

**2015**  
**EMERGENCY OPERATIONS PLAN**  
**(EOP)**

**SEDGWICK COUNTY**



**ESF 7– Resource Support**

**Coordinating Agency:**

- Sedgwick County Emergency Management

**Primary Agency:**

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

**Support Agencies:**

*Federal Agencies*

- Federal Emergency Management Agency (FEMA)

*State Agencies*

- Kansas Division of Emergency Management

**I. Purpose and Scope**

A. Purpose

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

ESF 7 provides the operational framework for the resource management activities within the scope of this function, to include:

1. EOC logistics section operations;
2. Resource identification;
3. Resource procurement;
4. Resource coordination;
5. Facilities and logistics;
6. Personnel augmentation;
7. Logistic management; and
8. Volunteer and donations management

## II. Concept of Operations

### A. General

1. ESF 7 is organized consistent with Sedgwick County Emergency Operations Center (EOC) 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 County Emergency Response Team, Area Operations and Regional Incident Management Teams (IMTs) 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 EOC 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. 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.
4. The focal point for all requests for resources will be the Sedgwick County EOC. Resource requests unable to be provided by applicable ESFs will be routed to ESF7. In coordination with Logistics Section, the ESF 7 representative will determine the sources of the needed resources. The ESF 7 representative will follow procedures as outlined in the Logistics Standard Operating Procedures. These include:
  - a. Procurement Process
    - 1) Equipment and materials will be procured from both intra-departmental and inter-departmental supplies. Inter-departmental resource requests will be submitted through ESF 7. Requests unable to be filled by County inventories are procured by ESF7 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 Sedgwick County EOC. If necessary, reimbursement will be made in accordance with local directives.
    - 2) If needed supplies and equipment are not available within County government resources, ESF 7 will attempt to purchase or lease them from commercial sources.
    - 3) When resources cannot be acquired through local sources, commercial sources, or mutual aid; requests for these items will be made to the State of Kansas EOC. These requests may be filled by state resources, Intra state mutual aid, interstate mutual aid or federal resources.

- 4) Sedgwick County Emergency Management maintains lists of vendors and suppliers of equipment, materials and services needed during disaster response and recovery operations. In addition, the Sedgwick County 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.
  - 5) The Statewide Mutual Aid Agreement may be implemented as necessary to obtain required goods and services from other jurisdictions.
  - 6) Contracts for resources or services will be initiated by ESF 7. Contracts will be managed by the agency responsible for the support provided.
  - 7) ESF 7 will conduct operations in accordance with all local, state and federal laws and regulations.
  - 8) 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.
  - 9) Information is disseminated to volunteer groups, vendors and other governmental agencies that may supplement local resources in a variety of ways.
- b. Transportation requirements will be coordinated through ESF 1.
- 1) All available transportation assets will be used to deliver resources to affected areas.
  - 2) Sources include County and municipal assets, as well as those belonging to private nonprofit organizations.
  - 3) Existing County resources will be transported to the disaster area by the County department normally responsible for the resources.
  - 4) Commercial vendors are responsible for transportation of their own products/services.

c. Staging Areas

Sedgwick County has identified staging areas for resources brought in to the County. The Staging Areas for Sedgwick County are provided below and are also provided in the Base Plan.

- 1) The County Staging Area is mission tasked and reports to the Logistics Section.
- 2) The Sedgwick County Emergency Management or their designee manages the County Staging Area.

d. Storage Facilities

A list of available storage facilities within the area should be pre-identified in advance of an event. ESF 7 will identify these storage facility locations and lease storage space as necessary. 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.

e. It is the responsibility of agencies receiving loaned property to maintain appropriate accountability of items received.

- 1) Agencies will monitor and track loaned items.
- 2) Documentation will be provided to lending organizations for their records.
- 3) Intra-departmental property/equipment requests are documented and submitted to ESF 7.
- 4) The loaning department normally furnishes an operator which is responsible for the care and location of the equipment.
- 5) The borrowing department is responsible for the return of the equipment after the disaster period.

5. Credentialing

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.

Volunteers: Volunteers responding to the disaster scene will be processed through the American Red Cross. Unaffiliated volunteers will be processed through the United Way for either immediate assignment or sent to the staging area for further training and credentialing. Hours will be tracked by these volunteer agencies on their respective forms and databases.

B. General Overview

Sedgwick County Emergency Management is responsible for coordinating critical resource management during an emergency or disaster. Individual county departments & agencies will maintain listings of critical resources with respect to their own operations. Those departments/agencies will also “flag” any resources that may require expedited procurement and/or some formal arrangements with vendors (i.e., memorandums of

agreement/understanding) for the county Purchasing Department. Cities will also maintain lists of their critical resources, and provide these lists to Sedgwick County Emergency Management upon request.

### 1. Tracking Resources

A listing of all available stores and 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.

### 2. Emergency Contracting

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.

### 3. Coordination

For smaller emergencies, resource management will be handled by the cities and/or individual county departments/agencies. For larger scale emergencies, where limited local resources may require centralized coordination & prioritization, the Sedgwick County EOC will be activated. (See ESF #5 –Emergency Management).

The County and its municipalities will use the system established by the National Incident Management System's (NIMS) National Mutual Aid and Resource Management Initiative to identify, request, receive, and track resources.

- The Sedgwick County Emergency Manager or representative will have overall primary responsibility for the coordination of resource management operations within the county, by means of actions between county, state and federal emergency support agencies, and, also, be the primary resource advisor to the executive group and recommend actions to be taken.
- The Sedgwick County Emergency Manager or representative, as Resource Manager, will establish a work control center to manage resources and response personnel.
- The various supervisors or department heads of local government agencies and private organizations will be responsible for managing the resources of their individual agencies and organizations when supporting overall disaster resource needs.

## C. Organization

The types and amounts of resources needed to support emergency operations will vary greatly depending on the event. Some examples of typical emergency resources include, but are not limited to:

- Personnel
- Communications Equipment (See ESF #2)
- Potable Water
- Vehicles for passengers, cargo, and debris removal
- Portable toilets and other sanitation supplies
- Pumps and sandbags
- Fuel and fueling stations
- Heavy equipment for public works applications (e.g., cranes) and materials handling (e.g., forklifts)
- Materials and tools such plastic sheeting, shovels, picks, chain saws, axes/hatchets, flashlights, etc.
- Mass care supplies such as food, bedding, blankets and cots
- Industrial lighting equipment (for nighttime search and rescue operations)
- Portable generators
- Medical supplies and pharmaceuticals
- Technology to support emergency operations

Determining what types of resources and how many of them are needed is critical to providing a rapid, effective and coordinated response to an emergency or disaster. Sedgwick County Emergency Management will perform needs assessments within the cities and the unincorporated areas. The ESF #7 Resource Support Coordinator will work to ensure that essential information is requested from and provided by those making resource requests including:

- **Size**
- **Amount**
- **Location**
- **Type**
- **Time**

In general, resource management activities will be geared to support lifesaving and public safety as its first priority. Specific priorities will be set by the Incident Commander or EOC Director in consultation with the appropriate Chief Executive or a designated official in the EOC.

The County has mutual aid agreements in place with surrounding jurisdictions to augment critical resources during emergencies. Additionally, there are numerous private sector resources available to support emergency operations and agreements are in place with vendors and suppliers that may be activated for emergencies.

Once received, resource requests will be logged, prioritized and passed on to those responsible for obtaining and committing resources. Sedgwick County and its jurisdictions will use the standards and definitions established by the National Mutual Aid and Resource Management Initiative as the basis for identifying and categorizing resources.

#### D. Resource Operations

##### 1. Policies and Emergency Regulations

###### *Requisitions:*

Local government will be empowered to procure any public resources and supplies essential to emergency operations subsequent to a local declaration. Hand receipts must be issued by persons authorized to requisition, with a duplicate retained for fiscal accountability.

###### *Price Controls and Rationing:*

Subsequent to an emergency declaration by state and local executives, local government will be empowered to establish price control and/or rationing regulations in order to provide services and ensure continued operations for the common good.

###### *Providing Assistance:*

Subsequent to an emergency declaration by state and local executives, local government may request all able bodied adults who are receiving no cost emergency services to assist in support of emergency operations.

###### *Control:*

The acquisition, control and distribution of food products and other essential personal items will be as directed by the local government(s).

##### 2. Resource Management Support

The resource management function will require support from both governmental and private sectors. Sedgwick County Emergency Management will be responsible for developing and maintaining a list of resources for use in disaster situations.



### 3. Resource Management Logistics

Management of resources becomes extremely critical during disasters. Some resource management actions are unique to disaster response and recovery including:

#### *Central Supply*

All materials and supplies should be received through a central supply point located within an unaffected area of Sedgwick County. No distribution will be made directly to the public from central supply.

- Medical supplies and equipment will be directed to a Central Medical Supply location. Distribution of these supplies would become the joint responsibility of the Sedgwick County Health Department and EMS.
  - Facilities that provide specialized storage are listed in the Sedgwick County Resource Guide.
1. Controlled retail sales will continue to the public unless/until prohibited by local government.
  2. Manpower requirements prior to any spontaneous relocation will come from county residents. After relocation, relocates will provide manpower for their needs. In either case, all healthy individuals aged 15 and above are considered available for general work.

### 4. Resource Management Procedures

#### a. Food Distribution

- The Sedgwick County Emergency Manager or representative will coordinate closely with the mass care feeding coordinator to ascertain which of the designated facilities will be used for mass feeding. Distribution of food items to mass feeding facilities will be from local retail and wholesale sources.
- It is vital that detailed records and control of food items be maintained to ensure equitable distribution of resources.

#### b. Construction Materials

The purchase, and/or use, of construction materials needed for emergency operations may be restricted by necessity.

#### c. Vehicle Fueling Resources

The Sedgwick County Division of Public Safety maintains fueling stations at various locations throughout the county. These stations may be utilized for local, state and federal vehicles and equipment as the need dictates.

d. Procurement and Hiring

When requests are of a high priority, an emergency procurement and/or hiring process may be necessary. Emergency procurement may involve contacting suppliers, negotiating terms, and making transportation and distribution arrangements.

Depending on types and numbers of personnel needed, volunteers may be used to quickly fill needed positions. The Resource Support Coordinators will work to ensure volunteer resources are appropriately utilized. When making procurements, an effort should be made to ensure that suppliers also have the ability to transport the resources.

e. Facilities

In a major emergency with an extensive influx of resources, supplies and personnel, the ESF #7 Resource Support Coordinator in coordination with the EOC Team may direct that facilities be designated for emergency use such as:

*Mobilization Center*

A designated location for receiving and processing resources and personnel prior to their deployment to a Staging Area or incident site. The Mobilization Center may also be required to provide briefings, lodging and feeding for arriving personnel.

*Staging Areas*

Used to assemble personnel and equipment for immediate deployment to an operational site in the affected area (s). Potential Staging Areas will be dictated by the locations and the scope of the incident but may include fairgrounds, schools and recreational facilities.

*Warehouses and other facilities*

Store or stage supplies and equipment for both short and long-term emergency use. Criteria used for the selection of resource staging areas will include proximity to the affected area, transportation access, communications capability, storage space & conditions, security, etc.

f. Distribution

The ESF #7 Resource Support Coordinator will work with the other members of the EOC Team to determine the appropriate facilities and methods for the timely distribution of resources.

High priority resources as identified by the EOC Team will be distributed as quickly as possible. When required by the situation, distribution points may be established to provide supplies the public.

The ESF #7 Resource Support Coordinator will determine what facilities will be needed to handle the flow of resources into and through the jurisdiction (i.e., warehouses, receiving areas, checkpoints, etc.).

The ESF #7 Resource Support Coordinator will ensure checkpoints and facilities are notified of incoming supplies, equipment and other resources, as well as their priority designation.

Checkpoints and applicable facilities (e.g., warehouses, distribution points) will provide reports on resources passing through or arriving to allow the Resource Support Coordinator to track the location of resources and timeliness of delivery.

If necessary, traffic may be rerouted or delayed to accommodate the timely distribution of emergency resources and supplies.

g. Donations

Donated goods, services, and equipment will be coordinated through the Sedgwick County Emergency Management or delegated to specific volunteer agencies. Volunteer and donations management must be closely coordinated with ESF #7 Sedgwick County EOC to ensure complementary efforts and avoid unnecessary procurement. Public information announcements will be judiciously utilized to request the specific types of goods, services & equipment needed and to encourage monetary donations through existing relief organizations whenever possible. Key elements of volunteer and donations management will involve the receipt, inventory, organization & channeling of the following:

*Donated Goods*

The American Red Cross will manage in-kind donations for individual assistance, including food, clothing, toiletries and household items.

*Services*

Unaffiliated volunteers will be referred to the American Red Cross or to a specific volunteer agency.

*Equipment*

Procurement of donated equipment will be coordinated through the ESF #7 Resources Support Group.

*Monetary Donations*

Funds donated to support emergency relief efforts will be collected by existing relief organizations. The Adjutant General's Department, KDEM, has a Memorandum of Agreement with The Salvation Army (TSA) to manage the State's Donation's Management program. The county will coordinate closely with KDEM to facilitate an integrated system and to avoid duplication of services.

#### h. State and Federal Resources

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.

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.)

In the case of very specific resources (i.e. the Strategic National Stockpile (SNS) for pharmaceutical supplies), as identified in the appropriate ESFs, and Special Incident Annexes.

This ESF Annex was developed to complement the National Response Framework dated January 2008. Where appropriate, ESF #7 also incorporates the elements of the National Incident Management System (NIMS) to help ensure a coordinated response effort if federal resources are involved in the event.

Assistance from state agencies may be available:

1) *Without a State Declaration*

State resources that would be available include personnel and resources near the disaster area. Funds to cover the costs are not included in this type of assistance.

2) *With a State Declaration*

All state resources become available

Assistance from the federal government may be available:

1) *Without a Federal Declaration*

To protect life, local commanders of Department of Defense (DOD) organizations have the authority to respond without a federal declaration. Otherwise, federal assistance is usually limited to providing technical expertise from agencies such as the United States Army Corps of Engineers (USACE).

2) *With a Federal Declaration*

A variety of resources are available through different programs, including technical expertise.

E. Direction and Control

1. The ESF 7 Coordinating Agency is Sedgwick County Emergency Management which is appointed by the Sedgwick County Emergency Management, in coordination with local planning partners. The staff serving as ESF 7 Coordinator is appointed by and located in the Sedgwick County Emergency Management. When ESF 7 support is necessary, the ESF 7 Coordinator coordinates all aspects of ESF 7.
2. The ESF 7 may operate at two levels: 1) Sedgwick County EOC; and 2) Field operations.
3. During emergency activations, all management decisions regarding resource support for Sedgwick County are made at the Sedgwick County EOC by the ESF 7 coordinator. Under the Incident Command System structure, the Planning, Logistics, Finance/Administration, and Operations Sections at the Sedgwick County EOC assist the incident commander in carrying out the overall mission.
4. 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. Delegation of mission operational control may be delegated to the field by the Sedgwick County EOC.

## F. Organization

### 1. County

- a. During an activation of the Sedgwick County EOC, primary and support agency staff is integrated with the Sedgwick County Emergency Management staff to provide support.
- b. During an emergency or disaster event, the Sedgwick County EOC, Operations Section will coordinate resource support with the Logistics Section. In addition, ESF 7 will:
  - 1) Operate under the direction of the Sedgwick County Emergency Management Coordinator.
  - 2) Operate throughout the emergency, either in the Sedgwick County EOC, or at a location designated by the Logistics Section Chief in coordination with the Sedgwick County Emergency Management coordinator.
  - 3) Alert designated primary personnel of possible resource needs and to report to the Sedgwick County EOC.
  - 4) Maintain liaison with other ESFs and interested parties. This will be accomplished through the coordination of the Sedgwick County Emergency Management Coordinator and the Logistics Section Chief.
  - 5) At the tasking of the Logistics Chief, take action if another ESF requires assistance in obtaining needed items. ESF 7 finds a source for needed items and provides to the requesting ESF the name of the contact person, the price and schedule for when the material can be made available at the established location.
  - 6) 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 Sedgwick County EOC
- c. The Sedgwick County Emergency Management will develop and maintain ESF 7 and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. Primary and support agencies should develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan.

### 2. State of Kansas

- a. During an activation of the State of Kansas EOC, the Kansas Division of Emergency Management is the designated lead agency for State resource services and will provide a liaison to facilitate requests for transportation service resources to local EOCs.

- b. During an emergency or disaster event, the primary and support agencies of ESF 7 at the State of Kansas EOC will report to the Logistics Section Chief, who reports to the SEOC Manager.
- c. The Kansas Division of Emergency Management 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 EOP.

G. Alerts and Notifications

- 1. The Sedgwick County Emergency Management and/or Sedgwick County Emergency Management will notify the County Warning Point (Sedgwick County Emergency Communications) when information comes to their attention indicating that an emergency or disaster situation is developing.
- 2. The County Warning Point (Sedgwick County Emergency Communications), will notify the “on call” Emergency Duty Officer and/or ESF Coordinator for ESF 7 when Sedgwick County has been threatened or impacted by an emergency or disaster event as provided in the County Warning Point procedure.
- 3. ESF 7 will be activated or placed on standby upon notification by the Sedgwick County EOC. The representatives or designees of the coordinating agency will manage the emergency activities of ESF 7. If additional support is required, the ESF 7 coordinating and primary agencies may jointly manage ESF 7 activities.
- 4. Upon instructions to activate or placement of ESF 7 on standby, Sedgwick County Emergency Management will implement procedures to notify all ESF 7 planning team members and, if necessary, mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance.

H. Actions

Actions carried out by ESF 7 are grouped into phases of emergency management: Preparedness, Response, Recovery and Mitigation. Each phase requires specific skills and knowledge to accomplish the tasks and requires significant cooperation and collaboration between all ESF 7 agencies and the intended recipients of service.

<b>Overall Actions Assigned to All Members</b> <i>Mitigation Actions for ESF 7 - Resource Support</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.

<b>Overall Actions Assigned to All Members</b> <i>Preparedness (Pre-Event) Actions for ESF 7 - Resource Support</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	Develop standard operating guides and checklists to support ESF-7 activities.
5	Train personnel on EOC operation, the Incident Command System (ICS) and the National Incident Management System (NIMS).
6	Collect, process, and disseminate information to and from the EOC.
7	Develop and maintain ESF-7 Annex.
8	Participate in training, drills, and exercises.
9	Establish contact with private resources that could provide support during an emergency.
10	Identify and establish a credentialing system to be used in a disaster.
11	Identify how access will be granted and tracked to critical or limited access sites following an incident.
12	Cooperate with ESF 1 to develop strategies for transporting materials through restricted areas, quarantine lines, law enforcement checkpoints, and other transportation restrictions.
13	Identify how resources are inventoried and tracked.
14	Identify and establish SOPs for points of distributions and staging areas.
15	Establish emergency contracting procedures.
16	Identify information technology disaster plan to assist in restoration of computer resources.

<b>Overall Actions Assigned to All Members</b> <i>Response (During Event) Actions for ESF 7 - Resource Support</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	Provide field support for emergency responders at the scene.
4	Participate in EOC briefings, incident action plans, situation reports and meetings to support ESF7.
5	Work with the EOC staff to establish priorities and grant resource requests according to priorities.
6	If necessary, establish staging areas, distribution sites and mobilization centers.
7	Activate mutual aid agreements as required.
8	Maintain an inventory system to track supplies used in the disaster.
9	Maintain accurate records of resources utilized and submit reports.
10	Preposition resources when incident is likely or imminent.
11	Relocate essential resources outside of threatened area when required.
12	Cooperate with EOC, incident command, adjacent counties, and/or region to provide logistics support for larger regional incidents.



<b>Overall Actions Assigned to All Members</b> <i>Response (During Event) Actions for ESF 7 - Resource Support</i>	
13	Identify, deploy, demobilize, or direct affiliated or spontaneous unaffiliated volunteers as dictated by the situation.
14	Manage the collection, distribution, or rejection of unsolicited donations.
15	Coordinate with ESF 12 to support missions with limited fuel availability.
16	Track resources during incident and ensure equipment maintenance is conducted and tracked.

<b>Overall Actions Assigned to All Members</b> <i>Recovery (Post Event) Actions for ESF 7 - Resource Support</i>	
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.

### III. Responsibilities

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. No Responsibilities have been assigned at this time.

### IV. 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 EOC will provide appropriate forms, and provide guidance to complete forms for efficient tracking and reimbursement.

## **V. References and Authorities**

### **REFERENCES**

### **AUTHORITIES**