A. Resource requirements by this ESF will be established in coordination with support agencies.
- B. Resource will be taken from current local stock first, then from commercial vendors.

VII. REFERENCES

see Appendix 2 of the Basic CEMP

VIII. APPENDIXES

Appendix A, Donated Goods and Services Management Plan

**Emergency Support Function 7 Resource Support
Appendix A
Donated Goods and Services Management Plan**

Primary Agencies:

Emergency Management

Support Agencies:

Chief Elected Officials
Local Government Agencies
Department Heads
Columbia Basin Amateur Radio Club
American Red Cross
Volunteer Organizations

I. INTRODUCTION

A. Purpose

To efficiently manage donated goods, services, and funds to match the contribution to the needs of the community.

B. Scope

This appendix is applicable to the county agencies, local jurisdictions, voluntary organizations, and private associations.

II. POLICIES

- A.** Emergency Management will facilitate the operations of the voluntary organizations to permit them to function to the full extent of their mission and expertise.
- B.** Local jurisdictions will coordinate within their jurisdictions for donated goods and services and assure local resources are expended prior to seeking assistance from Emergency Management for state support.
- C.** Emergency Management will, as a priority, encourage individuals and organizations to make contributions of money to local charity organizations.

III. SITUTATIONS

A. Emergency/Disaster Conditions and Hazards

See the Basic Plan and the Hazard Identification and Vulnerability Assessment (HIVA, published separately).

B. Planning Assumptions

1. The event will be of such magnitude that there will be an outpouring of goodwill from the community.
2. Much of the response to the event will be spontaneous and uncoordinated.
3. Voluntary organizations will support the management of donated goods and services to the full extent of their capabilities.
4. Not all donated goods will be usable and disposal will be an issue to plan and coordinate.

IV. CONCEPT OF OPERATIONS

A. General

1. Following an emergency or disaster there may be a need to provide goods and services to the affected area. These commodities may be available commercially, provided by county or local government, or received as donations. This appendix addresses the latter.
2. During an emergency or disaster the citizens of the United States and several foreign nations prove themselves to be very generous people. There frequently is an outpouring of donations in the form of goods, services, and money. It is important to have a donated goods and services management system that is prepared to either receive donations or to manage their movement through out the county. The system should be in place to manage situations that are less than catastrophic.
3. Emergency Management should be prepared for two contingencies. The first is the management of donated goods, services, and volunteers that are willing to support an event in Grant County. Included in this responsibility is the management of cash donations made to the county. The second contingency is supporting the donations of goods, services, and volunteers from the county to another county that has been affected by a disaster. Also included in this situation is the management of cash donations that have been made to the county, but are designated for the disaster area.

B. Organization

The basic organization for performing this activity will be a Logistics Center as detailed at Tab D.

C. Procedures

1. DEM is responsible for management of the logistical support during an event. A Logistics Center will be established at a safe and accessible distance from the site of the emergency or disaster. A portion of the activities at the Logistics Center will be the management of donated goods and services.
2. Grant County will assist the local governments to develop donated goods and distribution plans and locations.
3. Emergency Management will coordinate closely with volunteer organizations and private associations responsible to carry out those actions that are defined in their charters.
4. The optimum and preferred situation is to have all individuals or organizations wishing to make a donation to give cash to their favorite charity. This will eliminate all of the logistics involved in managing the commodities or services. The funds can be used to purchase exactly the items or services needed and in the quantities necessary. Donations of money are the least labor intensive of any gift. At no time should the county or local jurisdictions be construed as requesting cash in competition with volunteer organizations or charities. If donations of cash are made directly to the county they will be disbursed in a manner as in Tab B.
5. The management of donated goods and services will be designed to operate from one central location. Goods or personnel will arrive, be sorted or identified, stored or housed, and moved to the emergency or disaster site in satisfaction of specific requests. No goods or personnel will bypass the central location unless they have been specifically requested and have final destination, only then can they go directly to the requestor.
6. The management of logistics generally and donated goods and services specifically is highly situational. It is impossible to plan for every contingency, the success of this effort is dependent upon a plan and procedures that are highly flexible and adaptable, most importantly is to have an organization that coordinates and functions as a team.

D. Mitigation Activities

1. Primary Agency

Educate elected officials and volunteer organizations about the Donated Goods and Services Management Plan.

2. Support Agencies

Educate members of their organization about the County Donated Goods and Services Management Plan.

E. Preparedness Activities

1. Primary Agency

a. Develop, train and exercise the Donated Goods and Services management Program.

b. Identify roles and responsibilities of local agencies and the volunteer organizations test implementation procedures to activate the Logistics Center.

c. Develop and implement a Pub Information and Education that clearly defines the needs of the community and communicates how the program can be supported.

2. Support Agencies

a. Coordinate the Donated Goods and Services Management Program.

b. Identify roles and responsibilities for local agencies, voluntary organizations, and private associations to support the program.

c. Assists Emergency management with the identification of potential Logistics Centers that the county may use for responding to an emergency or disaster.

F. Response Activities

1. Primary Agency

a. Implement communication links and hotlines for potential donors or volunteers to call and register their commodities or services.

b. Assures overall responsibility for the management of the Logistics Center.

2. Support Agencies

a. Chief Elected Officials, Local Government Agencies, Department Heads

- i. Assists the area impacted by opening and placing in operation the Logistics Center.
- ii. Supports the receipt, processing, and distribution of donated goods and services.
- iii. Provide warehousing facilities and equipment, as appropriate, during the response and recovery phases of a disaster.

b. Grant County Health District

- i. Assures through coordination with WA State Department of Health that donated goods, such as clothing, food and etc. meet state health and sanitation standards.
- ii. Assures through coordination with WA State Department of Health that any donated medicines and medical supplies meet state standards.

c. Grant County Treasurer

Assure donated funds are managed in accordance with state laws and regulations.

d. American Red Cross

- i. Representation on the Donations Coordination Team.
- ii. Management of the American Red Cross in-kind Donation program in compliance with the National and State Red Cross Disaster Plan, o include accepting donations of new items in bulk quantities on an as-needed basis.

e. Columbia Basin Amateur Radio Club

Provide emergency radio services, during an event or disaster, through the state and local jurisdictions RACES officer.

V. RESPONSIBILITIES

A. Primary Agency

Emergency Management is responsible for the coordination of the Donated Goods and Services Management Program. Other local agencies will support

the program consistent with their day-to-day and emergency management mission.

B. Support Agencies

Participate in the coordination process of the Donated Goods Service Management Program, as requested.

Unaffected jurisdictions will be requested to assist Emergency Management by opening the Logistics Center. This will include, but not be limited to, processing a Memorandum of Understanding (MOU) with the site manager, establishing geeing and housing for incoming personnel, coordinating security, and providing for sanitation.

The department of emergency Management will have the overall responsibility for the Donated Goods and Services Management Program. Local agencies, voluntary organizations, and private associations will support the program consistent with their day-to-day and emergency management mission.

VI. RESOURCE REQUIREMENTS

A. Administration

1. Reviews annually and revises as necessary ESF 7, Appendix II, all Tabs, and Standard Operating Procedures.
2. Maintains all records and reports necessary to accurately document the activities of organizations involved in response to and emergency or disaster.
3. Provides administration support staff to the personnel managing donated goods and services during an emergency or disaster.

B. Logistics

Provide logistical support to the personnel managing the donated goods and services during an emergency or disaster.

VII. REFERENCES

see Appendix 2 of the Basic CEMP

VIII. TERMS AND DEFINITIONS

see Appendix 1 of the Basic CEMP