

# **EMERGENCY SUPPORT FUNCTION #7**

## **RESOURCE SUPPORT**



**2019**

## **Emergency Support Function (ESF) 7 Resource Support**

**Primary Agency:** Santa Rosa County Office of Management and Budget

**Support Agencies:** Santa Rosa County Computer Department  
Santa Rosa County Administrative Services  
Santa Rosa County Finance Office  
Santa Rosa County Clerk of Circuit Court  
Santa Rosa County Procurement Department

### **I. Purpose**

The purpose of 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. Provide coordination of the documentation of reimbursable expenditures as determined by the Federal Emergency Management Agency (FEMA) and the State of Florida.

### **II. Concept of Operations**

#### **A. GENERAL**

1. ESF 7 is organized consistent with State Emergency Operations Center and the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System. This structure and system supports incident assessment, planning, procurement, deployment, coordination and support operations to Santa Rosa County through the Santa Rosa County Emergency Response Team, Area Operations and State Emergency Response Teams to assure a timely and appropriate response to an emergency or situation.
2. Procedures, protocols and plans for disaster response activities are developed to govern staff operations at the Santa Rosa Emergency Operations Center and in the field. These are in the form of Emergency Operations Plan (i.e., Base Plan) and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines, which describe ESF 7 capabilities (based on the National Planning Scenarios, the Universal Task List and the Target Capabilities). Periodic training and exercises are also conducted to enhance effectiveness.
3. 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. Procurement will be made in accordance with current state and federal laws and regulations that include emergency procedures under Florida Statute.

- a. Procurement Process

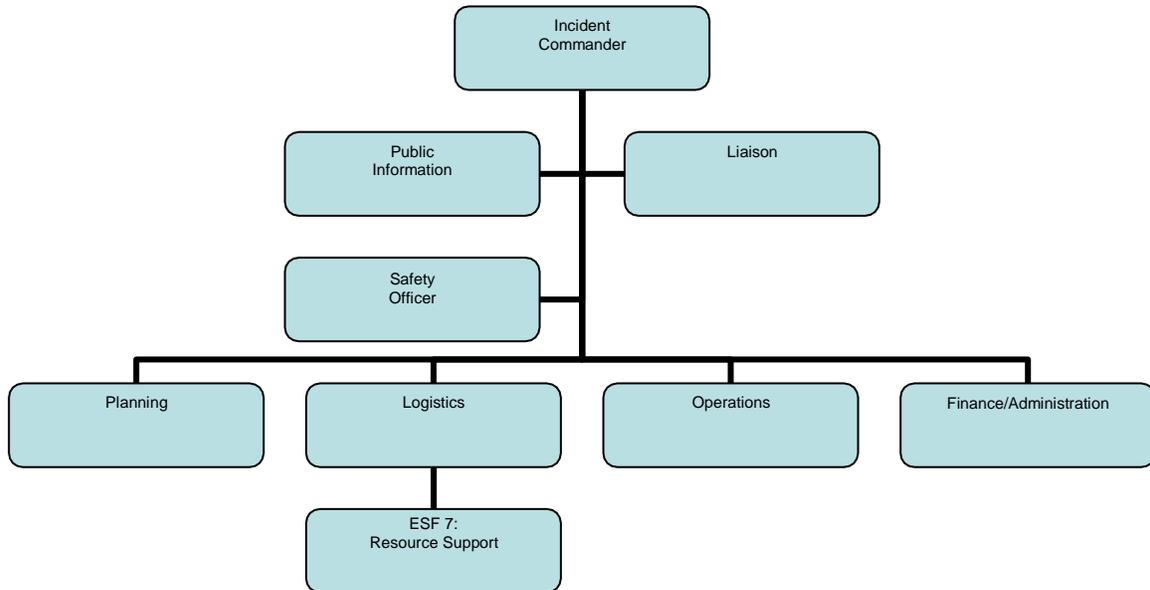
- Equipment and materials will be procured from both intra-departmental and inter-departmental supplies. Inter-departmental resource requests will be routed through the ESF 7. Requests unable to be filled by in-County inventories are procured by ESF 7 from commercial vendors. Sources include assets within 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.

Note: The County will be responsible for costs incurred for resources brought in from outside sources. If the county has been declared for federal disaster assistance, funds expended for requested resource support are reimbursable.

- The Office of Management and Budget maintains lists of vendors and suppliers of equipment, materials and services needed during disaster response and recovery operations. In addition, the EOC maintains a comprehensive data base of resources that may be needed during disasters. In some cases, contingency contracts may be written for known critical services or items.
- 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 thru donations and volunteers. Coordination will be maintained between ESF 7 and ESF 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 Santa Rosa County. The American Red Cross ESF 6 Mass Care and Retire Senior Volunteer Program (RSVP) ESF 15 have dedicated work stations in the EOC. RSVP is responsible for coordinating all volunteer efforts for resource distribution. As mentioned earlier, emergency vendors have agreed to a certain degree of flexibility during emergency declarations. These vendors are notified via phone and/or email 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.

4. Transportation. Transportation requirements will be coordinated through ESF 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.
5. Staging Areas. Currently the county does not have predesignated County Staging Area. All shipments at this time will be shipped directly to the Points of Distribution. If a staging area is needed.
- a. The County Staging Area is mission tasked and reports to the Logistics Section.
  - b. The Logistics Section Chief manages the CSA through County employees.
6. Storage Facilities. There are several 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.
7. 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 and submitted to ESF 7.
  - d. The loaning department normally furnishes an operator which is responsible for the care and location of the equipment.
  - e. The borrowing department is responsible for the return of the equipment after the disaster period.



**Figure– 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 Santa Rosa County Emergency Operations Center. In addition, ESF 7 will:

- a. Operate under the direction of the Office of Management and Budget Coordinator.
- b. Operate throughout the emergency, either in the Santa Rosa County Emergency Operations Center, or at a location designated by the Logistics Section Chief in coordination with the Office of Management and Budget Coordinator.
- c. Alert designated primary personnel of possible resource needs and to report to the Santa Rosa County Emergency Operations Center.
- d. Maintain liaison with other Emergency Support Functions and interested parties. This will be accomplished through the coordination of the Office of Management and Budget 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.
- g. ESF 7 will accommodate at least two members of the Federal and State Advance Team (Federal ESF 7 and General Services Administration procurement officials) at the EOC until the Disaster Field Office is established.

## **2. STATE**

- a. During an activation of the State Emergency Operations Center, the Department of Management Services is the designated lead agency for State transportation services and will provide a liaison to facilitate requests for transportation service resources to local Emergency Operations Centers.
- b. The Department of Management Services develops and maintains the overall ESF 7 Emergency Operations Plan and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Plan, the National Incident Management System, the Incident Command System and the County Comprehensive Emergency Management Plan.

## **C. ALERTS/NOTIFICATIONS**

- 1. Notification of the impending disaster from SRC Emergency Management is made by email, text or voice. Employees are instructed to report to the EOC or other work assignments as needed. All employees are considered to be on stand-by and make themselves available by telephone, cellular phone, or pager.

## **D. ACTIONS**

Actions carried out by ESF 7 are grouped into phases of emergency management: prevention, preparedness, 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. Inventories of resources, including but not limited to, pre-arranged staging areas, government buildings, public facilities, and agency contacts, will be reviewed and confirmed with the SEOC through the State system or tracker.

### **1. PREPAREDNESS ACTIONS**

- a. Actions and activities that develop Resource capabilities may include planning, training, orientation sessions, and exercises for ESF 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 DSR 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 Office of Management and Budget personnel on standby or direct to staging areas with some facilities staffed for immediate response.

## **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 estimates to the FEMA representative. 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 Emergency Management Coordination Team. 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 Santa Rosa County Computer Department, Santa Rosa County Administrative Services, Santa Rosa County Finance Office, and Santa Rosa County Clerk of Circuit Court.
- 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 ESF 2.
- j. Provide transportation resources in coordination with ESF 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 food and fuel in cooperation with ESF 11 and 12 respectively.
- n. Provide security for the County Staging Area, Points of Distribution and other facilities through ESF 16.
- o. The Office of Management and Budget 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 the Division of Emergency Management, which functions as the official disaster prevention, protection, response, preparedness, recovery, and mitigation organization within Santa Rosa County.
- 2. The Office of Management and Budget is responsible to the BOCC for the operation of the Office of Management and Budget 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. PRIMARY AGENCY – OFFICE OF MANAGEMENT AND BUDGET**

The primary responsibility for coordinating resource support for disaster operations rests with the Office of Management and Budget. Other agencies directly supporting this function include: Santa Rosa County Computer Department, Santa Rosa County Administrative Services, Santa Rosa County Finance Office, and Santa Rosa County Clerk of Circuit Court.

- 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 Santa Rosa County Emergency Operations Center and/or on call at the Office of Management and Budget 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**

(NOTE: Each Support Agency should review its own roles and responsibilities and revise in conjunction with the Office of Management and Budget)

Emergency Support Function support agencies (Santa Rosa County Computer Department, Santa Rosa County Administrative Services, Santa Rosa County Finance Office, and Santa Rosa County Clerk of Circuit Court) will provide manpower and any materials (additional computer hardware/software, vendor contacts, etc.) dependent on the characteristic needs of the impending disaster.

### **a. 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.

### **b. Information Resources**

- Activate disaster plan for computer equipment in County buildings located in evacuation areas.
- Establish procedures for the safeguard of the County Computer Complex to be used prior to impending disasters.
- Take appropriate action to take two (or one plus previous night's save) separate backups of the county computer files once the county declares evacuation policy in effect. These tapes are to be taken by the senior computer member for safeguard away from disaster area, and at least one is to be stored in a fireproof safe for recovery after the disaster is over.
- Provide the proper safeguard of the computer equipment prior to leaving the area for personal protection e.g. cover the terminals and other computer peripherals with plastic covers, etc.
- Provide staff assistance to EOC as requested.

- Once the general emergency is over, establish computer communications as soon as possible, providing first priority to the Emergency Management Department, to reinstate computer services for dispatching, followed by the Finance Department, to be able to establish funding resource records for the needed recovery materials and services that may be required for timely disaster recovery.

## **G. FINANCIAL MANAGEMENT**

During a state of general emergency in Santa Rosa County (officially declared by the Board of County Commissioners) certain "procedures and formalities otherwise required of Santa Rosa 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 BOCC 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. Procurement procedures are outlined in the Emergency Purchasing Procedures Manual. This manual is complete with a copy of telephone and fax numbers for "emergency vendors" sorted by product or service. These "emergency vendors" have agreed in advance to provide necessary supplies to authorized Santa Rosa County officials and employees at little or no notice at the normal government discount rate.
6. 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 Office of Management and Budget of expenditures based on standard accounting procedures.
7. 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.
8. Each county agency will file for reimbursement of the costs it incurs through its own agency's accounting and reimbursement filing system. Each county 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.
9. The State Emergency Operations Center through the Santa Rosa County Emergency Operations Center will provide appropriate forms and provide guidance to complete forms for efficient tracking and reimbursement.