
RESOURCES

EMERGENCY SUPPORT FUNCTION 7 (ESF 7)

PRIMARY AGENCY: Lake County Fiscal and Administrative Services
Department, Procurement Services Section

SUPPORT AGENCIES: All Lake County Departments
Lake County Attorney's Office
Lake County Clerk of the Courts, Finance

I. INTRODUCTION

A. Purpose

1. A disaster can occur at any time and will require resources – material, human and fiscal - for response and recovery. While this plan is written primarily for catastrophic emergencies such as hurricanes, tornadoes and other natural disasters, it will also apply to all other disasters such as chemical spills, fires, and man-made disasters, etc.
2. An emergency could be of such severity and magnitude as to be beyond the capability of the County and local municipalities and may require the response and recovery assistance of State and Federal agencies to supplement local efforts to save lives and property. A major disaster will have an immediate impact on local and state resources and the shortages of vitally needed supplies must be procured and provided to the affected areas.

B. Planning Assumptions

1. Sustained logistics operations will be required to support emergency response and recovery efforts in any major disaster or emergency.
2. In a major or catastrophic emergency, all pertinent local resources will be committed to emergency operations.
3. Many of the resources needed by response and recovery operations will need to be acquired from sources other than County and local agencies.

4. Reception of resources will require strategic in-County reception and staging areas.
5. Joint coordination of resources with municipalities, critical facilities, County ESF's and other government agencies will be required.
6. Resources outside the affected area will be directed to fulfill the needs of the County and local governments.
7. Some resources of the state and local governments may not be available in the impacted area due to the damage caused by the disaster.
8. Resource support required to save lives will receive a first priority.
9. The massive demand for resources during a declared state of local emergency in connection with a major or catastrophic emergency will cause the suspension of normal purchasing procedures, and the implementation of emergency procurement actions in accordance with this plan.

II. MISSION

Emergency Support Function 7, Resource Support is responsible for providing direct and active logistical management and resource support to all emergency support functions in response and recovery operations to include emergency relief supplies, facilities, equipment, office supplies, contracting services, and all other resources that may be required beyond normal department assets. Support includes, but is not limited to:

- A. Maintaining inventories of critical resources available locally.
- B. Locating and identifying necessary logistical support and resources.
- C. Locating and leasing, when necessary, required depot and distribution facilities.
- D. Coordinating State and Federal resource procurement.
- E. Negotiating contracts for support of emergency actions.
- F. Providing requested resources to all other emergency support functions and other agencies active in emergency response.

III. RESPONSIBILITIES**A. Lead Agency – Procurement Services Section**

1. Coordinate the overall ESF 7 Resource Support mission to locate and purchase equipment, supplies, and services for disaster response and recovery operations, when these resources are not available from local, county, state, or federal sources in the time necessary to save lives or ease human suffering.
2. Provide the staff to work the ESF 7 Primary and Secondary positions in the County EOC 24 hours a day during activation.
3. Provide backup staff from Procurement Services to assist the County EOC ESF 7 staff in their mission.
4. Coordinate with other County Agencies to maintain “current resource listings” of County equipment and supplies available in their agency.

B. Support Agencies**1. County Finance**

- a) Establish a cash reserve to pay employees and vendors when warning is received of an imminent disaster impact upon the County, and the action is requested by the ESF 7 Coordinator.
- b) Develop procedures for paying vendors who require cash for their product or services during the disaster recovery phase until such time that normal purchase order and payment activities can be resumed.

2. County Departments

- a) Provide necessary technical specifications for contracts during the disaster recovery phase.
- b) Provide Inspectors to monitor recovery contracts during the disaster recovery phase.

3. County Attorney’s Office

- a) Prepare contracts for immediate activation during the response phase of a major emergency or disaster.

- b) Monitor contracts and contractor performance by performing unannounced site inspections during the disaster recovery period.

IV. CONCEPT OF OPERATIONS

A. General

1. The Lead Agency will staff the ESF 7 Resource Support position during any activation as required or directed by the Lake County Emergency Management Division Manager. During a County EOC activation, the primary purpose of ESF 7 is to locate and obtain resources that are needed in an emergency event over and above current county and municipal assets.
2. The location and obtaining of needed emergency resources will be accomplished by the Lead Agency through the use of all resources necessary.
3. The primary source of equipment, supplies, and personnel (beyond current county and local assets) shall be from other counties (outside the impacted area), state and federal resources when possible. Resources that cannot be obtained from these sources will be procured through commercial sources.

B. Organization

1. Lead Agency

- a) Lake County Procurement Services is designated as the Lead Agency for this Emergency Support Function and will coordinate all the activities of this ESF. Procurement Services will provide the personnel to staff ESF 7 positions in the County EOC (24 hours a day if necessary).
- b) The ESF 7 Coordinator will also serve as the liaison with the State and FEMA ESF 7 Coordinators, with other agencies, and with other EOC ESF Coordinators regarding procurement of emergency resource needs.

2. Support Agencies

Support Agencies (see page 1) will fulfill their responsibilities as identified in Section III. Internal organization of individual Support

Agencies or changes necessary to meet their accepted responsibilities are their determination.

3. Integration with State Agencies

Lake County's ESF 7 Resource Support activities are integrated with State Agencies through the County ESF 7 Coordinator's liaison with the State ESF 7 Coordinator.

C. Response Actions

1. Initial Actions

a) Lead Agency

- (1) Review and conduct refresher training on the ESF 7, emergency purchasing procedures, and County EOC Standard Operating Procedures.
- (2) Update the Support Agencies on the emergency and check on their readiness to support ESF 7 operations.
- (3) Obtain and verify inventories of critical equipment, personnel, and material resources needed for emergency operations.
- (4) Coordinate with other ESFs to identify immediate or anticipated resource needs.
- (5) Advise the Lake County Emergency Management Division Manager and County EOC staff when the requested ESF 7 functions are operational.
- (6) Contact the State ESF 7 Coordinator and provide information on any current or anticipated resource problems.

b) Support Agencies

- (1) County Finance
 - (a) If requested, obtain the necessary funds for the "Cash Reserve" needed to pay employees and vendors in the immediate aftermath of major emergency or disaster.

- (b) Review procedures for cash payments to employees and vendors with staff personnel and prepare to implement the procedures if required by the emergency or disaster impact.
- (2) County Departments
 - (a) Activate established or new contracts to help open County transportation routes for emergency crews.

2. Continuing Actions

a) Lead Agency

- (1) Staff the ESF 7 positions in the County EOC 24 hours a day or as requested by the Emergency Management Division Manager.
- (2) Insure that the Support Agencies are staffed as required to support ESF 7 operations.
- (3) Assess priorities as needed to address the most critical resource needs and develop strategies to meet them.
- (4) Track resources and costs for resources obtained by ESF 7 and committed to specific emergency/disaster operations for reimbursement purpose.

b) Support Agencies

- (1) County Finance
 - (a) Maintain security and adequacy of cash reserves.
 - (b) Make employee payroll and vendor payments in cash if the emergency event has disrupted normal operations.
- (2) County Departments
 - (a) Provide Inspectors to help monitor contracts.

(3) Contracts Administration

- (a) Coordinate with ESF 7 staff in procuring additional contractors and contracts.

D. Recovery Actions

1. Initial Actions

a) Lead Agency

- 1) Staff the ESF 7 positions in the County EOC 24 hours a day or as requested by the Emergency Management Division Manager.
- 2) Coordinate resolution of all emergency resource requests from other County ESFs through mutual aid from other Counties, through the State EOC for State and Federal resources, and through commercial procurement (when other sources are not timely or sufficient for the emergency need).
- 3) Insure that all ESF 7 personnel are provided with time off to see to personal or family needs generated by the disaster event, and that adequate staff rotation schedules are established to avoid "individual burn out."
- 4) Advise ESF 14 and 15 of County resource needs so that the information can be made public for possible receipt through volunteers and/or donations.

b) Support Agencies

(1) County Finance

- (a) Continue to maintain security and adequacy of cash reserves to meet the County's emergency needs.
- (b) Continue to make employee payroll and vendor payments in cash until normal payroll and vendor payment procedures can be re-established.

- (2) Construction Engineering Services
 - (a) Insure that the office facility and staff are prepared to provide technical specifications for repair contracts.
 - (b) Provide Inspectors to help monitor contracts.
- (3) Contracts Administration
 - (a) Help monitor contract performance implemented in the early recovery phase.

2. **Continuing Actions**

a) Lead Agency

- (1) Continue to staff the ESF 7 positions in the County EOC (or other designated location) 24 hours a day or as requested by the Emergency Management Division Manager.
- (2) Coordinate procurement of the resources needed to assist in recovery activities.
- (3) Insure adequate staff rotation to avoid “individual burn out” and provide time to meet essential personal needs.
- (4) The ESF 7 Coordinator will continue work with the “Recovery Group” and other ESF Leads to evaluate and determine the County’s long-term resource needs during the “recovery” period.
- (5) Ascertain when the County EOC operations will be phased out and what location and hours of operation will be needed to continue the ESF 7 functions.

b) Support Agencies

- (1) County Finance
 - (a) Coordinate with County Banks to re-establish electronic deposit of County employee earnings as soon as possible.

- (b) Re-establish normal purchase and payment procedures for vendors as soon as banking and other disaster related problems permit.
 - (c) Continue cash payments for the employee payroll and vendor purchases until normal operations for those areas can be achieved
- (2) Contracts Administration
- (a) Assist in the monitoring of contractor performance on disaster related contracts.

E. Coordination

1. EOC

- a) All Support Agencies will coordinate any operational activities relating to their accepted emergency responsibilities with the ESF 7 Coordinator at the EOC.
- b) Other County Emergency Support Functions will coordinate their emergency/disaster resource requirements with the ESF 7 Coordinator when their current operational assets cannot meet mission demands.

2. Municipalities

Municipal resource support will be coordinated through their County EOC Liaison directly with the responsible County ESF. The responsible County ESF will coordinate with the ESF 7 Coordinator for procurement of resource needs beyond their current assets.

3. Others

Other Agencies requiring disaster related resource support will coordinate their needs directly with the County ESF responsible for that resource support. The primary ESF will then coordinate with ESF 7 for procurement of resources beyond their assets.

V. ADMINISTRATION AND LOGISTICS

A. Staffing Requirements and Responsibilities

1. Staffing requirements will vary for ESF 7 and Support Agencies, depending on the scope and severity of the disaster event. Staff needs beyond each agency's available personnel will be resolved through hiring temporary emergency personnel, mutual aid personnel assistance from non-affected counties, or referral to the State EOC for resolution.
2. Each agency providing staff to assigned ESF 7 functions will be responsible for:
 - a) Maintaining current roster with telephone numbers and addresses of all personnel assigned to ESF 7 functions for notification/recall for disaster duty.
 - b) Providing administrative support for the function their staff is operating.
 - c) Insuring that work hours (regular and overtime) and other administrative reports are coordinated and submitted for their personnel who are in field assignments supporting ESF 7 activities.
 - d) Coordinating with the Lead Agency to accomplish required staff training for disaster duties and assisting with the pre-packaging of disaster forms, equipment, and supplies needed to perform their functions.

B. Resource Requirements and Responsibilities

1. Each agency supporting an ESF 7 function is responsible for providing resource support (supplies and equipment) needed by their personnel to operate that function.
2. Resource support that an agency is not able to provide for the function they are supporting will be requested from the County EOC through the ESF 7 Coordinator.

C. Operational Reports

1. Situation Reports (SITREPS) will be submitted daily or as needed and directed by the Lake County Emergency Management Division Manager. All SITREPS will be submitted by the ESF 7 Coordinator to the ESF 5 Coordinator for consolidation and inclusion in the County SITREP to the State EOC.

2. Support Agencies will provide daily “status reports” on their support of their assigned ESF 7 functions to include any anticipated problems or deficiencies in supporting the mission.

D. Financial Management

1. Each Support Agency involved with ESF 7 support will draw upon their own financial resources as needed to support their responsibilities in the disaster operation.
2. Financial deficiencies (like all others) will be reported to the County EOC through the ESF 7 Coordinator.
3. Each agency will keep an exact accounting of all expenditures to include funds and materials consumed as well as personnel, equipment, and facility costs. These disaster expenditures will be reported to the County EOC through the ESF 7 Coordinator. Depending on the expenditure and the phase of disaster operations involved, many of the costs will be reimbursable from federal disaster funds if there is a Presidential Disaster Declaration.

VI. COMMUNICATIONS

A. EOC Staffing

Procurement Services as the lead agency for the ESF 7 Resource Support Annex, will staff the ESF 7 Coordinators position in the County EOC whenever notified/requested by the Lake County Emergency Management Division Manager (or designated staff). The ESF 7 County EOC position will be staffed with a minimum of one (1) person – maximum of two (2), depending on the workload – 24 hours a day or as needed.

B. Primary Communication System

Commercial telephone lines will be the primary communication method between the ESF 7 Coordinator at the County EOC, the ESF 7 Support Agencies activated, and commercial sources for the disaster resources needed.

C. Secondary Communication System

Cellular telephones (if the systems are operational) will be used as the secondary means of communication between the ESF 7 Coordinator, ESF 7 Support Agencies, and commercial sources of disaster resources. The Emergency Satellite Communications System (EMNET), the County’s Public Safety radios system will be used to communicate with other

counties and the State EOC when the commercial and cellular telephones are not functional.

D. Contingency Communications

Couriers will be used to carry “hard copy” communications between the ESF 7 Coordinator at the County EOC and the ESF 7 Support Agencies if all other means of communication have failed. The ESF 7 function may be forced to relocate to another site where commercial or cellular telephone communications are available to commercial sources, and communicate with the County EOC by County radio or by courier “hard copy” documentation.