



This document outlines the planning and organizational responsibilities of the Logistics and Resource Management (ESF #7) coordinating agencies for the Yolo Operational Area

Yolo Operational Area Logistics and Resource Management Executive Summary

Emergency Support Function
#7 - Annex to local Emergency
Operations Plans

Version 1.0

Revised: December 2018

PARTICIPATING AGENCIES





HANDLING INSTRUCTIONS

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2. The information gathered herein is to be used for training and reference purposes within the Yolo Operational Area. Reproduction of this document, in whole or in part, without prior approval from the Yolo County Office of Emergency Services is prohibited.
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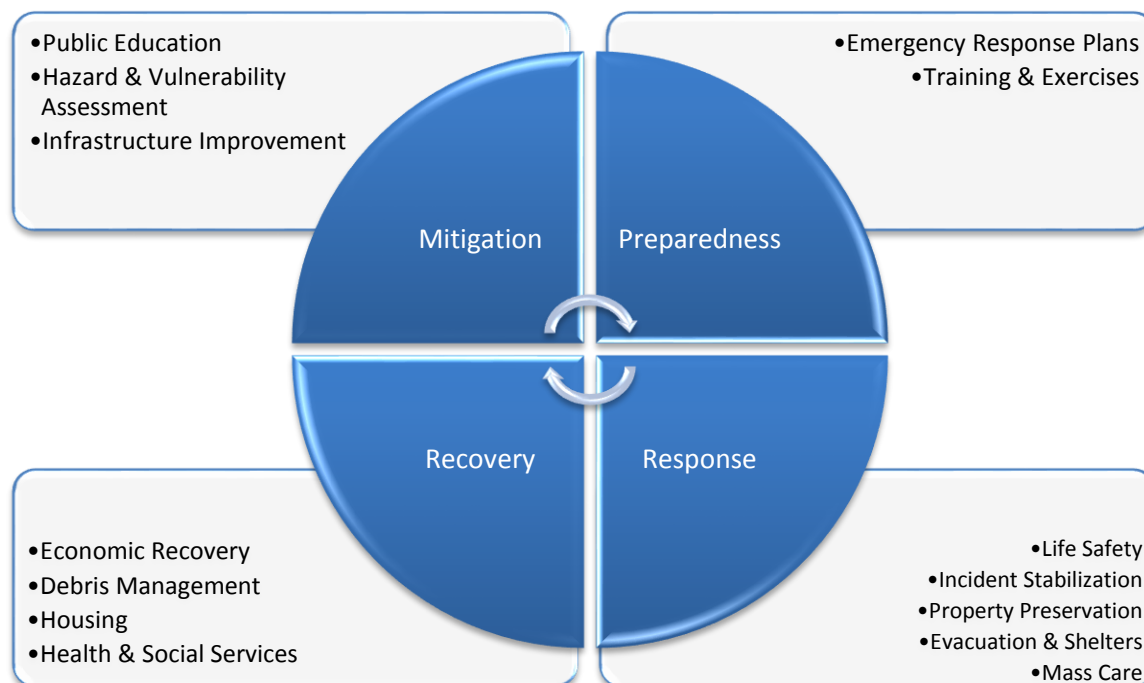
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INTRODUCTION

OVERVIEW

The Yolo Operational Area Emergency Support Function (ESF) #7 – **Logistics and Resource Management Executive Summary** represents an alliance of discipline-specific stakeholders who possess common interests and share a level of responsibility to provide emergency management service related to logistics and resource management activities within the Yolo Operational Area. The ESF #7 stakeholders will work together within their statutory and regulatory authorities to effectively and efficiently coordinate during all four phases of emergency management:



The Yolo County Operational Area Logistics and Resource Management (ESF #7) plan is an annex to the County of Yolo Emergency Operations Plan (EOP), City of Davis EOP, City of West Sacramento EOP, City of Winters EOP, City of Woodland EOP, Yolo County Housing EOP and the Yocha Dehe Wintun Nation EOP.

PURPOSE

The purpose of the ESF #7 Logistics and Resource Management Annex is to support emergency operations in the Yolo Operational Area by promoting standard methods for identifying, acquiring, allocating, and tracking resources.



ESF #7 provides emergency procurement assistance and support to other ESFs and to the response community. In addition, ESF #7 coordinates emergency use and repair of Yolo Operational Area facilities and properties and maintains lists and general knowledge of the critical assets held by various jurisdictions, departments and agencies that might be used in emergency support. Single-point resource ordering is usually the preferred method versus multi-point resource ordering, as multi-point ordering places a heavier load on incident personnel by requiring them to place orders through two or more ordering points. Multi-point method of ordering also requires tremendous coordination between and among ordering points, and increases the chances of lost or duplicated orders.

The ability to articulate, share, and coordinate information regarding needed resources in advance of and during an event is critical to an emergency response. This information includes knowing what is needed, what is available on hand, what is not available or in insufficient quantities, how to get needed resources from other departments or jurisdictions or from contractors and vendors, and how to ask for resources from Federal or State agencies. This resource communication loop must be constantly updated by all stakeholders alike and be an integral part of their Planning processes.

SCOPE

The ESF #7 Logistics and Resource Management Annex applies to all agencies associated with resource management throughout the Yolo Operational Area.

ESF #7 stakeholders work together within their statutory and regulatory authorities to coordinate in an all-hazards approach. During emergency response, department and agencies retain their respective administrative authority, but coordinate within the ESF#7 structure in order to uphold the mission of protecting life and property within the Yolo Operational Area.

POLICIES

Pursuant to National Incident Management System (NIMS) / Incident Command System (ICS) guidelines, resource management involves coordinating and overseeing the application of protocols, processes, and systems that provide incident managers with timely and appropriate resources during an incident. NIMS defines resources as personnel, pre-identified emergency response teams, facilities, equipment, materials, and supplies. Other resources may include pre-designated agreements, policies, and protocols.

According to the Standardized Emergency Management System (SEMS), comprehensive resource management is the identification, grouping, assignment and tracking of resources. At all SEMS levels, there will be some functional activity related to managing resources. This will vary from level to level in terms of directing and controlling, to coordination, to resource inventorying. Procedures for effective resources management must be geared to the function and the level at which the function is performed.

The guiding principle of Operational Area-wide resource management is for jurisdictions to utilize all internal resources, including inventories on hand and procurement processes from their vendors, before escalating requests to their supporting Emergency Operations Center (EOC) branches and sections. This also assumes that the Incident Command Posts (ICPs) are supported by their respective Department Operations Center (DOC). The resources of the jurisdiction remain the asset of the jurisdiction as well as a shared resource of the EOC section/branch/unit under which the jurisdictions serving in the event response.

General ESF #7 policies and guidelines are as follows:

- Prior to a disaster, given the advance notice of a planned event, jurisdictions will implement their Emergency Operations Plans and activate their procedures to pre-stage resources and determine resource priorities.
- The resources of a jurisdiction remain the asset of the jurisdiction.
- Each responding entity must exhaust/maximize its own internal resources, including inventories on hand and pre-approved procurement processes, with its contractors and vendors, before escalating requests to the next supporting level listed in ascending order.
- Discipline-specific mutual aid related to fire and rescue, health, and law enforcement shall be invoked by the responsible jurisdictional department pursuant to established agreements.
- Non-discipline-specific mutual aid requests for Federal and State resources are submitted on a completed Resource Order Form to the appropriate jurisdictional EOC/Logistics Section.
- Departments maintain delegated purchasing authority during an emergency.
- All purchases from contractors and vendors required for the response shall be recorded in the jurisdictional accounting and purchasing system, either at the time of ordering or retroactively if the system is unavailable during an event.
- Purchases shall be documented using the jurisdictional purchasing and procurement system.
- Purchases shall conform to the *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards – 2 C.F.R. §§200.317 through 200.326*.
- Purchasing staff shall be assigned to the jurisdictional DOC/EOC Finance & Administrative

Section and/or the Logistics Section to which they are normally assigned.

- Mission Tasking is the dispatching of personnel outfitted with the necessary supplies and equipment to complete a task or assignment. This differs from a Resource Order, which is used to order resources such as supplies, equipment, facilities, and personnel in support of and supervised by those responsible for operational objectives and assigned tasks.
- Requests for Disaster Service Worker (DSW) resources should be submitted six hours prior to the DSWs' reporting time.
- Donated goods will be received, sorted, repackaged, and distributed at the Operational Area Donations Management Staging Area and pre-identified local Distribution Sites. The Donations Management Unit in the Resource Management Branch of the EOC Logistics Section will coordinate operations associated with donations management.

GOALS

This section identifies the goals for ESF #7 to support its further development and ongoing maintenance over the coming years.

- Prepare for and prevent, cohesively respond to, and effectively mitigate and recover from the effects of an emergency.
- Integrate and standardize ESF #7 emergency management activities within SEMS/NIMS.
- Proactively develop and support mutual aid and other forms of assistance. Implement improvements to the Operational Area's Function #7 capabilities.
- Identify, coordinate, and engage the Operational Area's ESF #7 stakeholders.
- Train and exercise the activities of ESF #7.
- Provide input and planning assistance for any Hazard specific annexes developed which contain Communication information.

GUIDELINES

All jurisdictions have systems in place for ordering, managing, storing, issuing, and accounting for materials and supplies required for normal operations. These materials include common items (e.g., water, paper, batteries) or specialized items used only within certain departments. City departments manage their resources using various systems consisting of paper-driven, manual processes; stand-alone, automated materials management systems; or modules within larger automated systems.

During a major disaster, jurisdictions must continue to practice an inventory control process to ensure that adequate supplies and equipment are available to support an emergency response. The Federal Emergency Management Agency (FEMA) National Preparedness Directorate (NPD) provides a "no cost" resource inventory tool called the Incident Resource Inventory System (IRIS). IRIS features the capability for users to inventory resources and share resource information with other agencies. Furthermore, users are able to define non-typed resources and select specific resources for mutual aid purposes based upon mission requirements, the capability and availability of resources, and desired response times.

During a response event, the resource management process often remains the same with the exception of a higher volume of resources and reduced lead time for deployment. Each jurisdictions' emergency planners and responders must coordinate with their respective department's inventory control staff to ensure that critically needed items are stocked in sufficient

quantities to initiate a response.

The guiding principle of resource management is for jurisdictions to utilize all internal resources—including inventories on hand, procurement processes from their vendors, Memorandum of Understanding (MOUs), business partnerships, and existing mutual aid partners— before escalating requests to their supporting EOC branches and sections.

ANNEX MAINTENANCE AND ADMINISTRATION

Various members are responsible for the on-going maintenance and administration of ESF #7 plans, Field Operations Guides, Standard Operating Procedures, resource directories, exercises, etc., these are outlined in [Appendix B](#).

STAKEHOLDERS

LEAD COORDINATOR

For the development of the Operational Area level, a lead agency has been designated based upon authorities and responsibilities. The lead agency is responsible to facilitate the development, maintenance, and implementation of ESF #7, with input and assistance from the stakeholders. For the purposes of ESF #7, the lead agency is the Yolo County Office of Emergency Services (OES), in cooperation with the Cities of Davis, West Sacramento, Winters and Woodland; the Yocha Dehe Wintun Nation; and the Housing Authority of the County of Yolo. These agencies are responsible for assisting with the development, maintenance, and implementation of ESF #7, based upon their authorities, resources, and capabilities in their EOP. They provide the leadership, ongoing communication, coordination, and oversight for ESF #7 throughout all phases of emergency management.

During an emergency response, the Logistics Section Chief can serve as an information conduit between the core functions and the EOC. The Logistics Section Chief provides information regarding the capabilities and activities of ESF #7 primary and supporting agencies and help direct questions and issues to the appropriate agency.

General responsibilities of the lead and cooperating agencies are:

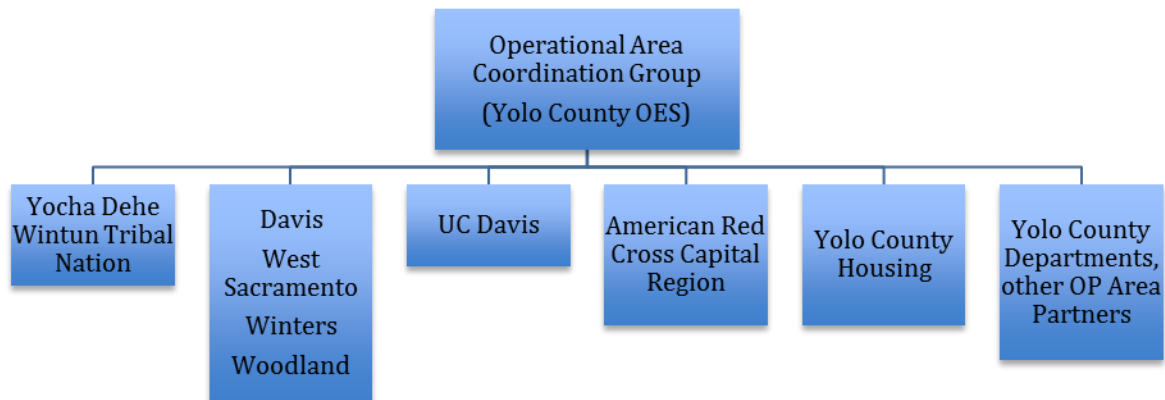
- Assign ICS positions, as required, in the EOC Logistics Section. This includes DOC and EOC Logistics Section Chief, Branch Coordinators, and Unit Leaders.
- Receive and review Resources Orders in the EOC.
- Obtain resources that cannot be provided by EOC Operation Sections, DOCs or other departments.
- Collect projected resource needs from the EOC sections to develop pro-active resource ordering strategies.
- Oversee acquisition and allocation of scarce resources.
- Coordinate with the EOC Planning and EOC Finance and Administration
- Sections to ensure EOC resource acquisition and issuance are documented for reimbursement.
- Initiate non-discipline-specific mutual aid to supplement resources (e.g., personnel, equipment, and supplies) as requested.

SUPPORTING AGENCIES AND DEPARTMENTS

Other agencies and departments that play roles assist in the development of ESF #7. These supporting stakeholders have responsibilities in assisting the coordination of all phases of emergency management:

- Coordinate mutual aid resource requests and act as a main conduit for mutual aid resources.
- Coordinate activities conducted for donated goods and services by the Donations Management Unit
- Coordinate DSW and volunteer resources.
- Coordinate provision of adequate essential facilities for the response effort, as requested.

- Coordinate and purchase needed resources.
- Coordinate the allocation of fuel resources, maintenance, and repair of vehicles and direct fleet management.
- Establish Logistics Sections and jurisdictional department emergency resource management procedures and protocols, including inventory control, procurement, tracking, mobilization and demobilization.



EMERGENCY MANAGEMENT COMMUNITY

As described in local Emergency Operations Plans, ESF #7 will also involve other stakeholders including the purchasing departments for each jurisdiction in the Operational Area as well as any agencies that the Yolo County Operational Area is coordinating resources through. The Yolo Operational Area will use Memorandums of Understanding to coordinate resources requests directly with any county in the state, as needed.

As the group advances, planning should include for the future participation of these and future stakeholders.

STATE AGENCIES

Any resource ordering in the Yolo Operational Area will follow the Standardized Emergency Management System (SEMS). Resources not available within the Operational Area will be requested through the Regional Emergency Operations Center (REOC) by the Operational Area. Resource requests should be coordinated internally at the operational area level before being placed to the REOC. Resources not available within the regional level will be requested through the State Operations Center (SOC) by the REOC.

The role of the State Agencies will be dependent upon the specific nature of the emergency. Supporting State Agencies are those who can provide technical, policy, and subject matter

expertise, and are generally requested by stakeholder agencies or the Logistics Section Chief during an incident. Most resource requesting is made through CalOES and must be entered into CalEOC, the state resource requesting system, by the Operational Area OES staff.

FEDERAL AGENCIES

The National Response Framework (NRF) organizes federal resources and capabilities under 15 Emergency Support Functions (ESF). ESFs have been developed and organized for the purpose of providing federally controlled resources to state and federal agencies during the response and recovery phases of a disaster or large scale emergency.

The Strategic National Stockpile and Chempak are federal resources not ordered through the standard levels of SEMS, and are ordered directly through the Center for Disease Control.

CONCEPT OF OPERATIONS

This section describes the ESF #7 concept of operations, which documents how the emergency function stakeholders will, through collaboration and joint activities, support each phase of emergency management. The YOA jurisdictions will use ESF #7 to coordinate response actions during an emergency event. Procedures pertaining to this function do not pre-empt or nullify existing jurisdictional specific functions as they operate within the ICS. ESF #7 is one component of a comprehensive, OA wide emergency management program. Therefore, this annex incorporates a blend of protocols to maintain compliance with Federal and State planning guidelines and local practices that follow NIMS, SEMS, and ICS principles.

During an activation, the EOC Logistics Section supports ESF #7 in coordination with the EOC Operations Section. Absent an EOC activation, each jurisdictional Logistics Section will support ESF #7.

MITIGATION

Mitigation is the effort to reduce loss of life and property by lessening the impact of disasters. This is achieved through risk analysis, which results in information that provides a foundation for mitigation activities that reduce risk. Mitigation activities for ESF #7 include:

- Identify stakeholders and engage them in the development and maintenance of ESF #7.
- Complete a vulnerability assessment and prioritize actions to reduce vulnerabilities within the scope of ESF #7.
- Collaborate to pool ESF #7 resources to prevent hazards and reduce vulnerability (leveraging funding, resources and people).
- Develop strategies and processes to prevent or reduce the impact of events and reduce the need for response activities.
- Support the YOA Multi-jurisdictional Hazard Mitigation Plan.
- Coordinate with the Yolo County OES.

PREPAREDNESS

Preparedness is a continuous cycle of planning, organizing, training, equipping, exercising, evaluating and taking corrective action in an effort to ensure effective coordination during incident response. Preparedness Activities for ESF #7 include:



- Develop and maintain the ESF #7 Functional Annex to the Emergency Operations Plan containing a concept of operations, plans, supporting documents and agreements.
- Follow decision-making and communication processes for ESF #7.

- Identify stakeholder roles, responsibilities and statutory authorities.
- Initiate and oversee pre-emergency planning and coordination activities.
- Conduct resource inventories, categorize resources, establish agreements for acquiring needed resources, manage information systems, and develop processes for mobilizing and demobilizing resources with the ESF #7 stakeholders.
- Plan for short-term and long-term emergency management and recovery operations.
- Integrate After Action Reports (AAR) and Corrective Action Planning (CAP) into the ESF #7 Annex and ESF #7 exercise process.
- Conduct regular ESF #7 meetings and assist with training events.
- Support coordination for incident prioritization, critical resource allocation, integrates communications systems and information coordination.
- Begin to identify and document resource types for ESF #7.
- Create Emergency Resource Directory providing the list of ESF #7 resources necessary to support operations.
- Create inventory agreements that are in place to support sharing or resources.

RESPONSE

Response includes activities that address the short term, direct efforts of an incident. Response includes the execution of emergency operations plans and of mitigation activities outlined to limit the loss of life, personal injury, property damage and other unfavorable outcomes. Response activities for ESF #7 include:

- Discipline-specific subject matter expertise for all activities within the EOC organization. The ESF #7 Coordinator provides subject matter recommendations and guidance involving its members.
- Assistance from support agencies.
- Guidance in resource request processing to EOC Sections.
- Recommendations on the appropriate use of resources.
- Expertise regarding the procedures, processes and methods for obtaining resources.
- Assistance in acquiring and processing discipline-specific intelligence and information.
- Coordination with ESF #7 within other EOC levels.
- Identify and document the operating modes including:
 - **Trigger Points/Thresholds** – Identifies triggers that may indicate a need to increase the operational mode.
 - **Warning Procedures** – Identifies the procedures used to support warning emergency function stakeholder of an approaching or imminent danger prior to an incident to determine the need to increase the level of the operational mode. This should also include steps taken by the emergency function to increase readiness or to save lives and protect property prior to an incident. Advanced warning will allow the Logistics Section to prepare for potential resource requesting as well as an influx of donated goods.
 - **Alert and Notification** – Documents the alert and notification procedures for the emergency function when there is an increase in operational mode level. Confidential call lists may be developed as an appendix to the annex if not already developed in supporting operational documents.
- Documenting how stakeholders mobilize resources to support incident response and operations. This includes direct response under existing authorities or support and coordination of field-level response operations. In addition, document how resources will be tracked during mobilization and the demobilized when no longer needed. A separate,

detailed Mobilization Plan will be developed as an appendix to the ESF #7 Annex.

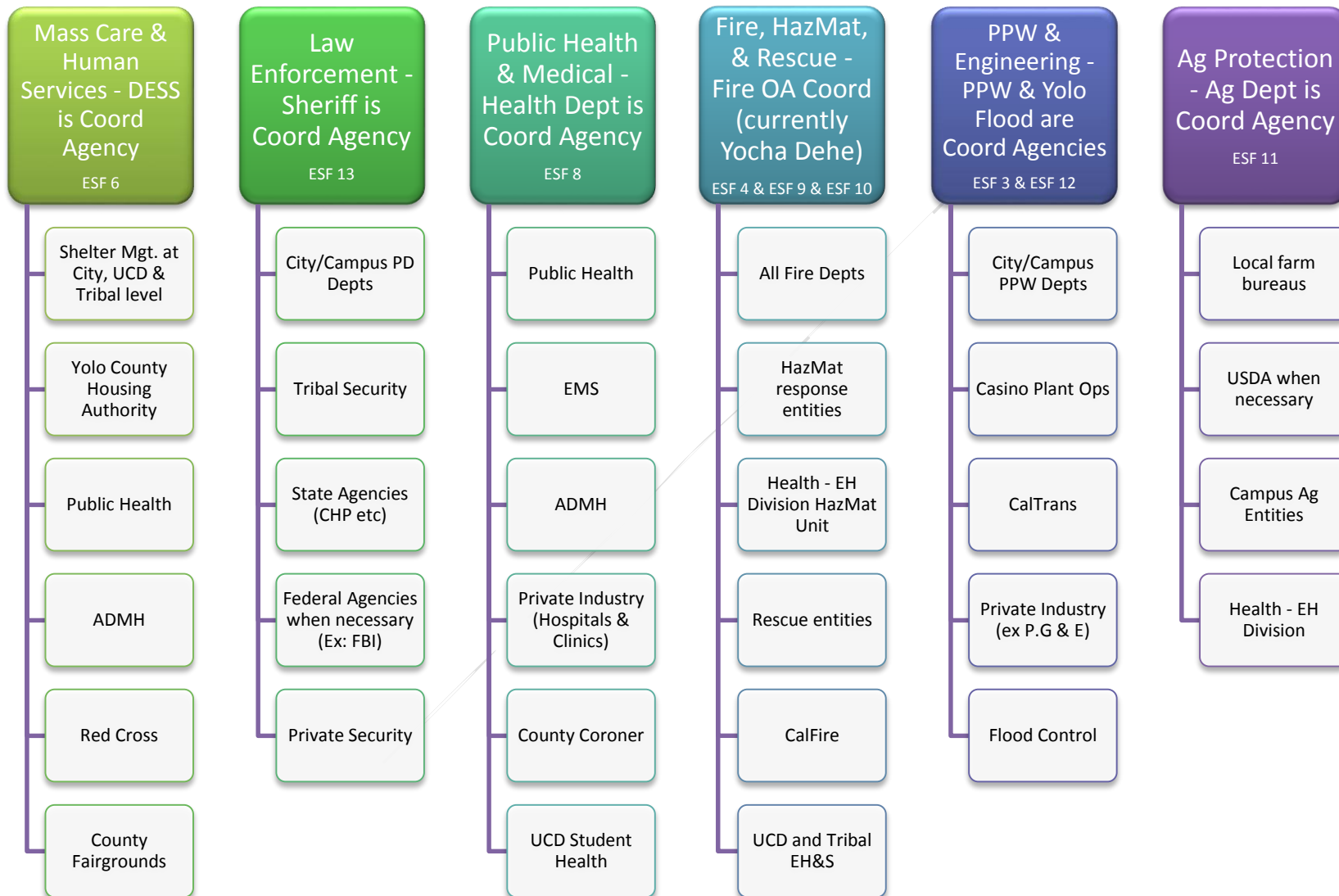
- Documenting how ESF #7 organizes itself to support the emergency response within SEMS levels.
- Assisting with the documentation of how ESF #7 members communicate during an emergency, including primary and secondary systems and system redundancy.

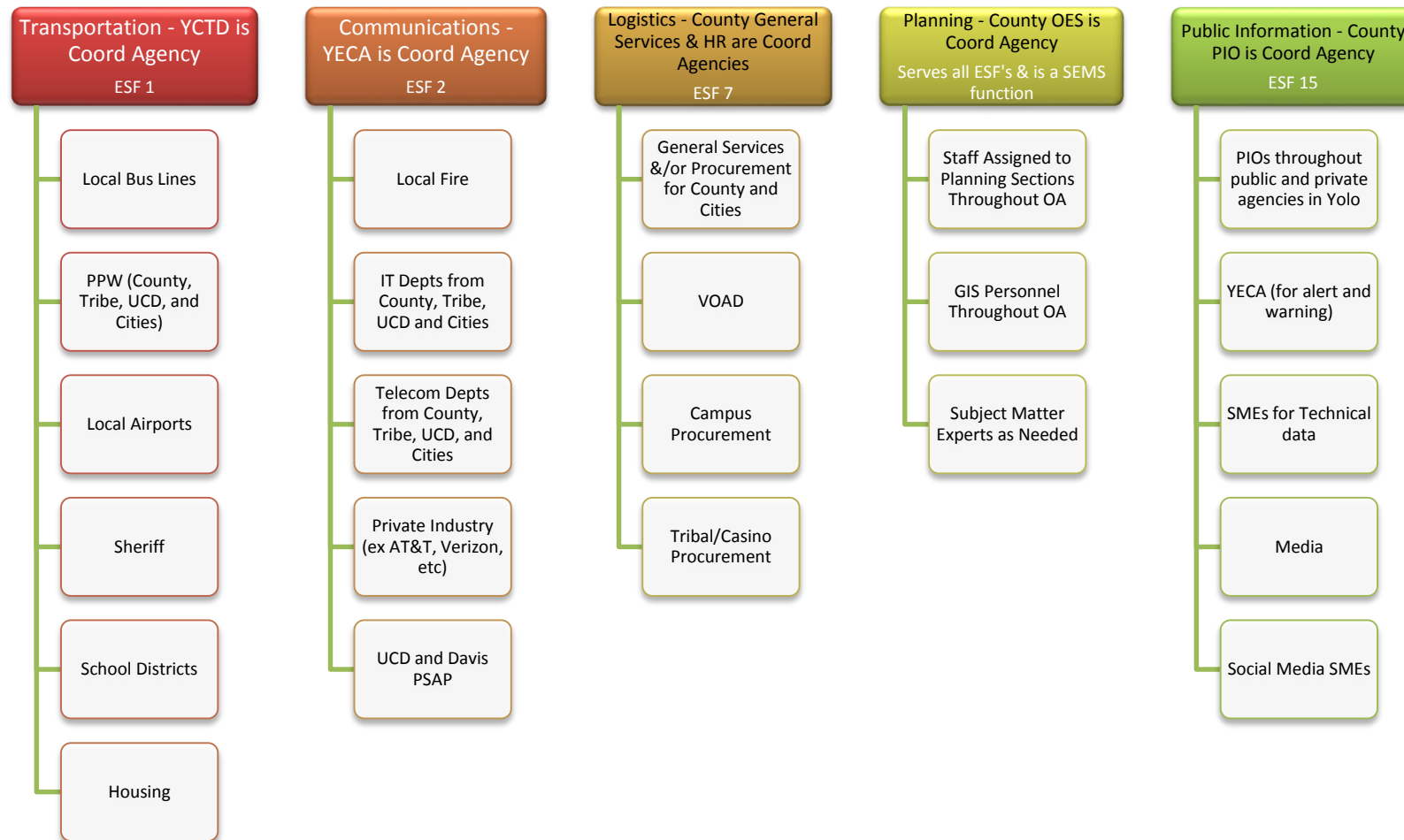
RECOVERY

The aim of the recovery phase is to restore the affected area to its pre-disaster state. It differs from the response phase in its focus; recovery efforts are concerned with issues and decisions that must be made after immediate needs are addressed. It is critical that resources are reconstituted as efficiently as possible and that recovery funds are accessed in an expedited manor for recovery activities. This may include:

- Supporting recovery activities with roles and responsibilities of Emergency Functions members.
- Working with other ESF #7 to organize rapid needs assessment teams to prevent duplication of efforts.
- Supporting efficient activation and sufficient staffing of Local Assistance Centers with ESF #7 members as needed.
- Working to reconstitute resources as efficiently as possible and accessing recovery funds to do so.

APPENDIX A: YOLO OPERATIONAL AREA PLANNING GROUPS





ESF5 is satisfied by OES involvement in all other ESF planning aspects & ESF 14 is satisfied by the recovery planning within each ESF.

APPENDIX B: DOCUMENTATION MAINTENANCE RESPONSIBILITIES

Plan/Document Name	Description	Emergency Management Phases	Owner	Last Updated
<i>Yolo County Operational Area Volunteer & Donations Management Annex</i>	Overview volunteer and donations management for the Yolo Operational Area	All	Yolo County OES	Under development
<i>IRIS</i>	Resource Management System		Yolo County OES	Maintained daily
<i>Resource Management Directory</i>	Resource ordering guide		Yolo County OES	
<i>ESF #7 Executive Summary</i>	Executive summary		Yolo County OES	9/21/18

APPENDIX C: ACRONYMS

AAR – After Action Report

ADMH – Alcohol Drug & Mental Health

ARES – Amateur Radio Emergency Service

CAHAN – California Health Alert Network

Cal OES – California Office of Emergency Services

CAP – Corrective Action Plan

EAS – Emergency Alert System

EMCOMM – Emergency Communication Plan

EMS – Emergency Medical Services

EOC – Emergency Operations Center

EOP – Emergency Operations Plan

ESF – Emergency Support Function

GIS – Geographic Information Systems

MAC – Multi-agency Coordination

MACS – Multi-agency Coordination System

NRF – National Response Framework

NIMS – National Incident Management System

OES – Office of Emergency Services

OA – Operational Area

PA – Public Assistance

SAP – Safety Assessment Program

SEMS – Standardized Emergency Management System

UCD – University of California Davis

VOAD – Voluntary Organizations Active in Disasters

YECA – Yolo Emergency Communications Agency

APPENDIX D: VERSION HISTORY

Change Number	Section	Date of Change	Individual Making Change	Description of Change
<u>0.1</u>	<u>All</u>	<u>Sept 2015</u>		<u>Initial Draft</u>
<u>0.2</u>	<u>All</u>	<u>August 2016</u>	<u>OES</u>	<u>Added OES comments to document</u>