

ESF #7

Resource Management



PURPOSE

Coordinate and provide logistical and administrative support to operating departments and divisions involved in the response to and recovery from a disaster in Louisville Metro.



Jefferson County

PRIMARY AGENCY: OFFICE OF MANAGEMENT AND BUDGET

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| Support Agencies | City of Anchorage |
| | City of Jeffersontown |
| | City of Prospect |
| | City of Saint Matthews |
| | City of Shively |
| | Louisville/Jefferson County Metro EMA |
| | Louisville Metro Facilities Management |
| | Louisville Metro Fleet Services |
| | Louisville Metro Information Technology |
| | Louisville Metro Mayor's Special Counsel |

POLICIES

- Acquire resources to coordinate and support services for emergency events in Louisville Metro.
- Provide personnel and resources to support preparation, mitigation, response and recovery in support of the primary emergency management objectives.

I.PURPOSE

The basic role of government is to provide services that are not available via the private sector or an individual acting on its behalf. Generally, local governments cannot feasibly finance special services to operate only during a disaster and remain dormant at other times. Louisville Metro must rely primarily on existing emergency response service agencies augmented by business and citizen volunteers to meet wide scale disaster situations.

The purpose of Emergency Support Function (ESF) 7 is to acquire resources to coordinate and support services for emergency events in Louisville Metro. ESF 7 can provide personnel and resources to support preparation, mitigation, response and recovery in support of the primary emergency management objectives. ESF 7 resources are used when other agencies are overwhelmed and additional resource acquisition is requested.

II.CONCEPT OF OPERATIONS

A. General

1. ESF 7 is organized consistent with the requirements of the National Response Framework, the National Incident Management System and the Incident Command System. This structure and system supports incident assessment, planning, procurement, deployment and coordination of support operations to Louisville Metro.
2. Procedures, protocols and plans for disaster response activities provide guidelines for operations at the Louisville Metro Emergency Operations Center and in the field. The Emergency Operations Plan and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines that describe ESF 7 capabilities (based on National Planning Scenarios, Universal Task List and Target Capabilities) are the basis of these guidelines. Periodic training and exercises are also conducted to enhance effectiveness.
3. A large event requiring regional, state and/or interstate mutual aid assistance will require ESF 7 implementation. ESF 7 will coordinate with support agency

counterparts to seek and procure, plan, coordinate and direct the use of any required assets.

4. Throughout the response and recovery periods, ESF 7 will evaluate and analyze information regarding requests for services; develop and update assessments of the situation and status in the impact area; and implement contingency planning to meet anticipated demands or needs.

5. When an event requires a specific type or response mode, technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with skills relevant to the type of event. The individual will advise and/or direct operations within the context of the Incident Command System structure.

6. Each organization, which enters into a mutual aid agreement(s), will furnish a copy of such agreement(s) to the Louisville/Jefferson County Metro Emergency Management Agency.

The staffing directory, ESF 7 Emergency Operations Plan plus accompanying Appendices, Annexes and Standard Operating guidelines are maintained by the Louisville/Jefferson County Metro Emergency Management Agency with notification lists updated at least monthly and all other documents at least annually.

Procurement Process

- Equipment and materials will be procured from agencies' inventories as available. Resource request not met by Louisville Metro, City of Jeffersontown, City of St. Matthews, City of Shively, City of Anchorage and/or City of Prospect will be procured by ESF 7 from commercial vendors to the extent possible. All resources within Louisville Metro agencies are considered available. Reimbursements will be made in accordance with local directive.
- Louisville Metro, City of Jeffersontown, City of St. Matthews, City of Shively, City of Anchorage and City of Prospect Purchasing Departments maintain lists of vendors, equipment suppliers, materiel and services needed during response and recovery operations.

- Statewide and all other mutual aid agreements will be implemented as necessary to obtain goods and services from other jurisdictions; requests will be forwarded to the Commonwealth EOC as needed.
- Emergency contracts for resources or services will be initiated by ESF 7.
- Resources may be available through donations and volunteers via coordination between ESF 7 and ESF 15 (Volunteers and Donations).

B. Organization

1. COUNTY

- MetroSafe Communications will initiate ESF 7 notification. MetroSafe Communications will request, as directed by the Louisville/Jefferson County Metro Emergency Management Agency, assistance from the primary and support agencies to staff the ESF 7 position in the Emergency Operations Center (EOC) on a 24-hour basis.
- During an activation of the EOC, a MetroSafe Communications Dispatcher will serve as a member of the EOC staff and liaison to ESF 7 for receipt/facilitation of the local needs/resource requests.
- During an emergency or disaster event, the Emergency Operations Center, Logistics Section Chief, will coordinate the support resources from the support agencies.
- During the response phase, ESF 7 will evaluate and analyze information regarding resource requests. ESF 7 will develop and update assessments of the resource service status in the impact

area(s) and undertake contingency planning to meet anticipated demands and needs.

- The Louisville/Jefferson County Metro Emergency Management Agency develops and maintains the overall ESF 7 Emergency Operations Plan and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. Support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents must be compliant with the National Response Framework, National Incident Management System, Incident Command System and the Emergency Operations Plan (EOP).
- The Louisville Metro Emergency Operation Center uses WebEOC (Crisis Management software) to supplement disaster management through communicative integration of Emergency Support Functions; agency based emergency operations centers and other facilities or functions as appropriate.

2. REGION

- ESF 7, in consultation with the requesting jurisdiction, may obtain additional service resources via established mutual aid agreements.
- The Kentucky Emergency Management Agency serves as the lead agency for resource coordination/support at the state level. The agency will designate a liaison to the Louisville Metro EOC to assist Emergency Support Function 7 and to the extent capable provide coordinators, assessors and operational personnel in support of the EOC or field activities.
- On activation of an Emergency Operations Center in more than one county, the Kentucky Emergency Management Agency will support the coordination of the event response with regional resources or request additional resources through the Commonwealth EOC.

3. STATE

- During an emergency or disaster event, the primary and support agencies of ESF 7/comparable at the Commonwealth EOC will report and function under the overall direction of the Director, Kentucky Division of Emergency Management
- During the response phase, ESF 7/comparable will evaluate and analyze information regarding resource requests. ESF 7/comparable will also develop and update assessments of the resource request and status in the impact area and initiate contingency planning to meet anticipated demands and needs.
- The Kentucky Division of Emergency Management develops and maintains the overall State Emergency Operations Plan to include accompanying Appendices and Standard Operating Guidelines that govern response actions related to emergencies. Support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall State Emergency Operations Plan. All such documents will comply with the National Response Framework, the National Incident Management System and the Incident Command System.

C. Alerts/Notifications

- MetroSafe Communications will notify the Louisville/Jefferson County Emergency Metro Management Agency's Executive Director, Deputy Director and the "on call" Emergency Operations Center Duty Officer when the county or an area of the county has been threatened or impacted by an emergency or disaster event.
- ESF 7 will be activated or placed on standby upon notification by the Louisville/Jefferson County Emergency Metro Management Agency. Office of Management and Budget will manage the emergency activities of ESF 7.

- Upon instructions to activate ESF 7, Office of Management and Budget will implement its procedures to notify and mobilize all personnel, facilities and physical resources potentially needed, based on the emergency.

D. Actions

Actions initiated by ESF 7 are grouped into the phases of emergency management: preparation, mitigation, response and recovery. Each phase requires specific skills and knowledge to accomplish. Each phase requires significant cooperation and collaboration between all supporting agencies and the intended recipients of service. ESF 7 encompasses a full range of activities from training to the provision of field services. It also coordinates and may assume direct operational control of the following provided services:

- Assessment of resource needs and potential impacts
- Resource personnel
- Resource equipment and supplies
- Resource support
- Resource public information and risk communication
- Resource management, command and control of assets
- Resource activities related to terrorist threats and/or events
- Logistical staging areas and Points of Dispensing
- Catastrophic incident and alternate resource facility support

1. PREPARATION

Actions and activities that develop resources response capabilities may include planning, training, orientation sessions and exercises for ESF 7 personnel (i.e., county, state, regional and federal) and other emergency support functions that will respond with ESF 7. This involves the active participation of local inter-agency preparedness organizations, which collaborate in such activities on a regular basis.

Local agencies will jointly address planning issues on an on-going basis to identify response zones, potential staging areas, potential medical facilities and the maintenance and future development of specialized teams. Initiatives also include the following:

- Conduct planning with ESF 7 support agencies and other emergency support functions to refine resource operations.
- Develop and refine procedures for rapid impact assessment per field surveys.
- Conduct training and exercises for Emergency Operations Center (EOC) and resource response team members.
- Prepare and maintain emergency operating procedures, resource inventories, personnel rosters and resource mobilization information necessary for implementation of the responsibilities of the lead agency.
- Ensure lead agency personnel are trained in their responsibilities and duties.
- Develop and implement emergency resource response strategies.
- Maintain liaison with support agencies.

- Prepare documentation for public assistance requests from outside agencies and for impending damage survey reports (DSR).
- Conduct All Hazards exercises involving ESF 7.

2. MITIGATION ACTIONS

- Provide personnel with the appropriate expertise to participate in activities designed to reduce or minimize the impact of future disasters.
- Coordinate resource procurement procedures with other support agencies and local purchasing directors/agents.

3. RESPONSE ACTIONS

- Coordinate operations at the ESF 7 position in the Louisville Metro EOC and/or at other locations as required.
- Coordinate needs and response actions with each resource agency.
- Establish and maintain a system to support on-scene coordination with Louisville Metro's EOC, Commonwealth EOC, or other coordination entities as appropriate.
- Establish mutual aid procedures for resources as appropriate.
- Coordinate resource management and logistical support.
- Implement Disaster Assessment Teams to determine post-event affect on emergency services, functional group resources and the ability to perform Continuity of Operations for essential functions.

- Monitor and direct resources and response activities to include pre-positioning for response/relocation due to the potential impact(s) of the emergency situation Participate in EOC briefings, development of Incident Action Plans and Situation Reports, and meetings.
- Coordinate with support agencies, as needed, to support emergency activities.
- Obtain other resources through the Statewide Emergency Management Mutual Aid and Assistance Agreement and/or the Indianapolis and Cincinnati Mutual Aid Agreements.
- Coordinate all resources into the affected areas from designated staging areas.
- Coordinate with other jurisdictions' ESFs or like function to obtain resources and facilitation of an effective emergency response among all participating agencies.

4. RECOVERY ACTIONS

- Contact each resource agency for initial damage assessment of personnel, equipment and supplies.
- Maintain documentation of all reported damage by resource agencies.

E. Direction and Control

1. ESF 7 complies with the National Response Framework, the National Incident Management System and uses the Incident Command System (composed of Planning, Operations, Logistics and Finance/Administration Sections with their standardized Units, Teams, positions, forms and terminology) to manage its emergency/disaster responsibilities. Key to this system is the Louisville/Jefferson County Metro Emergency Management Agency, which functions as the official disaster organization for preparedness, mitigation, response and recovery within Jefferson County. The agency also serves as the focal point for ESF 7 activities. It is responsible for ensuring that all appropriate program departments, support agencies, other Emergency Support Functions and private voluntary agencies have knowledge about the system and ESF 7 expectations.

2. The ESF 7 system operates at two levels – the Emergency Operations Center and field operations.
3. All management decisions regarding county and/or regional resource allocation are made at the Emergency Operations Center by the ESF 7 Coordinator during emergency activations. Per the Incident Command System structure, the Planning, Logistics, Finance/Administration and Operations Section Coordinators plus staff at the Emergency Operations Center (EOC) assist the EOC Manager in achieving the overall mission. Sections, Units, Teams, staffing levels, etc. are modular and scalable, depending on the type, size, scope and complexity of the emergency or disaster event.
4. The staffing directory, ESF 7 Emergency Operations Plan plus accompanying Appendices, Annexes and Standard Operating guidelines are maintained by the Louisville/Jefferson County Metro Emergency Management Agency with notification lists updated at least monthly and all other documents at least annually.
5. In accordance with a mission assignment from ESF 7 and further mission tasking by a local primary agency, each support organization assisting in an ESF 7 assignment will retain administrative control over its own resources and personnel but will be under the operational control of ESF 7. Mission operational control may be delegated to a management Support Unit, Multi-Agency Coordination Team or a local entity.

F. Responsibilities

Primary Agency (Louisville Metro Purchasing)

Duties include but are not limited to the following:

- Provide leadership in directing, coordinating and integrating overall Louisville Metro efforts to provide resource support to affected areas and populations.
- Staff and operate a National Incident Management System compliant, command and control structure (i.e., Incident Command System), to assure that services and staff are provided to areas of need.

- Coordinate and direct the activation and deployment of resource agencies' personnel, supplies and equipment and provide certain direct resources.
- Jointly evaluate (ESF 7 representatives/designees) the emergency, make strategic decisions, identify resource needs and secure resources required for field operations.
- Task support agencies as necessary to accomplish ESF 7 support responsibilities.
- Monitor resource response and recovery operations.
- Coordinate all state and federal resources into the affected areas from staging areas.
- Manage resource incidents in accordance with each agency's Standard Operating Guidelines and under the direction of ESF 7 representatives or designee.
- Make specific requests for resource assistance to the State ESF 7/comparable as needed.
- Activate resources via the state through the State Emergency Response Plan.
- Re-assess priorities and strategies throughout the emergency according to the most critical resource needs.
- Assist with emergency evacuations and re-entry of threatened areas.
- Demobilize resources and deactivate the ESF 7 function upon direction from the EOC Manager.
- Implement existing contacts or develop/implement new contacts with vendors as required.

- Identify funding for emergency expenditures.
- Maintain records of expenditures.

SUPPORT AGENCIES

Support agencies will provide assistance to the Emergency Support Function with services, staff, equipment and supplies that compliment the entire emergency response effort as the Emergency Operations Center addresses the consequences generated by the hazards that may affect the county (i.e., severe weather, earthquake, environmental, biological and/or terrorism). Services and resources are subject to change. Emergency coordinators are responsible for frequently updating their resources capabilities with the ESF 7.

- Louisville/Jefferson County Metro Emergency Management Agency will provide EOC support, conduct briefings, direct needs assessments, distribute key information and serve as liaison to the Commonwealth EOC for resource requests.
- Louisville Metro Facilities Management will manage warehousing of resources and provide facility space as required.
- Office of Management and Budget and Budget will manage financial matters relating to resources procured.
- Louisville Metro Fleet Services will coordinate with ESF 1 (Transportation) the distribution and transportation of procured resources.
- Louisville Metro Information Technology will activate disaster plan for computer equipment and establish resource records required for disaster recovery.
- Louisville Metro Mayor's Special Counsel will provide legal guidance for resource procurement.

G. Financial Management

ESF 7 is responsible for managing financial matters related to resources procured/used during an event and forwarding that information to the Finance/Administration Section. However, each local government/agency/department must also track and record its own expenditures to ensure accuracy with any submissions for potential reimbursement. Information will be provided post-event as to application procedures for reimbursement.

The Finance/Administration Section will coordinate with ESF 7 to ensure that procurements and staff hours are properly documented and processed for potential reimbursement. It will also be responsible for follow-up on all financial issues via coordination with Louisville/Jefferson County Metro Government and other local governments' fiscal and personnel management officials, Kentucky Division of Emergency Management fiscal agents, Federal Emergency Management Agency fiscal agents and directly with vendors as necessary.

Expenditures by other departments for activity not directly related to ESF 7 will be documented by those entities and submitted directly to the Finance/Administration Section as soon as possible.