

ESF 7 - Logistics

Coordinating Agency:

Sedgwick County Emergency Management

Primary Agency:

City of Wichita Finance Department
Sedgwick County Purchasing Department
Voluntary Organizations Active in Disaster (VOAD)

Support Agencies:

Adjutant General's Office, Kansas Division of Emergency Management

I. Purpose and Scope

A. Purpose

1. The purpose of ESF 7 is to acquire the necessary resources to support disaster operations. This process includes providing fiscal and logistical managerial support through timely and efficient acquisition and distribution of resources, purchasing, contracting, renting and leasing of supplies and equipment. Also included are the roles of providing coordination of the documentation of reimbursable expenditures as determined by the Federal Emergency Management Agency (FEMA).

B. Scope

1. ESF 7 provides the operational framework for the resource management activities within the scope of this function, to include:
 - a. EOC logistics section operations;
 - b. Resource identification;
 - c. Resource procurement;
 - d. Resource coordination;
 - e. Facilities and logistics;
 - f. Personnel augmentation;
 - g. Logistic management; and
 - h. Volunteer and donations management

II. References and Authorities

State

- Executive Order 05-03, Use of the National Incident Management System (NIMS);
- Kansas Statutes Annotated (KSA), 48-9a01, Emergency Management Assistance Compact (EMAC);
- KSA 48-904 through 48-958: as amended, State and County Emergency Management Responsibilities;
- Kansas Response Plan, 2017.

Federal

- Title II of the Americans with Disabilities Act;
- National Response Framework;
- Homeland Security Presidential Directive – 5: Management of Domestic Incidents;
- Presidential Policy Directive – 8: National Preparedness;
- Comprehensive Planning Guide (CPG) 101.

III. Concept of Operations

A. General

1. ESF 7 is organized consistent with Sedgwick County 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 Sedgwick County through the Sedgwick County Incident Response Framework, Area Operations and Incident Support Teams (ISTs) 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 Sedgwick County Emergency Operations Center and in the field. These are in the form of Emergency Operations Plans (i.e., Base Plan) and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines, which describe ESF 7 capabilities. Periodic training and exercises are also conducted to enhance effectiveness.
3. The coordinating agency for ESF #7 is Sedgwick County Emergency Management. The EOC Manager or designee is responsible for contacting primary and support agencies as well as providing situational awareness briefings to these agencies. In accordance with a mission assignment from ESF 7, each primary and/or support organization assisting ESF 7 will retain administrative control over its own resources and personnel but will be under the operational control of ESF 7.
4. Sedgwick County Emergency Communications will notify the "on call" Emergency Management Duty Officer (DO) when Sedgwick County has been threatened or impacted by an emergency or disaster event as provided in the County Warning Point procedure. The DO through monitoring and/or communication with Emergency Communications is responsible for providing initial notification to the Emergency Management Director or designee to initiate EOC activation and notification procedures. EOC activation is further detailed in ESF-5 "Information and Planning".
5. In a large event requiring local or State mutual aid assistance, ESF 7 will work with its support agency counterparts to seek, procure, plan, coordinate and direct the use of required assets.
6. Sedgwick County Emergency Management or designee will serve as liaison for state or regional resource support officials.
7. The ESF-7 representative will ensure that necessary communication is being sent to the field to incident command and/or other ESF representatives. ESF-7 will also rely on information from the other EOC partners, and the field to be sent back to the EOC and to the ESF-7 representative.

8. Sedgwick County Emergency Management will serve as the initial notification point for the activation of ESF-7.

B. Credentialing

1. Individuals involved in deployment to the disaster will be issued a badge via the Comprehensive Resource Management and Credentialing System (CRMCS) Rapid-Tag system if they do not already have one. Medical personnel will also be verified in their current practice through the K-SERV website. If neither of these credentials are readily available, they must possess their organizational badge and verified through individual contact with the responsible organization to ensure their authenticity and then issued a temporary badge through the CRMCS for resource tracking purposes. Equipment will also be tagged and entered into the CRMCS for tracking purposes.
2. ESF-7 will coordinate with other EOC partners to identify the authorized identification. The authorized identification may include CRMCS badges or temporary provided identification to personnel. A system may also be implemented within the response to further secure areas to further control access to the incident. This will be coordinated with all incident partners prior to implementation.

C. Resource Directories

1. ESF-7 will utilize resource directories that are built by type and organization. Partnering organizations will update and maintain documents and agreements.

D. Resources Request and Management

1. When it becomes clear that local resources will be insufficient to handle the situation, the issuance of a local emergency/disaster declaration is the mechanism for obtaining assistance from other government agencies.
2. At any point during the development of an emergency situation, the local jurisdiction may determine it cannot handle the situation without the use of outside resources. Such resources may be obtained through the invocation of existing, routine mutual aid agreements without declarations of emergency/disaster; however, significant augmentation of resources or activation of state and federal assistance (as provided under K.S.A. 48-9, K.S.A. 12-16, 117 or the Stafford Act) must be accompanied by a properly executed emergency declaration by the chief elected official of the local jurisdiction.

This declaration may be made by the mayor of a city which operates under a current, recognized county emergency operations plan. For situations existing in cities without such a plan or in the unincorporated areas of the county, the declaration may be made by the Chairman of the Board of County Commissioners (BOCC). State declarations are requested by the County Emergency Management office through the KDEM and are made by the

Governor upon KDEM's recommendation, when significant involvement of state resources or personnel is anticipated.

Requests for federal assistance may be made only by the Governor through the Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA). Major disasters are declared by the President upon a request by the Governor and with the recommendation of FEMA. Presidential declarations activate the full range of disaster assistance outlined in the Stafford Act. Other federal declarations can be made by the Administrator of the Small Business Administration (SBA) for loan programs to persons affected by disasters and by the Secretary of Agriculture (agricultural disaster situations). Common to all requests for emergency/ disaster declarations is the requirement that the requesting jurisdiction has exhausted its available resources to handle the situation. (See Annex #14 Long-term Community Recovery and Mitigation.)

Resource requests will start at the local level. These resource can be activated as a part of local mutual aid agreements or through request. If local resources are overwhelmed or depleted then Logistic can engage regional assets through regional mutual aid agreements and/or resource sharing organizations. The local disaster declaration along with an approved State disaster declaration will allow the ability to access state or out of region resources more easily.

3. ESF-7 will select adequate areas to serve as points of distribution. Taking into account the location of the incident, traffic accessibility, to meet the incident specific needs.
 1. The criteria for relocating essential resources outside the threatened or impacted area.
 - a. Direct impact to facility or location by the event.
 - b. Critical infrastructure loss or long periods of outages of required services
 - c. Extreme and long-term weather or climate considerations that can affect resources to avoid degradation of products/supplies
 - d. Sedgwick County will coordinate with regional and state partners to allocate resources equability across the entire affected area.

E. Volunteer and Donations Management

1. Volunteer Deployment

Affiliated volunteers will be deployed and managed through their command and control structure to coordinate activities and assignments. If determined by incident command and the EOC to stand up formal operations to process Spontaneous Unaffiliated Volunteers. The EOC will engage the United Way and potentially other partners to assist in the establishment and operation of

a formal Volunteer Reception Center. Once established this will serve as the staging point for volunteers and potential volunteers to meet at.

2. Hours Tracking

Sedgwick County Affiliated Volunteer programs will utilize volunteer management software to deploy and track their volunteers' hours and report those to the EOC as required.

For Spontaneous Unaffiliated Volunteers and/or backup. Locations where volunteers report to will utilize the ICS 211 for check-in and if needed utilize the ICS 214 form to track assignments or equivalent.

3. Unsolicited donations.

ESF-7 will refer to partnering VOAD organizations (i.e. UWP, ARC, and Salvation Army.)

F. Tracking Resources

1. Describe how resources will be tracked and how they will be released once the disaster has ended.

1. Resources will be requested by the Incident Commander to the EOC when the EOC is activated. The EOC will exhaust all avenues to locate the requested resources, request and assign to a staging location. The EOC staff will document the request and its arrival. The EOC will then alert the Incident Commander of the timeline of the resource. Once the resource arrives on scene it will fall into the Incident Command structure and be assigned by the Incident Commander or delegated personnel. The Incident Commander will then release the resource when it's completed.

2. Limited Fuel Ability

1. ESF-7 will coordinate with partnering agencies to minimize and prioritize fuel usage to continue operations.

3. Tracking maintenance cost.

1. A listing of available suppliers of foods, materials, and equipment are maintained in both the emergency purchasing manual and on file in the EOC. Expenses of used resources will be processed by Sedgwick County and/or City of Wichita finance department. Equipment repairs and maintenance will be tracked by that respective organization's fleet management department. Fuel sharing may occur between Sedgwick County and the City of Wichita if resources become sparse, and private service stations may be used by response agencies and later reimbursed if government fuel stores are depleted.

G. Emergency Contracting

1. Emergency contracts will be handled by the Sedgwick County Purchasing Department with payments made by the Division of Finance. The Emergency Vendor Contact List will be utilized to help expedite approve resource vendors in an emergency.

H. Actions

Overall Actions Assigned to All Members <i>Preparedness (Pre-Event) Actions for ESF 7 - Logistics</i>	
1	Develop standard operating guides and checklists to support ESF-7 activities.
2	Collect, process, and disseminate information to and from the EOC.
3	Participate in training, drills, and exercises.
4	Establish contact with private resources that could provide support during an emergency.
5	Identify how access will be granted and tracked to critical or limited access sites following an incident.
6	Identify and establish SOPs for points of distributions and staging areas.
7	Identify information technology disaster plan to assist in restoration of computer resources.

Overall Actions Assigned to All Members <i>Response (During Event) Actions for ESF 7 - Logistics</i>	
1	Provide field support for emergency responders at the scene.
2	Participate in EOC briefings, incident action plans, situation reports and meetings to support ESF7.
3	Work with the EOC staff to establish priorities and grant resource requests according to priorities.
4	Activate mutual aid agreements as required.
5	Maintain an inventory system to track supplies used in the disaster.
6	Maintain accurate records of resources utilized and submit reports.
7	Preposition resources when incident is likely or imminent.
8	Relocate essential resources outside of threatened area when required.
9	Cooperate with EOC, incident command, adjacent counties, and/or region to provide logistics support for larger regional incidents.
10	Identify, deploy, demobilize, or direct affiliated or spontaneous unaffiliated volunteers as dictated by the situation.
11	Manage the collection, distribution, or rejection of unsolicited donations.
12	Coordinate with ESF 12 to support missions with limited fuel availability.
13	Track resources during incident and ensure equipment maintenance is conducted and tracked.

Overall Actions Assigned to All Members <i>Recovery (Post Event) Actions for ESF 7 - Logistics</i>	
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1	Continue to perform tasks necessary to expedite restoration and recovery operations.
2	Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required.
3	Evaluate response and recommend changes to ESF-7 Annex to correct shortfalls and improve future response activities.
4	Provide documentation for possible financial reimbursement process for recovery activities.
5	Participate in after action meetings and prepare after action reports as requested.
6	Stand down any facilities no longer in use.
7	Dispose of excess supplies.
8	Clean, repair, and perform maintenance on all equipment before returning to normal operations or storage.

Overall Actions Assigned to All Members	
<i>Mitigation Actions for ESF 7 - Logistics</i>	
1	Participate in the hazard identification process identify and correct vulnerabilities.
2	Participate in mitigation planning team meetings and work with local emergency management to promote community preparedness.
3	Provide ESF-7 representative for update of mitigation plan.

IV. Responsibilities

- A. The following list identifies the responsibilities designated to each agency/organization for this ESF. The Coordinating and Primary Agency and their responsibilities are listed first. The Supporting Agencies follow in alphabetical order.

Coordinating: Sedgwick County Emergency Management	
<i>Preparedness (Pre-Event) Actions for ESF 7 - Logistics</i>	
1	Maintain a central personnel roster, contact, and resource lists to support ESF-7 tasks.
2	Identify who is responsible for initial notification of ESF-7 personnel.
3	Identify liaison rolls with the state and adjacent county resource support officials.
4	Train personnel on EOC operation, the Incident Command System (ICS) and the National Incident Management System (NIMS).
5	Develop and maintain ESF-7 Annex.
6	Identify and establish a credentialing system to be used in a disaster.
7	Cooperate with ESF 1 to develop strategies for transporting materials through restricted areas, quarantine lines, law enforcement checkpoints, and other transportation restrictions.
8	Identify how resources are inventoried and tracked.
<i>Response (During Event) Actions for ESF 7 - Logistics</i>	
1	Designate personnel to coordinate ESF-7 activities in EOC.
2	Manage the collection, processing, and dissemination of information between ESF 7 and EOC or incident command.
3	If necessary, establish staging areas, distribution sites and mobilization centers.
Primary: Sedgwick County Purchasing Department	
<i>Preparedness (Pre-Event) Actions for ESF 7 - Logistics</i>	
1	Establish emergency contracting procedures.

V. Financial Management

- A. Once the Emergency Declaration is in effect ESF 7, in conjunction with the support agencies, assumes the full responsibility for resource support for all departments within the guidelines of the Emergency Declaration.
- B. 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.
- C. Resources obtained from outside sources (other governmental entities or commercial suppliers) are routed through ESF 7 as necessary.
- D. Procurement procedures should be outlined in an "Emergency Purchasing Procedures Manual." This manual should be complete with a copy of telephone and fax numbers for "emergency vendors" sorted by product or service. These "emergency vendors" should have agreed in advance to provide necessary supplies to authorized Sedgwick County officials and employees at little or no notice at the normal government discount rate.
- E. 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 Sedgwick County Emergency Management of expenditures based on standard accounting procedures.
- F. Each 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.
- G. Each agency is responsible for monitoring staff hours using its own tracking system, and requesting financial reimbursement (as applicable) for staff hours incurred in association with ESF 7 operations.
- H. The State of Kansas EOC through the Sedgwick County Emergency Operations Center will provide appropriate forms, and provide guidance to complete forms for efficient tracking and reimbursement.

