

Emergency Support Function (ESF) #7 Logistics

Primary Agency/ESF Coordinator

City of Rolla Emergency Management Agency

Support Agencies:

City of Rolla Purchasing/Finance Department
City of Rolla Attorney
Phelps County Sheriff's Office
City of Rolla Police Department

I. PURPOSE

Emergency Support Function (ESF) #7 Logistics provides a comprehensive disaster logistics planning, management, and sustainment capability that organizes the resources of local logistics partners, key public and private stakeholders, and non-governmental organizations to meet the needs of disaster survivors and responders.

II. SCOPE

ESF #7 provides the operational framework for management of local resources. Activities within the scope of this function include:

- Comprehensive, local disaster logistics planning, management, and sustainment capability.
- Resource Support.

III. SITUATION AND PLANNING ASSUMPTIONS

A. Situation

1. WebEOC will be used to submit resource requests to the state.
2. Staging Area(s) will be identified to receive and pre-position commodities, equipment, and personnel for deployment.
3. Points of Distribution (POD) will be established to distribute commodities to disaster survivors.

B. Planning Assumptions

1. The initial emergency response will be dependent upon local public and private resources;
2. Adequate local resources do not exist to cope with a catastrophic incident;
3. Identified public and private sector resources will be available when needed for emergency response;
4. Necessary personnel and supplies will be available to support emergency resource response;
5. If local resources are depleted, assistance may be requested through SEMA;
6. City departments will use their own resources and equipment during incidents and will have control over the management of the resources as needed to respond to the situation;
7. The City of Rolla Emergency Management Director will initiate the commitment of resources from outside government with operational control being exercised by the on-site commander of the service requiring that resource; and
8. All resource expenditures will be recorded and maintained, following proper procedures.

IV. CONCEPT OF OPERATIONS

A. General

1. Each City department has the responsibility for managing its resources under their control. During large scale emergencies and disasters, ESF#7 may activate, and allow for a centralized approach in obtaining, tracking, storing, and deploying resources. This function will be administered from the EOC.
2. ESF #7 will identify sites and facilities that will be used to receive, process, and coordinate movement of resources, equipment, supplies, and other properties that will be sent to the disaster area. The necessary equipment, staff to track, package, load, and transport, communications, and security support to these facilities and sites will be provided by the County, City, State, Federal governments, volunteer organizations, and/or private security as required. This process must be closely coordinated with State and Federal emergency management officials, other local governments in the region, and the media.
3. The City of Rolla Emergency Management Agency will be responsible for securing and providing the necessary resource material and expertise in their respective areas, through public as well as private means, to efficiently and effectively perform duties in the event of an emergency. Resource lists will be developed and maintained that detail the kind, type, location, contact

arrangements, and acquisition procedures of the resources identified. Mutual aid agreements will be developed and maintained with adjacent jurisdictions, private industry, quasi-public groups, and volunteer groups, as appropriate, to facilitate the acquisition of emergency resources and assistance.

4. WebEOC is the online software tool for information sharing and resource request tracking during emergencies, disasters, significant events, and daily operations. The Phelps County Emergency Management Director will use the boards in WebEOC to report information to SEMA and request resources.
5. ESF#7 will assist departments in the procurement of the necessary resources, to include the contracting of specialized services and the hiring of additional personnel, to effectively respond to and recover, and maintenance of all expenditures relating to the emergency/disaster. This function will make arrangements to purchase needed resources if it is determined the County/City does not have the resources to supply a requirement in the field. The payment of debts and other encumbrances generated as a result of the emergency is handled by this group as well.
6. Potential sites for local and regional Points of Distribution centers will be identified, if necessary, and strategically located to facilitate recovery efforts. Priorities will be set regarding the allocation and use of available resources.

B. Actions by Operational Timeframe

1. Preparedness

- a. Maintain this ESF Annex as well as supporting operating procedures.
- b. Review all portions of the EOP to ensure proper coordination of resource support activities.
- c. Ensure resource support personnel receive appropriate emergency training.
- d. Establish contact with private resources that could provide support during an emergency.
- e. Participate in Emergency Management training and exercises.

2. Response

- a. Obtain resources on a priority basis as determined by the EOC.
- b. Activate additional resource support personnel.
- c. Work with the EOC staff to establish priorities.
- d. If necessary, establish staging areas, distribution sites, and mobilization centers from which resources may be distributed.
- e. Activate mutual aid.
- f. Maintain an inventory system to track supplies used in the disaster.
- g. Maintain accurate records of resources utilized and funds expended and submit reports.

3. Recovery

- a. Return staffing to normal levels as dictated by the event.
- b. Identify unused resources in the community.
- c. Stand down any facilities no longer in use.
- d. Dispose of excess supplies.
- e. Participate in after-action reports and critiques.

4. Mitigation

Ensure emergency contracts are in place to prevent resource shortages in an emergency.

V. ROLES AND RESPONSIBILITIES

A. Primary Agency/ESF #7 Coordinator

City of Rolla Emergency Management Agency

1. Locate, procure, and issue resources to other agencies to support the emergency response or to promote public safety.
2. Utilize the Resource Request form in Web EOC to request resources through SEMA.
3. Work with ESF #5 to pre-identify Points of Distribution sites and develop capabilities and procedures to open, staff, and demobilize, as needed.
4. Identify Staging areas and assign qualified personnel as Staging Area managers, as needed.
5. Coordinate with ESF #5 on maintaining an inventory of County/City-owned and private essential resources.
6. When normal purchasing and contracting rules are suspended, the County/City Purchasing Authority must advise all employees of rules that are in effect for emergency purchasing and contracting.
7. Coordinate and determine the availability and provision of consumable supplies.
8. Develop procedures and SOPs for the purchasing commodities and services, leasing of buildings, and warehouses.
9. Develop procedures for the temporary loan and return of private, county, city, and state equipment.
10. Develop methods and procedures for responding to and complying with request for supplies.
11. Develop procedures for reimbursing private vendors for services rendered.
12. Develop list of private vendors and suppliers and their available resources.
13. Consider establishing pre-planned contracts as necessary to ensure prompt support from vendors during emergencies.
14. Train personnel on purchasing procedures for acquiring supplies, resources, and equipment.

B. Support Agencies

1. General Responsibilities - All City Departments
 - a. All departments will maintain a current resource directory.
 - b. Develop and maintain mutual aid agreements with local jurisdictions, private,

and non-profit organizations for resource support.

- c. All departments will coordinate additional resource needs with the ESF #7 Coordinator.

2. City Purchasing/Finance Department

Advise all city departments of rules that are in effect for emergency purchasing and contracting.

3. Police Department

Provide security for Points of Distribution and Staging Areas.

4. City Attorney

Provide advice regarding the legality of any proposed suspension of statutes or rules.

VI. CONTINUITY OF GOVERNMENT

Lines of Succession for ESF #7 Logistics:

1. Director, City of Rolla Emergency Management Agency
- 2.
- 3.

Suggested Appendices

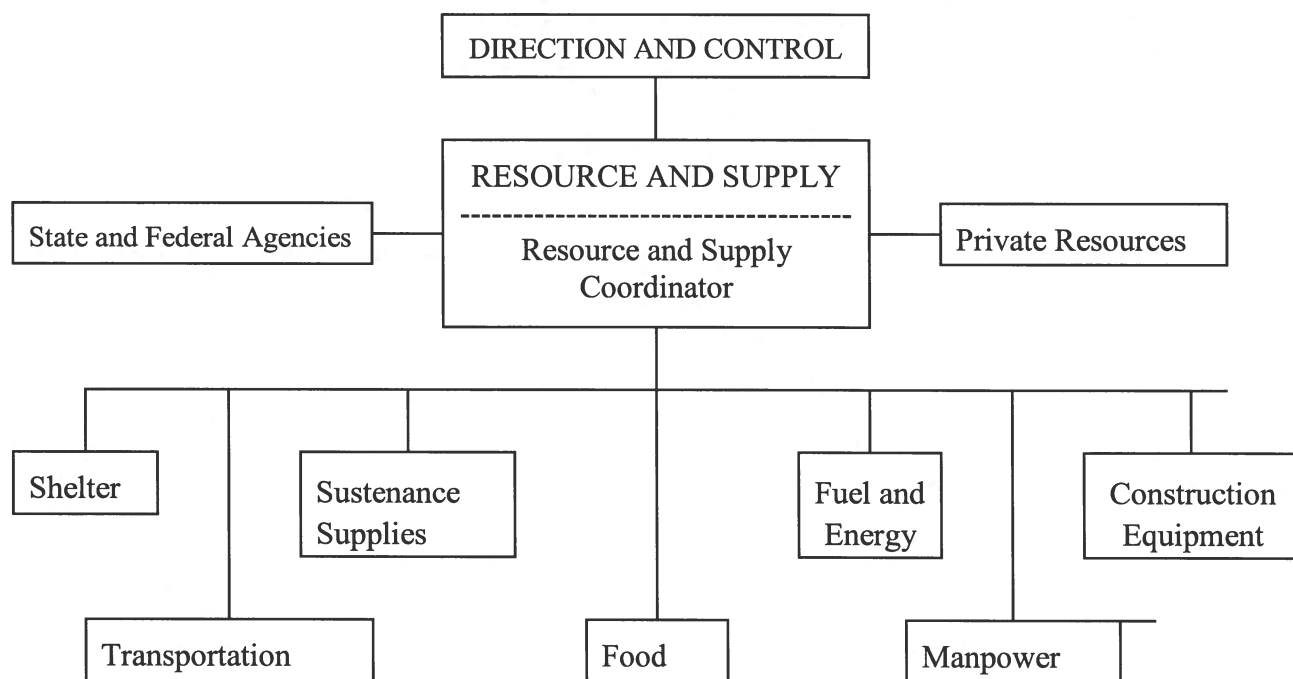
Appendix 1 – * _____ * County/City Logistics Plan

Appendix 2 – * _____ * County/City Resources

Appendix 3 – Volunteer Agency Resources

Appendix 1 to Annex G

RESOURCE AND SUPPLY DIAGRAM



Various departments within city government such as public works, law enforcement, etc., can support the Resource and Supply function with equipment, manpower, fuel, etc. Mutual Aid Agreements with surrounding jurisdictions can provide additional resources. Outside resources from the private sector, business and industry, etc., can also provide support.

Appendix 2 to Annex G

RESOURCE LISTS

Resource lists will be added to the Rolla LEOP as they become available. Resource lists not included in this LEOP will be kept on file with the Resource and Supply Coordinator.

A. Food

1. American Red Cross
2. Salvation Army
3. Churches
4. Grocery Stores

B. Fuel & Energy

1. Propane Companies
2. Power and Light companies
3. Heating Oil Suppliers

C. Transportation

1. School Districts
2. Churches
3. City owned vehicles
4. County owned vehicles
5. Private Mass Transit

D. Construction Equipment & Supplies

1. Construction Companies
2. Lumber Companies
3. Hardware Stores
4. Excavation Companies
5. Backhoe Services
6. Concrete Companies

E. Manpower

1. Department of Social Services
2. Church groups/civic organizations
3. Industry/business
4. School System (employees, Voc-Tech students, etc.)
5. Volunteer organizations

F. Manpower, Sustenance Supplies, Shelter, Etc.

A resource inventory of the personnel, equipment, and services available for emergency operations in Rolla are also identified under the following functional annexes:

1. Communications and Warning Capabilities - Appendix 2, Annex B
2. News Media Contacts - Appendix 4, Annex C
3. Law Enforcement Resources - Appendix 2, Annex E
4. Fire Department Resources - Appendix 2, Annex F
5. Public Works Resources - Appendix 2, Annex I
6. Reception and Care Facilities - Appendix 3, Annex L
7. Reception and Care Resources - Appendix 2, Annex L
8. Health and Medical Services - Appendix 2, Annex M

**RESOURCES & SUPPLY PROCUREMENT GUIDELINES
FOR EMERGENCY SITUATIONS, CITY OF ROLLA**

A. DRAFT VERSION

December 31, 2003

Emergency Procurement Procedures

Notwithstanding any other provision of the City's purchasing policies and procedures, the Emergency Management Director may make or authorize others to make emergency procurements of supplies, services, or construction items when there exists a threat to public health, welfare or safety and an emergency condition has been declared by appropriate authority and accepted by the City Council; provided that such procurements shall be made in compliance with pertinent statutes governing City contracts and purchases. The City Council will approve the Emergency Management Director's request or requests and notify the City Auditor in a timely manner and the City Auditor, in cases of emergency, will perform the necessary reviews on a timely basis commensurate with the needs of the emergency situation including but not limited to direction and authorization from the Circuit Court. The Emergency Management Director will provide the Council and the Auditor, as soon as is practical, a written determination of the basis of the emergency procurements and the basis for selecting that particular contractor which shall be included in the contract file. As soon as practical, a record of each emergency procurement shall be made and shall set forth the contractor's name, the amount and type of the contract, a list of the item(s) procured under the contract, and the identification number of the contract file.

NOTE TO THE PROCUREMENT POLICY: It is assumed and anticipated that the City's procurement and payment system, when fully implemented, will allow the Emergency Management Director, the Council, the Auditor, and the Circuit Court to perform their functions electronically and virtually instantaneously.