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**(Name of Jurisdiction)**

**Emergency Operations Plan (EOP)**

**ESF 7 Annex**

**CPG 101 Template 2019**

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2019

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# ESF Coordinator and Support Agencies

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| --- | --- |
| **ESF Coordinator**  | **Support Agencies**  |
| (County Logistics Officer)**Primary Agency**(County Department)  | (Municipal School Boards)(University Boards)(Business Associations)(Sheriff’s Department)(Municipal Police Department)(Mutual Aid Partners)(County Budget Officer)(County Building Authority)(Administrative Services)(Local VOADs) |

# Introduction

## Purpose

1. To provide for the coordination necessary to assure effective resource support and logistics management for (Name of Jurisdiction) emergency operations during an emergency.
2. To provide or coordinate the provision of services, equipment, and supplies to support expedient operations associated with an emergency; and for the approval and acquisition of equipment and supplies not available through normal purchasing channels and ordering time frames.
3. Procurement will be made in accordance with current local, state and federal laws and regulations that include emergency procedures under Georgia Statute and (Name of Jurisdiction) County policies and ordinances.

##  Scope

Through the guidelines and processes outlined in the Base Plan and this annex, ESF 7 Logistics and Resource Support provides the framework for logistics coordination efforts by: providing comprehensive, disaster logistics planning, management, and sustainment capability that harnesses the resources of county logistics partners, key public and private stakeholders, and non-governmental organizations (NGOs) to meet the needs of disaster survivors and responders; and providing departments and local governments with resource support prior to, during, and/or after disasters requiring a coordinated response.

# Concept of Operations

## General Concept

During an emergency or disaster, the ESF 7 Logistics and Resource Support Coordinator will serve as the principle point of contact for operations associated with ESF 7 Logistics and Resource Support. The ESF Coordinator will oversee all ESF 7 Logistics and Resource Support operations and report to the Emergency Management Agency (EMA). If a disaster warrants EOC activation, some or all of ESF 7 Logistics and Resource Support personnel may be activated. The scope, scale, and magnitude of the threat/incident will dictate which support agencies that will be requested for operations in the EOC.

The primary source of equipment, supplies, and personnel shall be from existing county-owned resources and local sources outside the impacted area. Support, which cannot be provided from these sources, will be obtained through commercial sources and/or donated resources. Logistical support necessary to save lives will receive first priority.

The ESF 7 Coordinator will provide the foundation and is responsible for assisting in procurement activities necessary to support the emergency operations of (Name of Jurisdiction) agencies. To the extent practical, county contracts will be established with local vendors to ensure expedient emergency purchases.

All procurements will be made in accordance with current county ordinances and regulations.

ESFs requiring assistance in procuring needed items will contact ESF 7, which will locate a source, a point of contact, a price and a schedule by which the material will be available.

The (Authorizing Official) will review and authorize all disaster-related purchase requests.

The (Finance Official) or designee is responsible for advising the county government concerning financial matters in support of disaster operations. The (Finance Official) will work closely with the ESF 7 Coordinator in ensure documentation is in order.

## ESF Responsibilities

### General

1. Maintain liaison with the County EOC.
2. Coordinate emergency information for public release through ESF 15.
3. Participate in planning meetings and exercises.
4. Ensure that all team members or support agencies maintain appropriate records of costs incurred during the event.

### Pre-Event Phase

1. Maintain normal day-to-day operations.
2. Develop a plan for manpower to sustain operations for multiple operational periods.
3. In coordination with the EMA, develop plans and procedures, organize personnel, and maintain a readiness posture.
4. Develop and maintain a standard resource list to include local government, municipal, and county resources based on hazard specific studies and corresponding likely resource requests by other ESFs.
5. In coordination with the (Authorizing Official), develop emergency/disaster procurement procedures.
6. Develop methods and procedures for responding to and complying with requests for resources.
7. Develop procedures for reimbursing private vendors for services rendered.
8. Develop lists of private vendors and suppliers and their available resources.
9. Establish pre-planned contracts where necessary to ensure prompt support from vendors during emergencies.
10. Coordinate with ESF 1 to support logistics operations.
11. Develop procedures to maintain the county’s vehicle fleet during emergencies.
12. Identify potential areas for Logistics Staging Areas (LSA) and camps.
13. The (Finance Official) will develop procedures for tracking all expenses and collecting documentation.
14. (Designee) will develop procedures to maintain records on County-owned property for insurance reasons and stay up to date on OSHA regulations.
15. Upon notification that a disaster is imminent, the ESF 7 Coordinator will establish communications with the (Authorizing Official).
16. The (Authorizing Official) or designee will authorize those purchase requests necessary for the effectiveness of the resource support and logistics management service of (Name of Jurisdiction).

### Response Phase

1. Activate the ESF upon the request of the EMA Director or designee.
2. Authorization of all purchase requests necessary for the effectiveness of the resource support and logistics management service will be done by (Authorizing Official). The ESF 7 Coordinator will then act upon those requests that have been authorized, and provide the necessary resource support and logistics management services.
3. Maintain accurate records of supply and procurement expenditures.
4. Alert those agencies whose personnel, equipment, or other resources may be used.
5. Establish a resource tracking and accounting system, including management reports.
6. Assess initial situation reports to identify potential resource needs.
7. Identify procurement resources and potential facility locations in the disaster area of operations.
8. Locate, procure, and issue to county agencies the resources necessary to support emergency operations to include coordination (Designated Agency) to identify prospective staging area warehouses available for lease to replace damaged or destroyed facilities.
9. Coordinate with the State Operations Center (SOC) to develop procedures for deploying state resources and personnel in support of emergency operations at warehousing facilities, staging areas, and other areas where the need exists.
10. Coordinate staging areas for volunteers to unload, store, or disperse donated goods.
11. Coordinate with ESF 13 to evaluate warehouse security requirements.
12. Develop procedures for fueling the county’s vehicle fleet that is utilized during emergencies.
13. Implement procedures for tracking all expenses accumulated during an emergency in case a state or federal disaster is declared. This will allow for reimbursements to be proceeded.
14. Implement procedures for tracking any claims that may be filed during an emergency.
15. All resource support and logistics management documentation will be maintained and reviewed by the ESF 7 Coordinator.
16. Document any lost or damaged equipment and any personnel or equipment accidents.

### Recovery Phase

1. Continue to provide for those purchases needed to support the recovery and mitigation of (Name of Jurisdiction) as long as necessary and until procurement needs have been met.
2. Continue to coordinate with the (Authorizing Official) on all purchases to authenticate their need, accountability, and accuracy.
3. Support requests and directives resulting from the state concerning mitigation and/or re-development activities.
4. Anticipate and plan for arrival of and coordination with state ESF 7 personnel in the EOC and the Joint Field Office (JFO).
5. Document matters that may be needed for inclusion in agency or state/federal briefings, situation reports and action plans.

### Plan Activation

When an ESF 7 Logistics and Resource Support or a support agency is made aware of a threat or incident requiring the activation of this Annex, they will contact the Emergency Operations Center with all pertinent information.

When activated, the (Primary Agency Name) with assistance from supporting departments and agencies, assesses and responds to requests for assistance with management, maintenance, planning and technical support of logistical infrastructure and networks.

During activation, the ESF 7 Logistics and Resource Support Coordinator serves as the point of contact for requests for ESF 7 Logistics and Resource Support related assistance that’s received by the County EOC. The ESF 7 Logistics and Resource Support Coordinator then ensures mission assignment completion through direct support or by delegation to the appropriate support agency.

# Organization and Assignment of Responsibilities

The ESF 7 Logistics and Resource Support Coordinator is the (Primary Agency Position).

Within the County EOC, the ESF 7 Logistics and Resource Support Coordinator will serve a dual role as the ESF 7 Logistics and Resource Support Coordinator and the Primary Agency Emergency Coordinator for resource requests and deployments.

## ESF Coordinator

ESF 7 Coordinator will ensure the following:

* Designate Primary and Alternate Emergency Coordinators. The designees shall represent the agency in an emergency or disaster and provide operational support in the EOC when requested.
* Sustain operational readiness through regular contact with primary and support agencies.
* Coordinates all planning, preparedness, response and recovery activities regarding firefighting, and prevention.
* Lead planning meetings and participate in exercises.
* Develop Standard Operating Guides (SOGs) to support emergency and disaster operations.
* Develop, maintain, and distribute this Annex.
* Coordinate with EMA Director, or designee, for training of staff that support ESF 7 Logistics and Resource Support.
* Coordinate operational support for ESF 7 Logistics and Resource Support support agencies.
* Acts as a liaison between ESF 7 Logistics and Resource Support and ESF 15 External Affairs.
* Act as the principle source of information for threats or incidents to the firefighting infrastructure.
* Identify, procure, prioritize, and track firefighting resources that are requested to support or are utilized for emergency or disaster operations.
* Provides updates on the status of ESF 7 Logistics and Resource Support mission assignments to ESF 5 Emergency Management, Planning Section, and other entities external to ESF 7 Logistics and Resource Support.
* Generates information to be used in briefings, situation reports, and incident action plans.
* Coordinate the development of a logistical framework to support recovery operations.
* Identify, locate, and if necessary, recruit personnel to support incident operations after coordination.

## Primary Agency Assignment of Responsibilities

* Prepares Logistics Plans and coordinates preparedness, response, recovery, and mitigation activities.
* Conducts regular ESF 7 Logistics and Resource Support meetings and conference calls.
* Maintains ongoing contact with ESF 7 Logistics and Resource Support primary and support agencies.
* Ensures that ESF 7 Logistics and Resource Support Primary and Support Emergency Coordinators maintain operational readiness by taking required training courses.
* Directs requests for assistance to the appropriate ESF 7 Logistics and Resource Support support agencies.
* Directs unmet requests for assistance to ESF 5 Emergency Management.
* Leads the Logistics Planning Committee.
* Coordinates and conducts comprehensive disaster logistics planning. Coordinates and facilitates training and exercises for ESF 7-specific plans.
* Coordinates and manages (Name of Jurisdiction)’s disaster logistics operations.
* Coordinates the establishment of and manages the EOC Logistics Section.
* Coordinates and manages intrastate mutual aid.
* Coordinates the provision of temporary emergency electrical power to municipal and county critical facilities.
* Coordinates staff and equipment to augment or independently operate county PODs upon request of the County EMA Director.

##  Support Agency Assignment of Responsibilities

**(Support Agency)**

* List associated duties.

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* List associated duties.

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**(Support Agency)**

* List associated duties.

# Direction, Control, and Coordination

## Information Collection and Dissemination

ESF 7 Logistics and Resource Support will report all activities to the ESF 5 Emergency Management Situation Unit for inclusion in the development of incident action plans and situational reports. All public information reports regarding ESF 7 Logistics and Resource Support activity will be coordinated with ESF 15 External Affairs.

In addition to the EOC, ESF 7 Logistics and Resource Support may provide personnel to field operations established in (Name of Jurisdiction), including but not limited to: Joint Field Offices (JFO), Joint Information Centers (JIC), Disaster Recovery Centers and any other incident facility established to meet operational demands for each particular incident requiring the activation of the EOP.

## Communications

The ESF 5 Emergency Management Planning Section will provide planning assistance to all ESFs listed in the EOP. All ESFs will strive to develop operationally ready SOGs for inclusion in the EOP. ESF 7 Logistics and Resource Support will meet as necessary to develop, review and refine SOGs that discuss specific operational processes and procedures.

## Administration, Finance, and Logistics

In conjunction with other ESFs, ESF 7 Logistics and Resource Support will develop, review, refine and maintain lists of all resources currently available and under the control of the primary or support agencies listed in this plan. The development of these lists may be completed by several organizations and professional groups, which currently operate within this ESF. These resource lists should be compliant with the resource typing standards outlined in the National Incident Management System (NIMS).

Resource requirements will be primarily determined by Incident Commanders, working with the Emergency Operations Center. Resource requests flow from the Incident Commander to the EOC, and may be forwarded to the State Operations Center (or through the GEMA/HS Field Coordinator) as required. Existing local resources, intrastate mutual aid, donations, Voluntary Organizations Active in Disasters and Non-Governmental Organizations (NGO) provide the initial source of personnel, vehicles, equipment, supplies and services to fulfill resource requests.

# Plan Development and Maintenance

## Development and Maintenance

ESF Annexes will be updated as required and when events or exercises identify a needed change. All other maintenance will be conducted in accordance with the base plan.

# Authorities and References

(This section should describe the legal basis for emergency operations and contain references to important documents the plan supports, such as the jurisdiction-level emergency operations plan. The following is sample language.)

## Legal Authority

### Refer to Base Plan for Federal and State Authorities.

### Local

1. Insert applicable local ordinances.

## References

### Refer to Base Plan for Federal and State References.

### Local

1. Insert applicable local references.

### Volunteer

1. Insert applicable local volunteer references and agreements.