

EMERGENCY SUPPORT FUNCTION # 7 - RESOURCE SUPPORT**PRIMARY**

ESF 7 Coordinator – Henderson County Emergency Management - Resource Coordinator

LOCAL SUPPORT:

Henderson City or County Chief Elected Officials
Henderson County Road Department
Henderson City Public Works
Henderson County Health Department
Henderson County Law Enforcement

LOCAL RESOURCES:

Henderson County Fiscal Court County Finance Officer
Henderson County Board of Education
GRITS
Henderson County Road Department
Henderson City Public Works
Kenergy Coop.
Kentucky Utilities
Henderson Municipal Power & Light
Henderson City Water and Sewer
Henderson City Gas Department
ATMOS Gas
Texas Gas
Henderson County Water District
American Red Cross, Cardinal Chapter
Henderson Center of Hope – Salvation Army
Henderson County Sheriff's Department
Henderson City Police
Henderson City/County EMS
Henderson County Health Department
Hazex Construction
Wal-Mart
Lowe's

STATE RESOURCES:

Kentucky Division of Emergency Management
Public Service Commission
Volunteer Organizations Active in Disaster
US Army Corps of Engineers

National Guard

FEDERAL RESOURCES:

FEMA

US Army Corps of Engineers

PURPOSE

The purpose of this document is to establish the basic roles, assign responsibilities, and provide logistical and resource support following an incident, for Emergency Support Function 7 – Resource Support (ESF 7). Ref: FEMA 501-4 Resource Management

SITUATIONS AND ASSUMPTIONS

- The County is responsible for identifying, procuring, distributing, sustaining, coordinating, and tracking resources, to include certain capabilities and skills, necessary to cope with hazards posing a threat to the County.
- The County is vulnerable to a wide range of natural and manmade events that will quickly deplete the resources of local response agencies and require the mobilization, staging, deployment and demobilization of emergency resources from state, federal, non-governmental and/or private sources.
- The County's support of the response to the incident may be severely impacted (loss of transportation, loss of communications, loss of resources, etc.). The County will endeavor to make every reasonable effort to respond based on the situation, information, and resources available at the time of the incident.
- County events that do not require direct State assistance with emergency resource management, but require resources above and beyond standard agency to agency mutual aid agreements will be supported in accordance with the guidance as established in the Commonwealth of Kentucky Statewide Emergency Management Mutual Aid and Assistance Agreement.
- During a catastrophic incident, the Chief Elected Official(s) may determine that it is necessary to control the production, distribution, allocation, conservation and use of the basic resources (human resources, goods, services and related facilities) which are available to the county and/or city by authority of KRS39A.100 (2) a-e, specifically d & e.

- The Governor has the authority to prohibit or limit the sale or consumption of goods or commodities for the duration of the incident, through the provisions of KRS 39A.100 (1) (h).
- Fundamental resources such as water, food, first aid, shelter and sanitation supplies, fuels and hand tools may be needed.
- Under normal circumstances, required resources will be available within the County to meet emergency operations needs for small-scale emergencies.
- A large scale emergency may result in the loss of local resources; or quickly exhaust local resources, requiring outside assistance from surrounding local, State or Federal governments.
- There may be delays in all normal services such as police, fire, EMS, public works, transportation and utilities response due to damage to facilities, equipment, and shortages of personnel.
- Required resources may be available, but due to damaged facilities or damage or disrupted transportation and highway infrastructure, may not be accessible.
- If the resources are not available within the County, the County will seek outside assistance through the Kentucky Division of Emergency Management State EOC.

MISSION

The Mission of ESF 7 is to provide resource support consisting of emergency relief supplies, telecommunications, transportation services, security services and personnel to support immediate response activities.

DIRECTION AND CONTROL

The coordination of county-wide emergency resource requests will be directed and controlled through the County Emergency Operations Center (EOC).

The ESF 7 Coordinator will manage the assignment and tracking of resources from County, Non-Governmental and Private agencies in support of both internal and external emergency response and recovery operations by establishing a Logistics Section and reporting the status of those resources on a regular basis in accordance with standard reporting protocols as established in the County Emergency Operations Plan and EOC Standard Operating Procedures.

CONCEPT OF OPERATIONS

Phases of Management

Preparedness

- Review and update disaster procedures as they relate to ESF 7 activities.
- Prepare and maintain lists of available essential supplies and equipment – resource typing (see FEMA 501-4).
- Determine additional supplies and equipment required for conducting essential operations, i.e., food, fuel, batteries, tires, etc.
- Prepare SOPs and maintain current list of personnel, materials and their locations needed to accomplish their assigned responsibilities.
- Develop contingency plans for the personnel of their department, agency or organization to insure their safety and the continuity of the functions of the department, agency or organization. (COOP Plans)
- Develop plans for personnel of the department, agency or organization to report their location and availability for duty. (COOP Plans)
- Develop plans for the resumption of the departmental or organizational functions with a minimum of disruption, including relocation of the department, agency or organization, if required. (COOP Plans)
- Ensure that administrative and accounting procedures are in place to document actions taken and all costs incurred during emergency operations.
- Agencies will ensure their representatives to ESF 7 are properly trained and exercised on the plans and procedures relating to their work.

Response

- Activate ESF 7 when requested by the Chief Elected Official or designee.
- The ESF 7 Coordinator will provide resource support to affected areas and operational support needed to establish a response capacity.
- The ESF 7 Coordinator will implement the Commonwealth of Kentucky Statewide Emergency Management Mutual Aid and Assistance Agreement.

Recovery

- Provide ESF 7 coordination and support as required for Recovery Operations.
- Conduct internal After Action Reviews and document lessons learned and recommendations for improvement of Emergency Operations Plans, Procedures and Guidelines.
- Upon being advised that an order to end recovery operations may be forthcoming, prepare to discontinue operations.
- Upon the end of recovery operations, survey the organization for cost of preparing for and conducting operations.
- Critique operations for updating plan and standard operating procedures.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The ESF 7 Coordinator will identify and coordinate local, state and federal agencies to restore resource support for the County.

GENERAL ORGANIZATION RESPONSIBILITIES

Operational control remains the same during emergency situations as during normal activities; however, operations may require 24-hour coverage, and a central point of overall coordination. The ESF 7 Coordinator must be prepared to assist in lengthy operations that start in response and continue through recovery and involve clean up activities and return of resources.

SPECIFIC KEY POSITION RESPONSIBILITIES**Primary – The ESF 7 Coordinator:**

- Is responsible for developing and maintaining Standard Operating Procedures for ESF 7.
- Will maintain current inventories of County resources that may be used for emergency operations including type, quantities, and location.
- Will provide support in determining and acquiring equipment and supplies needed in an incident through the Statewide Mutual Aid Agreement and/or other locally developed mutual aid agreements.
- Will coordinate resources to help meet requirements, including procurement personnel necessary to establish operations.

- If an emergency situation escalates to the point of requiring outside assistance, the ESF 7 Coordinator, in coordination with the County EOC, will serve as the single source of management for all incoming resources.
- Will identify faith-based and non-profit organizations that can assist with emergency resource support.
- All organizations requiring additional resources will send their requests to the ESF 7 Coordinator via the County EOC for processing.
- The County EOC will approve and prioritize all requests for outside assistance before being forward to the Kentucky Division Emergency Management State EOC.

Support

- All supporting agencies for this ESF will provide information and resources as required to ensure the proper functioning of ESF 7.
- Supporting Agencies will ensure their representatives to ESF 7 are properly trained and exercised on the plans and procedures relating to their work.
- Determine additional supplies and equipment required for conducting essential operations (i.e., food, water, fuel).
- Maintain financial/purchasing records of any/all expenditures used during the incident.
- Development of Agency SOPs to support ESF 7.

Specific Agency Duties:

Chief Elected Official's Office

- Authority to commit the jurisdiction's resources

Road Department

- Knowledge about the jurisdiction's road and utility infrastructure

Health Department

- Knowledge of local food and water resources

Law Enforcement

- Specialized personnel and equipment resources

REFERENCES

KRS 39A-G

The National Response Framework

The National Incident Management System

Kentucky Division of Emergency Management, State Emergency Operations Center,
Standard Operating Procedures

ESF 7 Standard Operating Procedures

FEMA 501-4 Resource Management

Commonwealth of Kentucky Statewide Emergency Management Mutual Aid and
Assistance Agreement