

## EMERGENCY SUPPORT FUNCTION 7

### LOGISTICS-RESOURCE SUPPORT

**ICS FUNCTION: LOGISTICS**

**PRIMARY AGENCY:** Finance

**SUPPORT AGENCIES:** Public Works  
Island Transit  
School Districts  
City/Town Maintenance Departments  
American Red Cross  
Volunteer Organizations

State:  
Department of Transportation  
Emergency Management Division  
Washington State Patrol  
Parks and Recreation Commission

#### I. INTRODUCTION

##### A. Purpose

The purpose of this Emergency Support Function (ESF) is to provide resource support following an emergency or disaster.

##### B. Scope

Resource support is triggered when the County has exhausted its supplies and capacity for the provision of services, personnel and commodities during the response and recovery phases of an emergency or disaster. This may include emergency relief supplies, communications and computer equipment, office supplies, facilities, transportation services, and personnel required to support emergency activities.

The EOC Logistics Section's role is to coordinate the acquisition of resources deemed necessary by the EOC Operations Section.

#### II. POLICIES

The Logistics Section, County departments, and other supporting agencies will operate under existing authorities and regulations.

### **III. SITUATION**

#### **A. Emergency/Disaster Conditions and Hazards**

A significant emergency or disaster will severely damage and may limit access to the resources through the normal means of supply and transportation.

See the Island County *Comprehensive Emergency Management Plan* (CEMP) – Basic Plan and the *Hazard Identification and Vulnerability Assessment* (HIVA).

#### **B. Planning Assumptions**

1. The County’s ability to support a response to an emergency or disaster will be severely impacted.
2. All forms of communications may be severely interrupted during the early phases of an emergency or disaster.
3. Transportation outside and within the County may be interrupted due to damage to roads, bridges, and ferry terminals.
4. Following an emergency or disaster, there may be a need to provide resources, goods, and services to the affected areas of the County.
5. Resource support to an emergency or disaster is very expensive and must be closely controlled.
6. The County has little emergency or contingency funding to support logistic purchase outside of the normal budget and no central procurement department or staff.
7. The County will expend all available resources prior to seeking assistance through the Washington State Emergency Operation Center (EOC), and ESF 7.

## **IV. CONCEPT OF OPERATIONS**

### **A. General**

This ESF will be implemented upon notification of an impending or occurring major emergency or disaster. Implementation of this ESF will necessitate a declaration of emergency to suspend normal procurement processes.

### **B. Organization**

1. The Logistics Chief in the County EOC will coordinate and direct this ESF.
2. The Logistics Section is responsible for coordinating the management and logistical support of donated goods, services and funds as part of ESF 7.

### **C. Procedures**

1. All resource requests will be received and processed through the EOC.
2. Existing agency procedures for purchasing during an emergency or disaster will be followed in accordance with RCW 43.19.200.

### **E. Preparedness Activities**

1. The Director, Island County Department of Emergency Management (IC DEM) will:
  - a. Plans and participates in emergency management training, drills, and exercises as necessary.
  - b. Develops procedures to expedite emergency leasing and utilization of state-owned or state-leased facilities in emergency circumstances.
2. County Departments and Support Agencies:
  - a. Participate in emergency management training, drills, and exercises.
  - b. Identify, develop, and prioritize an inventory list for essential agency resource requirements (business

resumption, other ESF roles, and resources available to ESF 7) in an emergency or disaster.

**F. Response Activities**

1. IC DEM

- a. Staff the EOC Logistics Section Chief position.
- b. Ensure resource requests are logged into the Logistics Section. Any acquisition made by ESF 7 will be coded for later payment as designated by the Logistics Section Chief.
- c. Utilize internal resources that may be available in a declared emergency. These include:
  - 1. Motor Pool vehicles,
  - 2. Limited trucking capacity,
  - 3. Expertise to assist in coordination of donated goods.
  - 4. Expertise on acquisition of goods and services.

**Out of scope for ESF 7:**

**Funding Emergency Acquisitions.** *Any order for resources placed with the EOC Logistics Section that cannot be filled with existing County resources must have a funding mechanism at the time the order is placed.*

2. County Departments and Support Agencies

As requested by the Logistics Section of the EOC, provide supplemental resources to assist in the response phase of emergency or disaster operations.

- a. Public Works  
  
May makes park facilities available for emergency or disaster operations.
- b. Island County Sheriff  
  
Provide road closure information and security for resource movement.
- c. Washington DOT

- (1) Provides information regarding road closures and accessibility to and from disaster area(s).
- (2) Provides transportation route evaluation and resources.
- (3) Provides requested transportation for emergency personnel, supplies and equipment, when available.
- (4) Provides heavy equipment (bulldozers, trucks, etc.) when requested and as available.

d. Island County Public Health Department

Makes available and provides resource support services, personnel, equipment, technical support services, information, and advisory assistance to local jurisdictions as requested.

e. Island County Chapter, American Red Cross, Volunteer Organizations and Private Sector

Provide resources to local jurisdictions to assist in the response and recovery phases of emergency or disaster operations.

**G.** Recovery Activities

1. Director, DEM

- a. Continue to support response and recovery transition activities, as required.
- b. Follow appropriate policies and procedures in completing required documentation to justify emergency services, purchases, or expenditures. Insure correct cost coding for any facilities, goods or services obtained by ESF 7 staff from private sector providers.
- c. Revise procedures based on lessons learned from the emergency or disaster.

2. County Departments and Support Agencies

- a. Continue to support response and recovery transition activities, as required.

- b. Revise procedures based on lessons learned from the emergency or disaster.

**V. RESPONSIBILITIES**

**A. County EOC Logistics Section**

- 1. Coordinates required resource support.
- 2. Maintain lists and contact information for facilities, goods and services provision in a variety of media and locations.

**B. County Departments and Support Agencies**

- 1. Support internal agency resource requirements in an emergency or disaster.
- 2. Support any ESF for which the given agency may have primary responsibility.

**VI. RESOURCE REQUIREMENTS**

**A.** Resources required by this ESF will be established in coordination with support agencies.

**B.** Resources will be taken from current state stock first, then from commercial vendors.

**VII. REFERENCES**

**A.** RCW 43.19.200

**B.** Island County CEMP, Edition 2, 2009