



EF 7 – Resources

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Tasked Agencies	
Primary County Agency(s)	County Office of Emergency Services (OES)
Supporting County Agency(s)	Sheriff's Office, Health and Human Services Department, Public Works/Roads Department, County Auditor
Primary City Agency(s)	Fire Department
Supporting City Agency(s)	Police Department, Public Works Department, City Treasurer
Community Partner(s)	American Red Cross
State Agency(s)	California Government Operations Agency, Department of General Services
Federal Agency(s)	Department of Homeland Security/Federal Emergency Management Agency

1 Introduction

1.1 Purpose

Emergency Function (EF) 7 describes how the County and City will provide logistical and resource support during emergencies, as well as financial tracking and records management of the overall costs of the response.

The primary operational priority for EF 7 is to:

- Support response operations through resource identification and logistics.

Preparedness, response, recovery, and mitigation activities that may be conducted to complete this priority are listed in Appendix B.

1.2 Scope

The following activities are within the scope of EF 7:

- Coordinate the procurement and provision of government and private-sector resources during a disaster.
- Receive and coordinate response to resource requests from departments and local response partners.
- Provide logistical and resource support for needs not specifically addressed in other EFs.
- Monitor and track available and committed resources involved in the incident.
- Monitor and document mutual aid and the financial costs of providing resources, including costs of using government resources, purchasing or contracting goods and services, transportation, and above normal staffing.

1.3 Policies and Authorities

1.3.1 Policies

The following policies are currently in place:

- California Government Code, Title 2, Division 1, Chapter 7 (California Emergency Services Act)
- Title 2, Division 1, Chapter 7.5 (California Natural Disaster Assistance Act)
- California Code of Regulations, Title 19, Division 2 (Standardized Emergency Management System Regulations)

1.3.2 Agreements

The following agreements are currently in place:

- None at this time.

2 Situation and Assumptions

2.1 Situation

The following considerations should be taken into account when planning for and implementing EF 7 activities:

- Upon request, EF 7 provides the resource support needed to maintain the response capacity of response partners.
- Equipment and supplies are provided from current stocks or, if necessary, from commercial sources, using locally available sources when possible. EF 7 does not stockpile supplies.
- During response operations, acquisition of these resources may be supported by preexisting memorandums of understanding, memorandums of agreement, and interagency agreements and contracts.
- Resource management consists of providing assistance to each other as well as nongovernmental and private-sector response efforts in the form of:
 - Emergency relief supplies
 - Facility space
 - Office equipment and supplies
 - Telecommunications support
 - Contracting assistance
 - Transportation services
 - Personnel required to support immediate response activities
 - Support for requirements not specifically identified in other EFs, including excess and surplus property
 - Equipment and supplies are provided from current stocks or, if necessary, from commercial sources, using locally available sources when possible. EF 7 does not stockpile supplies.

2.2 Assumptions

EF 7 is based on the following planning assumptions:

- Local partners will exhaust local and mutual aid resource support mechanisms prior to requesting support from the County and State. A request may be issued if exhaustion of local resources is imminent.
- Normal forms of communications may be severely interrupted during the early phases of an emergency or disaster.
- Transportation to affected areas may be cut off due to weather conditions or damage to roads, bridges, airports, and other transportation means.
- Donated goods and supplies will be managed and utilized as necessary.
- The management and logistics of resource support is highly situational and requires flexibility and adaptability.
- Local governments will expend resources and implement mutual aid agreements under their own authorities.

3 Roles and Responsibilities

See Appendix B for a checklist of responsibilities by phase of emergency management.

4 Concept of Operations

4.1 General

Efficient resource management is one of the pre-requisites for effective incident management. This includes knowing: 1) what resources are available and their capabilities and/or inventory; 2) how to access those resources; 3) how to allocate resources to satisfy incident priorities; and 4) anticipating what resources are or may become critical during an incident.

Initial resource requirements will be met using locally owned, contracted, and mutual aid resources. Resources are normally obtained and used in the following sequence:

1. Resources owned or employed by local government.
2. Mutual aid agreements.
3. Contractors, commercial sources, and private industry.
4. Volunteer groups or agencies.
5. State resources.
6. Federal resources.

4.2 Resource Allocation Priorities

The resource prioritization concept is to “do the most good for the most people” in order to alleviate disaster impacts on residents and public entities.

During emergencies, resources are allocated according to the following priorities:

1. Preserving life.
2. Stabilizing the incident/containing the hazard.
3. Protecting critical infrastructure, property, and the environment.

4.3 Mutual Aid

Day-to-day incident response agencies (fire, law enforcement, emergency medical services) have pre-coordinated mutual aid agreements embodied in dispatch protocols. When an on-scene response agency needs additional resources, they simply request them through dispatch and assume automatic approval to the extent that the protocols allow. Mutual aid is an important component of incident resource management and can take several forms, outlined in the following sections.

4.3.1 Automatic Mutual Aid

Automatic Mutual Aid provides for the immediate mobilization of response resources (fire, law enforcement, emergency medical services) via pre-coordinated agreements. These agreements allow of the automatic mobilization of resources without a formal request from responders. Automatic mutual aid is normally discipline-specific and has no provision for reimbursement of lender expenses.

4.4 Emergency Operations Center Resource Management

All four Emergency Operations Center (EOC) sections (Operations, Planning, Logistics, and Finance) collaborate on managing incident resources.

- The Operations Section identifies resource needs and directs staging and deployment of assigned resources.
- The Planning Section helps Operations anticipate resource needs and tracks available resource status and capabilities.
- The Logistics Section, in collaboration with Operations, confirms resource needs and coordinates acquisition, reception, and allocation. Logistics also manages volunteer resources and is the point of contact for donations management.
- The Finance Section coordinates funding sources and tracks costs; negotiates emergency contracts/agreements using emergency procurement procedures; and advises EOC Command regarding the ongoing financial impact of the emergency.

4.5 Access and Functional Needs Populations

Provision of resource support-related activities will take into account populations with access and functional needs. The needs of children and adults who experience access and functional needs shall be identified and planned for as directed by policy makers and according to state and federal regulations and guidance.

4.6 Coordination with Other EFs

The following EFs support resource support-related activities:

- **EF 17 – Volunteers and Donations Management.** Coordinate provision of donated goods and services.

5 Annex Development and Maintenance

County OES will be responsible for coordinating regular review and maintenance of this annex. Each primary and supporting agency will be responsible for developing plans and procedures that address assigned tasks.

6 Appendices

- Appendix A – EF 7 Resources
- Appendix B – Roles and Responsibilities

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Appendix A EF 7 Resources

The following resources provide additional information regarding EF 7 resource support–related issues at the local, state, and federal level:

City

- None at this time

County

- None at this time

State

- California Emergency Plan, EF 7 Annex

Federal

- National Response Framework
- NIMS Resource Typing Guides

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Appendix B Roles and Responsibilities

The following checklist identifies key roles and responsibilities for EF 7 – Resource Support. It is broken out by phase of emergency management to inform tasked agencies of what activities they might be expected to perform before, during, and after an emergency to support the Resource Support function. All tasked agencies should maintain agency-specific plans and procedures that allow them to effectively accomplish these tasks.

Preparedness

Preparedness activities take place **before** an emergency occurs and include plans or preparations made to save lives and help response and recovery operations. Preparedness roles and responsibilities for EF 7 include the following:

- ☐ Participate in EF 7–related trainings and exercises as appropriate.
- ☐ Develop plans, procedures, and protocols for resource management in accordance with the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS), and include pre-positioning of resources to efficiently and effectively respond to an event.
- ☐ Establish plans and systems for resource identification, typing, and inventorying.
- ☐ Establish plans and systems for acquiring and ordering resources, including contingency contracts.
- ☐ Establish plans and systems for mobilizing and allocating resources.
- ☐ Establish plans and systems for resource recovery and reimbursement.
- ☐ Establish plans and procedures for coordinating with nongovernmental and private-sector organizations to obtain resources.
- ☐ Develop and maintain inventories of local and partner resources available to assist in emergency response.
- ☐ Develop plans for the establishment of logistic staging areas for internal and external response personnel, equipment, and supplies.
- ☐ Estimate logistical requirements (e.g., personnel, supplies and equipment, facilities, and communications) during the planning process and through exercise.
- ☐ Participate in exercises and training to validate this annex and supporting plans and procedures.
- ☐ Ensure that all EF 7 personnel are trained in their responsibilities according to departmental plans and procedures.

Response

Response activities take place **during** an emergency and include actions taken to save lives and prevent further property damage in an emergency situation. Response roles and responsibilities for EF 7 include the following:

- ☐ Provide situational updates to the EOC as required to maintain situational awareness and establish a common operating picture.
- ☐ Provide a representative to the EOC, when requested, to support EF 7 activities.

- ☐ Establish communication between the EOC and response agencies to determine the resources needed to support incident response and operations.
- ☐ Identify internal, jurisdiction-specific resources available to support response and recovery operations.
- ☐ Make a determination regarding the need for additional external resources and the implementation of a critical resource logistics and distribution plan.
- ☐ Provide logistical support for the operation and requests of the Incident Commander and EOC.
- ☐ Coordinate distribution of stockpile assets.
- ☐ Coordinate the handling and transporting of affected persons requiring assistance.
- ☐ Provide and coordinate the use of emergency power generation services at critical facilities.
- ☐ Identify and negotiate leases for emergency facilities to house local agencies displaced by a disaster.

Recovery

Recovery activities take place **after** an emergency occurs and include actions to return to a normal or an even safer situation following an emergency. Recovery roles and responsibilities for EF 7 include the following:

- ☐ Demobilize response activities.
- ☐ Maintain incident documentation to support public and individual assistance processes.
- ☐ Continue to render support when and where required as long as emergency conditions exist.
- ☐ Recover all deployed resources that are salvageable.
- ☐ Return resources to their issuing locations.
- ☐ Account for all resource use and expenditures.
- ☐ Use established regulations and policies to deal with resources that require special handling and disposition, such as biological waste, contaminated supplies, debris, and equipment.
- ☐ Prioritize the repair and restoration of infrastructure so that essential services may be given first priority.
- ☐ Ensure that all agencies involved in the recovery effort perform detailed cost accounting in the event of a declared disaster and that there is a potential for federal and State assistance.
- ☐ Coordinate and conduct a post-disaster situation analysis to review and determine the effectiveness of the pre-established tasks, responsibilities, reporting procedures/ guidelines, and formats to document any crucial lessons learned and revise plans as needed for future events.

Mitigation

Mitigation activities take place **before and after** an emergency occurs and include activities that prevent an emergency, reduce the chance of an emergency happening, or reduce the damaging effects of unavoidable emergencies. Mitigation roles and responsibilities for EF 7 include the following:

- ☐ Participate in the hazard/vulnerability identification and analysis process.
- ☐ Take steps to correct deficiencies identified during the hazard/vulnerability identification and analysis process as appropriate.
- ☐ Develop internal Continuation of Operations Plans to identify resource needs and resources that can be provided to local agencies during response and recovery phases of an emergency or disaster event.
- ☐ A Continuity of Operations plan for internal and external resources should include, but is not limited to, the following:
 - Identify essential personnel and staffing for internal and external support requirements.
 - Identify emergency supplies needed for personnel.
 - Identify essential records, equipment, and office supply needs.
 - Identify essential office space requirements.
 - Identify additional transportation requirements in support of an emergency or disaster.

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