ESF-7 LOGISTICS MANAGEMENT AND RESOURCE SUPPORT

ESF Coordinator:
Office of the County Administrator
   Office of Emergency Management

Section:
Logistics
Finance and Administration
   Procurement Unit
Planning
   Resource Unit

Primary Agency:
Office of the County Administrator
   Office of Emergency Management

Support Agencies:
Amateur Radio Emergency Services
Combined Fire and Rescue System
Department of General Services
Department of Information Technology
Department of Finance and Procurement
Department of Parks, Recreation and
   Community Services
Loudoun County Sheriff's Office

Community Lifeline(s):
Safety and Security

INTRODUCTION

Purpose

Emergency Support Function (ESF)-7 Logistics Management and Resource Support provides guidance and direction regarding procurement, distribution, and delivery of supplies and other resources associated with the response to a significant event. In addition, ESF-7 directly supports the Emergency Operations Center (EOC) and all ancillary facilities.

Scope

ESF-7 Logistics Management and Resource Support is comprised of two distinct branches, the Service Branch and the Support Branch.

The Service Branch provides direct support to ensure that the EOC functions optimally during a significant event. Activities within the scope of ESF-7 Service Branch include: maintains the physical operation of the EOC; ensures voice and data communication systems within the EOC are operable; monitors critical network and applications systems; and provides human resources to perform administrative tasks.

The Support Branch ensures that essential incident support resources are coordinated and prioritized during a significant event. Activities within the scope of ESF-7 Support Branch include: monitors and reports resource status; acquires, allocates, and distributes supplies; assesses facility requirements; and manages resource transportation requirements. For the purpose of this document:

- ▸ Due to the complexity of this ESF, the Agency Roles and Responsibilities section will also include Support and Service Branch positions.

- ▸ Logistics management and resource support refers to, but is not limited to, the provision of personnel, facilities, services, and materials.

- ▸ Following demobilization, agencies are responsible for managing, maintaining, and storing their resources.

- ▸ Information regarding the coordination and management of compensation, claims, time, payroll, procurement, and risk management is contained in ESF-16 Finance and Administration.

- ▸ Information regarding the coordination, management, and deployment of volunteer resources is contained in the Spontaneous Volunteer Management Annex.

- ▸ Information regarding the coordination, management, and deployment of donated goods and services is contained in the Donations Management Annex.

Relevant Laws, Statutes, Plans, and Policies

- ▸ Loudoun County Emergency Operations Center Policies and Procedures Guide

- ▸ Code of Virginia, Title 44 Military and Emergency Laws, Chapter 3.2 Emergency Services and Disaster Laws

- ▸ Code of Virginia, Title 2.2 Administration of Government, Chapter 43 Virginia Public Procurement Act

- ▸ Emergency Management Assistance Compact (Public Law 104-321)

- ▸ Virginia Statewide Mutual Aid Agreement (Loudoun County Resolution adopted October 16, 2000)

- ▸ Code of Virginia, Title 15. 2, Chamber 13.1 Joint Aid Agreements by Localities

ESF Planning Assumptions

- ▸ All County agencies and departments will participate and engage as ordered by the Director of Emergency Management.

- ▸ Local and private resources will be strained during a significant event.

ESF Responsibilities

▶ Reports to and takes direction from the Logistics Section Chief.

▶ Provides informational updates to the Planning Section.

▶ Develops plans, policies, and procedures necessary to resolve logistics and resource management issues during the significant event.

▶ Documents information and actions related to logistics management and resource support missions and assignments.

▶ Utilizes current methods and procedures to process requests for assistance.

▶ Submits a detailed record of costs and expenditures to the Finance and Administration Section.

Agency Roles and Responsibilities

Office of Emergency Management (OEM)

▶ The agency recognized with ESF coordination. OEM is responsible for overall leadership and coordination associated with resource requests and collaborating with agencies and private partners to ensure needs are met. Emergency operational policies and procedures developed by OEM provide the framework for carrying out these activities.

▶ Ensures the EOC remains in a fully functional state.

EOC Unit

▶ Performs and/or coordinates EOC maintenance, sanitation, lighting, and other facility-related functions as assigned.

▶ Completes external tasks in direct support of the EOC operation.

▶ Coordinates with EOC Health and Wellness Officer to maintain food service areas to ensure compliance with all health and safety measures.

▶ Determines EOC food requirements and ensures scheduled delivery of meals.

Communications Unit

▶ Answers primary EOC telephone number and routes calls to appropriate ESFs.

▶ Operates, maintains, troubleshoots, and ensures repair of EOC communications equipment including County-owned radios, satellite telephones, and amateur radio components**.**

Information Technology Unit

- ▶ Maintains, troubleshoots, and ensures repair of EOC information technology equipment.

- ▶ Provides software and administrative support for critical EOC applications including WebEOC, Crisis Track, iCAM, and Everbridge.

- ▶ Monitors, maintains, troubleshoots, and ensures repair of essential County and public network components necessary for the delivery of information through Internet and Intranet connections, e-mail, and other critical services.

- ▶ Monitors, maintains, troubleshoots, and ensures repair of public safety and other mission-critical systems that host vital applications.

Administration Support Unit

- ▶ Provides general administrative support to the Management and Control Group.

- ▶ Maintains and manages the EOC check-in/check-out roster and distributes necessary access cards.

Facilities Unit

- ▶ Identifies and assigns maintenance, sanitation, lighting, and other support functions at ancillary facilities.

- ▶ Coordinates, analyzes, and makes recommendations for selection and utilization of incident support facilities based on requirements from ESFs.

Supplies Unit

- ▶ Acquires, allocates, and ensures distribution of incident support supplies and resources.

- ▶ Coordinates, opens, and staffs commodity distribution facility. Ensures supply chain consistency to distribute commodities to the public.

- ▶ Coordinates with Resource Unit to ensure the status of all incident support supplies and resources is documented.

- ▶ Coordinates with the Procurement Unit to ensure all incident support supply and resource purchase information is properly documented and maintains compliance with all applicable procurement laws, regulations, and policies.

Transportation Unit

- ▶ Coordinates, analyzes, and makes recommendations for selection and utilization of transportation resources based on requirements from ESFs.

- ▶ Supports fueling, maintenance, and repair of transportation resources.

- ▶ Coordinates with Resource Unit to ensure the status of all transportation resources is documented.

▶ Coordinates the receipt, prioritization, assignment and final disposition of transport missions for patients who require life sustaining medical treatments and medical personnel who perform life sustaining treatments during a significant event.

▶ Coordinates transportation for essential County personnel from the National Conference Center to an assigned County worksite.

Resources Unit (Planning Section)

▶ Establishes and maintains a system to track status of all EOC managed resources and coordinates with Logistics to ensure resource requirements are fulfilled.

Procurement Unit (Finance and Administration Section)

▶ Monitors and documents information regarding incident support supply and resource purchases.

▶ Ensures all purchases are compliant with applicable procurement laws, regulations, and policies.

Amateur Radio Emergency Services (ARES)

▶ Establishes, maintains, and operates redundant or alternative voice and data communications between the Emergency Operations Center (EOC) and the Virginia Emergency Operations Center (VEOC) and/or the EOC and ancillary facilities including evacuation shelters, points of dispensing, or staging sites.

Combined Fire and Rescue System (FR)

▶ Provides public safety communications personnel to operate various communications systems within the EOC.

▶ Assists in staffing the Supplies Unit with personnel familiar with procurement, supply delivery, and resource availability.

▶ Assists in staffing the Transportation Unit with personnel familiar with operating vehicles in dangerous conditions, prioritizing critical medical and non-medical transportation missions, and operating in a dynamic and fluid environment.

Department of General Services (DGS)

▶ Provides staffing for the Transportation Unit with personnel familiar with transportation resources and support processes.

▶ Provides staffing for the Facilities Unit with personnel familiar with facility inventory and support processes.

▶ Assists in staffing the Supplies Unit with personnel familiar with procurement, supply delivery, and resource availability.

Department of Information Technology (DIT)

▸ Serves as the agency with primary responsibility for monitoring, maintaining, and repairing critical network systems and equipment.

▸ Provides application support for critical EOC software.

Department of Finance and Procurement (DFP)

▸ Develops and maintains policies and procedures that allow for procurement of resources and logistical support during a significant event.

Loudoun County Sheriff's Office (LCSO)

▸ Provides public safety communications personnel to operate various communications systems within the EOC.

▸ Assists in staffing the Supplies Unit with personnel familiar with procurement, supply delivery, and resource availability.

▸ Assists in staffing the Transportation Unit with personnel familiar with operating vehicles in dangerous conditions, prioritizing critical medical and non-medical transportation missions, and operating in a dynamic and fluid environment.

Parks, Recreation and Community Services (PRCS)

▸ Assists in staffing the Supplies Unit with personnel familiar with procurement, supply delivery, and resource availability.

MISSIONS AND ASSIGNMENTS

Mission 1:   Monitors and reports resource status.

  Assignment 1-1:   Monitors, maintains, and updates information related to logistics management and resource support status.

  Assignment 1-2:   Considers future (in the subsequent 12 to 24-hour period) resource requirements and conveys to EOC leadership.

Mission 2:   Acquires, allocates, and distributes supplies.

  Assignment 2-1:   Coordinates acquisition, allocation, receipt, distribution, and storage of resources.

  Assignment 2-2:   Coordinates with the Resource Unit and Procurement Unit to ensure that all resources and purchases are accurately tracked.

Mission 3:   Coordinates the resources necessary to provide commodities during a significant event.

Assignment 3-1: Identifies, prioritizes, procures, and allocates available commodities (i.e. water, tarps).

Assignment 3-2: Considers future (in the subsequent 12 to 24-hour period) resource requirements and conveys to EOC leadership.

Mission 4: Opens and staffs physically accessible commodity distribution facilities/sites during a significant event.

Assignment 4-1: Assesses the need for commodity distribution facilities/sites and coordinates the appropriate activation.

Assignment 4-2: Manages, maintains, and operates the commodity distribution facilities.

Assignment 4-3: Provides timely updates to the EOC regarding the status of commodity distribution facility/site.

Mission 5: Distributes emergency relief items.

Assignment 5-1: Coordinates the distribution of essential resources to those impacted by a significant event.

Mission 6: Assesses facility requirements.

Assignment 6-1: Identifies suitable incident support facilities based on recommendations from ESFs.

Assignment 6-2: Identifies and assigns maintenance, sanitation, lighting, and other support functions at ancillary facilities.

Mission 7: Manages resource transportation requirements.

Assignment 7-1: Identifies suitable transportation resources based on requirements from ESFs.

Assignment 7-2: Manages and coordinates all transportation support services including fueling, maintenance, and repair.

Assignment 7-3: Coordinates with the Resource Unit to ensure that all resources are accurately tracked.

Mission 8: Maintains the physical operation of the EOC.

Assignment 8-1: Performs maintenance, sanitation, lighting, and other support functions in the EOC.

Assignment 8-2: Completes external tasks in direct support of the EOC

operation.

Assignment 8-3: Schedules delivery of meals and coordinates with the EOC Health and Wellness Officer to ensure compliance with all safe food handling requirements.

Mission 9: Operates voice and data communication systems within the EOC.

Assignment 9-1: Answers primary EOC telephone number and routes calls to appropriate ESFs.

Assignment 9-2: Operates and maintains all critical EOC communications systems including 800 MHz radios, telephones, and amateur radio components.

Mission 10: Monitors and repairs critical network and applications systems.

Assignment 10-1: Monitors, maintains, troubleshoots, and ensures repair of essential County and public network components necessary for the delivery of information through Internet and Intranet connections, e-mail, and other critical services.

Assignment 10-2: Monitors, maintains, troubleshoots, and ensures repair of public safety and other mission-critical systems that host vital applications.

Assignment 10-3: Repairs or replaces EOC technology equipment.

Assignment 10-4: Provides software and administrative support for critical EOC applications including WebEOC and Everbridge.

Mission 11: Provides human resources to perform administrative tasks.

Assignment 11-1: Provides general administrative support to the Management and Control Group.

Assignment 11-2: Maintains and manages the EOC check-in/check-out roster and distributes necessary access cards.

Safety and Security

1. Government Service (critical government facilities)

    ‣ Identify the status of critical government facilities.
    ‣ Determine impact to response operations and how they will improve if component is stabilized.
    ‣ Identify actions that must be taken to improve critical government facilities.
    ‣ Evaluate factors that may limit the ability to make improvements.
    ‣ Establish restoration timeline for critical government facilities.

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