

SEDGWICK COUNTY
EMERGENCY OPERATIONS PLAN
2025-2030



ESF 7 – Logistics

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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

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).

Scope

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
- h. Volunteer and donations management

II. Policies 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

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

General

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 support incident assessment, planning, procurement, deployment, coordination, and support operations to Sedgwick County through the Sedgwick County Incident Response Framework, Area Operations and Incident Supports Teams (ISTs) to assure a timely and appropriate response to an emergency or situation.

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.

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.

The County Warning Point (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. EOC activation is detailed in ESF-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.

Sedgwick County Emergency Management or designee will serve as liaison for state or regional resource support officials.

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.

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

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 be 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.

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.

Resource Directories

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

Resources Request and Management

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 Sedgwick County.

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.

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.

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.

Volunteer and Donations Management

Volunteer Deployment

Affiliated volunteers will be deployed and managed through their command and control structure to coordinate activities and assignments.

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.

Hours Tracking

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

For other volunteer programs and spontaneous unaffiliated volunteers locations where volunteers report will utilize the ICS 211 for check-in and if needed utilize the ICS 214 form to track assignments or equivalent.

Unsolicited donations.

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

Tracking Resources

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, requested and assigned 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.

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.

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.

The Sedgwick County Purchasing Department will keep tabulations of all purchases made throughout the entire emergency. An overall spreadsheet will then be compiled with all the information documented on the items purchased, amount of items, and vendors that provided services.

The Sedgwick County Finance Department will assign an internal order number for emergencies requiring expenditures for each emergency.

Sedgwick County Purchasing Department will input purchase information into the database after the internal order number is released from Sedgwick County Finance Department, via the Disaster Emergency Purchase Order.

Financial Management

Once the Emergency Declaration is in effect ESF 7, in conjunction with the support agencies, assumes full responsibility for resource support for all departments within the guidelines of the Emergency Declaration.

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.

Resources obtained from outside sources (other governmental entities or commercial suppliers) are routed through ESF 7 as necessary.

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.

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 expenditure based on standard accounting procedures.

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.

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.

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.