

Emergency Support Function #7 – Resource Support Annex

ESF Coordinator(s):

Eagle County Emergency Management
("ECEM")

Primary Agency:

Eagle County Emergency Management
Local Government Administration (county,
municipal and/or special district)

Support Agencies:

Ambulance Districts
American Red Cross
Eagle County Department of Human Services
Fire Districts
Hospitals
Law Enforcement
Metropolitan Districts
Local Governments
Private Sector service and support providers
Salvation Army
School Districts
Volunteer Groups

PURPOSE

The purpose of this Emergency Support Function (ESF) #7 is to support logistical and resource support to entities involved in emergency response and recovery efforts for an emergency or disaster that impacts Eagle County.

SCOPE

ESF #7 is responsible for providing direct and active support to emergency response and recovery efforts during Emergency Operations Center (EOC) activation. This support includes locating, procuring, and issuing resources, and response assistance such as supplies, office space, office equipment, fuel, contracting services, personnel, heavy equipment, generators and transportation of such in coordination with Eagle County Emergency Management (ECEM). It also provides for logistical support for requirements not specifically identified in the other emergency support functions and may be resources unique to the emergency itself. Resource support also involves the effort and activity necessary to evaluate, locate, procure, and provide essential material resources throughout the event. Resource support activities must be ongoing and coordinated in both the local EOC and in field incident command posts.

SITUATION

During emergency and disaster conditions, communities and possibly the entire county may be isolated due to problems with the transportation and communications infrastructure. The Public Safety Answering Points in Aspen and Vail may become inundated with emergency telephone calls and resource capabilities can be overwhelmed. The EOC will have the capacity to facilitate foreseeable logistical requirements; however, there will be shortages of a wide variety of supplies, personnel and resources to support a very large incident or numerous simultaneous smaller incidents and to provide basic human needs for emergency population survival.

PLANNING ASSUMPTIONS

All ESF #7 support agencies will be notified and tasked to provide 24-hour representation as necessary. Successful sustained emergency and disaster operations are contingent upon an efficient and effective resource support function. Each support agency is responsible for ensuring sufficient program staff is available to report to and support the EOC and to carry out the activities tasked to their organization on a continuous basis. Individuals representing agencies supporting the staffing of the EOC will have extensive knowledge regarding resources and capabilities of their respective agencies and have rapid access to the appropriate authority for

committing such resources during activation. Transport of resources may require staging areas and support from ESF #1(Transportation). Staging areas will be pre-determined to the degree possible.

CONCEPT OF OPERATIONS

ECEM is responsible for planning, coordinating, and managing the resource support needed in ESF #7. Capabilities and resources committed by ESF #7 will be allocated and coordinated by the EOC based upon the policy group priorities. The primary source of equipment, supplies, and personnel shall be made from existing support agencies' resources and local sources outside the impacted area through established mutual aid agreements. Support which cannot be provided from these sources will be obtained through coordination with the EOC and/or commercial sources. Logistical support necessary to save lives will receive first priority. Massive requests for resources will be accompanied by a disaster declaration which should also include provisions for changes in procedures for purchasing.

ORGANIZATION AND RESPONSIBILITIES

During an emergency or disaster, the primary and support agencies of ESF #7 will assign personnel to the EOC. In addition, ESF #7 will:

A. ORGANIZATION

1. Operate under the direction of the EOC Manager.
2. Operate during the emergency, either in the EOC, or at a location designated in coordination with the EOC Manager.
3. Alert designated primary personnel of possible resource needs and to report to the EOC.
4. Maintain liaison with other ESFs and appropriate parties. This will be accomplished through the coordination of the EOC Manager.
5. At the tasking of the EOC Manager, take action if another ESF 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.
6. Eagle County Finance Department personnel will be available to ESF #7 when the EOC is activated. When needed, for example long activation periods or intense activation over a short time frame, finance personnel from other support agencies may be called in to the EOC to participate in ESF #7. Support agency personnel may be asked to help locate sources of needed items while posted at their own agencies. Purchasing needs that cannot be handled from the Incident Command Post(s) will be sent to the EOC.

B. NOTIFICATION

1. The EOC will implement the activation plan to notify appropriate personnel and other support personnel. Personnel may either be placed on standby or requested for immediate response. All support agency contact persons for ESF #7 will be instructed to alert their contacts throughout the county to ensure all available resources are on standby.

2. Response-specific inventories of resources, including but not limited to pre-arranged staging areas, government buildings, public facilities and agency contacts will be reviewed.

C. ACTIONS

1. Preparedness
 - a. Place appropriate personnel on standby or direct to staging areas with some facilities staffed for immediate response.
 - b. Place resources in a mobilization center near the expected impact/emergency areas when possible.
 - c. The available resources and facilities that are necessary for an emergency will be identified and assessed for possible activation.
2. Response
 - a. Some support agencies may be directed to respond with personnel and other resources.
 - b. Assess initial reports from impacted area to identify potential resource support needs.
 - c. Establish a resource support tracking and accounting system.
 - d. Buildings may be identified for use as staging areas warehouses or to replace damaged or destroyed facilities.
 - e. Make available technical advisors in the areas of procurement, storage, and transportation.
 - f. Make the necessary arrangements for “rapid turnaround” for printing, photographic reproduction, layouts, blueprints, forms and formats and other graphic needs as required.
 - g. Communication resources will be provided in coordination with ESF #2.
 - h. Transportation needs will be provided in coordination with ESF #1.
 - i. The Eagle County Attorney’s Office, on behalf of the EOC, will facilitate, and coordinate contractual services between the county and commercial sources and other entities in the County should be prepared to enter into contracts for their jurisdictions as needed.
 - j. Coordinate with Corporate Emergency and Disaster Response Teams to avoid duplication of support.
 - k. Office furniture, equipment, and supplies will be provided from existing inventories or will be procured.
 - l. Food and fuel will be provided with cooperation of ESFs #1, #11, and #12.
 - m. Security for staging areas and facilities will be coordinated by ESF #13.
 - n. ESF #7 will provide a report listing all supplies ordered and en-route to staging area personnel before they depart the EOC for the staging area.
3. Recovery
 - a. ESF #7 will support ECEM with providing logistical support for staff movement.
 - b. Procuring equipment after disaster events.
4. Mitigation
 - a. Establish resource and vendor lists in advance and update as needed.

- b. Encourage cities and special districts to work with County Emergency Managers and EOC personnel to build data bases for acquisition of goods and services that may be needed for preparedness, response, and recovery operations.

D. DIRECTION AND CONTROL

1. ECEM is responsible to the Board of County Commissioners for the operations of the ECEM during normal operations and emergencies. In times of emergency, when the EOC is in operation, the Emergency Management Director works directly with the senior County Official in the EOC to meet the needs of this support function, countywide.
2. The Emergency Management Director is authorized to make decisions and manage, control, and coordinate resources in accordance with established policies.
3. ESF #7 supports Supply Unit of the Logistics Section for incidents.

E. RESPONSIBILITIES

ECEM

1. Responsible for allocating and coordinating resources and support activities through ESF #7. Designated county departments will furnish resources as required.
2. Such support will be terminated at the earliest practical time.
3. Enlist support staff for the procurement of commodities and services, the leasing of buildings, and other facilities and facilities management.
4. Coordinate and allocate available food, equipment, and supplies as necessary.
5. Serve as the primary agency for ESF #7 and be present at the EOC and/or on call on a 24-hour basis.

FINANCE MANAGEMENT

The Eagle County Finance director or designee is notified when the EOC is activated. Expenditures for cost tracking and recovery are documented during the incident response and will continue through the incident recovery and close out period. The EOC Manager and Finance Department will work with ESF #7 personnel in keeping the Eagle County Policy Group and Commissioner's apprised of expenditures based upon standard accounting procedures. Each Support 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. In concurrence with the EOC, each support agency will file for reimbursement of eligible costs it incurs through its own agency's accounting and reimbursement filing system. Each support agency is responsible for monitoring staff hours using its own tracking system and requesting financial reimbursement for staff hours incurred in association with ESF #7 operations. The EOC will provide appropriate forms and provide guidance to complete forms for efficient tracking and reimbursement when reimbursement is available from any source.