

## **ESF #7 – LOGISTICS MANAGEMENT & RESOURCE SUPPORT**

### **ESF Coordinator:**

Yakima Valley Office of Emergency Management

### **Primary Agency:**

Yakima County Financial Services

### **Support Agencies:**

Yakima County Human Resources

Yakima City/County Purchasing Department

## **INTRODUCTION**

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### **Purpose**

Emergency Support Function (ESF) #7 – Logistics Management & Resource Support provides coordinated logistical and resource support to an emergency response or recovery effort or other disaster assistance initiative.

### **Scope**

Resource support includes providing or obtaining goods or services and executing logistical or administrative activities for emergency response operations, as well as coordinating the use of the resources to facilitate an effective, efficient, and appropriate result.

Coordination of provision of resources for every type of emergency or disaster is beyond the scope of this ESF.

Potential operations include:

- Procuring personnel, equipment and/or supplies
- Leasing temporary office space or mobile office units
- Initiating contracting agreements.
- Providing Ground Support including vehicles and fuel
- Providing Communications
- Providing food for responders and Emergency Operations Center (EOC) workers
- Providing medical care for responders and EOC workers
- Providing billeting for responders and EOC workers

### **Policies**

Priority is given to life safety and protecting property and the environment, in that order.

Yakima Valley Office of Emergency Management (YVOEM) and the Yakima County EOC functions are based on the Constitution and Revised Code of Washington (RCW) governing emergency management, which includes references regarding resource procurement, etc.

- Washington State Constitution. Article 8, Section 7, “No county, city, town or other municipal corporation shall hereafter give any money, or property, or loan its money, or credit to or in aid of any individual, association, company or corporation, .....”

- Washington State RCW – 38.52.070 - Emergency Contracts and Obligations
- Washington State RCW – 38.52.110 - Use of existing resources; command the service and equipment of the citizens.

It is the policy of Yakima County government jurisdictions that departments utilize their personnel to the maximum extent possible, including use of personnel not normally assigned emergency responsibilities. Government employees required to work either overtime or "out of class" in responding to a disaster shall be compensated in accordance with existing rules and bargaining agreements and the requirements of the Fair Labor Standards Act (FLSA).

## **SITUATION & ASSUMPTIONS**

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Weather conditions and the extent of damage to the public infrastructure of the affected area, in addition to the condition of the transportation network in the area, will influence the strategy or ability to provide support.

Each responding organization has established a system for managing agency resources.

The National Incident Management System (NIMS) and Incident Command System (ICS) will be utilized.

Supplies and equipment will be provided from existing Yakima County inventories whenever possible. Resource needs beyond the capacity of jurisdictions should be coordinated through the Emergency Operations Center (EOC)

Supplies and items of equipment obtained from commercial providers will not be stockpiled; however, the scope of procurement operations will be consistent with the severity of the event.

An extreme situation could develop that might require the elected legislative authorities of the county to invoke local resource restrictions or economic controls to assure an acceptable level of recovery and response.

Procurement will be conducted in accordance with State and County laws and regulations, including provisions for emergency procurement and no-bid contracting.

The government's initial response will focus on lifesaving and injury reduction activities followed by protection of critical infrastructure and public property. The protection of private property will be the responsibility of the landowner or tenant.

## **CONCEPT OF OPERATIONS**

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### **General:**

ESF #7 manages and coordinates resource support activities. This function is accomplished by mobilizing public and private resources in support of local emergency operations.

ESF #7 will be implemented upon notification of a potential or actual major emergency or disaster. Implementing ESF #7 will be the mechanism for providing support activity to other ESFs.

Actions undertaken by ESF #7 will be coordinated by personnel within the EOC.

(YVOEM or the EOC will manage resource coordination activities.

During initial emergency operations, each entity will be responsible for managing its own resources. Local resources will be utilized before requesting assistance from the region and state.

Multi-agency response will use ICS.

The legislative authority of the political subdivisions is empowered to establish controls on resources and resource allocation priorities during a State of Emergency.

Voluntary controls are the preferred method of resource management, although mandatory controls may be required, when feasible, as a temporary measure. The public will be encouraged to voluntarily cooperate with emergency measures through the public information program.

The Yakima County Board of Commissioners and the respective Mayors/City Councils have the responsibility and authority to allocate resources and invoke economic and other controls, if the situation warrants.

When appropriate, private agricultural, industrial, commercial, financial, or other services may assist local government in an advisory capacity with emergency resource distribution and mobilization policies or control programs.

Local community service organizations, with the American Red Cross Serving Central and Southeastern Washington (ARC) being the lead agency will manage donated goods and services. The ARC will determine receiving points for donated goods.

#### **Organization:**

Yakima Valley Emergency Services Executive Board (ESEB) will establish overall resource management priorities and strategies as appropriate and necessary.

Authorization for expenditures, entering into contracts, and other administrative issues will come from The Policy/Decision Group.

YVOEM will coordinate the staffing of the ESF #7 position. Personnel assigned to this position are designated by the Emergency Management Director. The ESF #7 position, when activated, operates within the Yakima County EOC and acts as the Logistics Section Chief and reports to the EOC Manager. This position is the link to providing resources to field operations.

The ESF #7 position provides subject-matter expertise to other EOC positions. Based on potential need, this ESF may operate on a 24-hour basis. Supporting agencies have representatives available at the county EOC or by telephone or pager on a 24-hour basis while ESF #7 is operational.

#### **Procedures:**

An assessment of the regional transportation network will be obtained and the information analyzed to determine the feasibility of accessing existing supply storage locations. The management of initial emergency response will be the responsibility of the Incident

Commander(s).

Resource requests will be received, coordinated and processed through the Yakima County EOC. Requests will be evaluated by the EOC, and assigned to the appropriate group or sub-group for completion of the task.

Yakima County EOC may request additional outside resources, these requests will be coordinated through the Military Department, Emergency Management Division (WAEMD) State Emergency Operations Center (SEOC).

If the Yakima County EOC is activated and the need for resource management activities requires additional assistance, the Policy/Decision Group will designate a participating member as the Resource Coordinator.

Resource needs and requests will be obtained from County departments and agencies, other ESFs, and municipalities. Requests will be prioritized, and resources will be allocated and deployed in mission assignments. Missions will be tracked, and resources will be reassigned if they become available for subsequent uses.

Contracts with commercial vendors will be initiated to obtain supplies and equipment unavailable in existing inventories. Priority will be given to those already established as County vendors.

Incoming resources will usually be processed through a staging area operation, which will be determined by the situation.

Procedures for purchasing resources during an emergency or disaster are described in RCW 43.19.200.

If the magnitude and complexity of the situation warrants, the ESEB may establish priorities and allocations of essential resources.

Demobilize outside resources as soon as practical.

The ESF #7 agencies will:

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## **PREPAREDNESS**

- Maintain a listing of resources with contact information.
- Develop procedures for rapidly ordering supplies and equipment and how to effectively track their delivery and use.
- Conduct impact evaluation of prior ESF #7 efforts and other studies as needed to improve future operations.
- Work to build capabilities directly related to resource ordering and resource support in coordination with and in support of private industry.

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## **MITIGATION**

- Effective mitigation efforts will help reduce the affected population and cost related to future

events. It is important that all agencies involved aid that effort.

- Mitigation efforts will be primarily handled by ESF #14 (Long Term Community Recovery) in conjunction with ESF #5. Each ESF position should provide input on efforts that they feel will be beneficial to reducing the risk of or damage caused by futures event.
- All primary and support agencies should assist in mitigation planning efforts and implementation of that plan.

## **RESPONSE**

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### **Initial Actions**

- Report to the county EOC within 1 hour of notification, conditions permitting.
- Should a major disaster occur during non-working hours, and normal methods of communication and call-back are disrupted, key staff, as determined by the local jurisdiction, should ensure that their families are safe, then report to the assigned EOC for coordination of personnel needs. Other staff should monitor communication device for instructions.
- Establish communication links with support agencies.
- Implement a single-point ordering process.
- Establish a local logistic node if appropriate.
- Obtain an initial resource needs assessment through established intelligence procedures; determines the appropriate management response to meet the request for assistance.
- Obtain and distribute, through appropriate channels, incident contact information to emergency responders mobilized through ESF #7.

### **Continuing Actions**

- Supervise requests for additional resources as needed.
- Coordinate the provision of materials, services and facilities in support of emergency operations.
- Coordinate the establishment and operation of Points of Distribution to distribute commodities, if necessary.
- Coordinate the assignment of donations management resources.
- Obtain, maintain, and provide incident situation and damage assessment information through established procedures.
- Coordinate goods and services in response to incident resource needs. Determines and resolves, as necessary, issues regarding resource shortages and resource ordering issues.
- Procure required stock from vendors or suppliers.
- Maintain close coordination with local EOCs and support agencies.
- Coordinate public information through ESF #15 (External/Public Affairs).
- Coordinate with appropriate state, federal, and/or tribal agencies.
- Maintain a complete log of actions taken, resource orders, records, and reports.
- Analyze each request before committing people and other resources; ensures employees will be provided with appropriate vaccinations, credentials, and personal protective equipment to operate in the all-hazard environment to which they are assigned; ensures that all employees involved in all-hazard response will be supported and managed by an agency leader, agency liaison, or Incident Support/Management Team.
- Ensure that an all-hazard incident-specific briefing and training are accomplished prior to task implementation. This preparation will usually occur prior to mobilization where incident

description, mission requirements, and known hazards are addressed. Key protective equipment and associated needs for tasks that employees do not routinely encounter or perform will be identified.

## **RECOVERY**

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- Provide logistics support to recovery operations as needed.
- Follow appropriate policies and procedures in completing required documentation to justify emergency services, purchases, or expenditures.
- Assure continuation of accurate and complete documentation of the event, and actions taken. Continue to submit situation reports and after-action reports to the WAEMD/SEOC as needed.
- Document and report on resource status and activity.

## **RESPONSIBILITIES**

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### **ESF Coordinating Agency**

- Maintain the checklist for the logistics management and resource support function.
- Maintain communication with involved agencies, and coordinate required logistical and resource support.
- Assist in the review and maintenance of this annex.
- Provide qualified representatives to serve as ESF #7 coordinators at the county level.
- Provide support personnel at the EOC.
- Provide logistics support through the EOC for mobilizing resources.
- Request assistance from supporting agencies as necessary to accomplish ESF #7 responsibilities.
- Act as the coordinating agent for all related resources, to include activities with adjacent jurisdictions.
- Ensure there are adequate, qualified representatives available to provide EOC shift-relief at appropriate intervals.
- Establish liaison with ESF #5 to facilitate the sharing of information and data.
- Collect, compile, report information and data, and costs incurred, as appropriate.
- Provide information to the Planning Section at the incident and the county EOC as assessments of needs and damages are obtained.

It is the policy of Yakima County government jurisdictions that the finance department is the lead agency for allocating funds for emergencies. The finance representative may report to the appropriate Emergency Operations Center (EOC) to coordinate allocated funding if the situation warrants it. Payment for such needs is the responsibility of the requesting agency. If funds are not available, purchases shall be made in accordance with emergency purchasing policies.

It is the policy of Yakima County government jurisdictions that the Chief Elected Official may invoke temporary controls on local resources and establish priorities when a local State of Emergency is proclaimed. These may include, but not be limited to fuel, food, shelter and other resources necessary for human needs. Any controls established will be in coordination with other local jurisdictions within Yakima County.

### **Primary/Support Agencies**

<b>Primary Agency(ies)</b>	<b>Functions</b>
Yakima County Finance Department	<ul style="list-style-type: none"> <li>• Authorize emergency procurement</li> </ul>
<b>Support Agencies</b>	<b>Functions</b>
Yakima City/County Purchasing Department	<ul style="list-style-type: none"> <li>• Aids in routine and emergency procurement of supplies</li> <li>• Aids in drafting and reviewing contracts associated with the acquisition of materials and supplies</li> </ul>
Yakima County Human Resources	<ul style="list-style-type: none"> <li>• Register emergency workers (other than employees of the county, cities or towns) under RCW 38.52 and WAC 118-04.</li> <li>• Track all disaster responders and volunteers (check-in and check-out)</li> <li>• Recruit and hire additional human resources which may be needed in an emergency or disaster</li> </ul>

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## REFERENCES

- Washington State Constitution, Article 8, Section 7 B
- Yakima County Comprehensive Emergency Management Plan (CEMP)
- National Incident Management System (NIMS), 3rd Edition, October 2017
- RCW 38.52.070
- RCW 38.52.110
- RCW 43.19.200