

## ESF-7 Resource Support

<b>ESF Coordinator</b>	<b>Snohomish County Facilities Management</b>
<b>Supporting Agencies</b>	<b>Snohomish County Department of Emergency Management Snohomish County Departments Snohomish County Health District Snohomish County Chapter of the Red Cross Salvation Army and Other Relief Organizations Community Organizations Active in Disasters Emergency Services Coordinating Agency (ESCA) Everett Office of Emergency Management DEM Member Cities &amp; Tribal Nations</b>

Federal and State primary and supporting agency responsibilities for this ESF are outlined in the National Planning Frameworks (Federal) and Washington State Comprehensive Emergency Management Plan.

### I. INTRODUCTION

#### Purpose

To provide coordinated logistic and resource support prior to, during, and / or following an emergency or disaster.

#### Scope

Resource support involves the provision of services, personnel, commodities and facilities for the residents, employees and visitors of Snohomish County during the response and recovery phases of an emergency or disaster.

No guarantee of a perfect response system is expressed or implied by this ESF. Snohomish County can only endeavor to make every reasonable effort to respond based on the situation, information and resources available at the time of the emergency or disaster.

### II. POLICIES

The Snohomish County Executive or designee, through the Director of SC-DEM, has the authority to make decisions on resource priorities and distribution.

The requesting agency is responsible for the payment of requested resources. If funds are not available, purchases will be made in accordance with emergency purchasing policies.

Resource procurement is supported with written justification.

All costs associated with emergency operations will be documented.

The Snohomish County Executive may invoke temporary controls on local resources and establish priorities when a state of emergency is proclaimed. This may include, but not limited to, fuel, food, shelter and other resources fundamental to basic human needs.

Snohomish County departments are responsible for the development and maintenance of a department continuity of operations (COOP) plan.

Snohomish County department heads will utilize their personnel to the maximum extent possible during emergencies or disasters. This may include re-assignments, such as staffing the SC-EOC and / or participating in other response and recovery activities.

### III. SITUATION

#### Emergency/Disaster Conditions and Hazards

Refer to the Snohomish County Natural Hazard Mitigation Plan (published separately) for the natural and manmade events that may affect Snohomish County.

A significant emergency or disaster will severely damage and limit access to the resource infrastructure as we know it today. Normal channels for communication may be inoperable, making resource procurement and management difficult.

#### Planning Assumptions

Following an emergency or disaster, there may be a need to provide resources, goods and services to the affected areas.

The county's support of the response to the emergency or disaster will be severely impacted.

Support agencies and incorporated cities and towns will perform tasks and expend resources under their own authorities, including implementation of mutual aid agreements, in addition to resources received under the authority of this plan.

Fundamental resources such as water, food, first aid and medications, shelter and sanitation supplies, fuels, and hand tools, may be exhausted due to impacts of disasters. Extraordinary measures may have to be taken in order to meet demands.

Routine forms of communications will be severely interrupted during the early phases of an emergency or disaster.

Transportation to affected areas will be cut off due to weather conditions, damage to roads, bridges, airports and other transportation infrastructure.

The management and logistics of resource support is highly situational and is dependent upon flexibility and adaptability.

## IV. CONCEPT OF OPERATIONS

### General

When the SC-EOC is activated for emergencies or disasters, it will be the focal point for resource management. Representatives from impacted districts, departments, and political jurisdictions and subdivisions, will liaison with the SC-EOC to assist in resource need identification, prioritization and in the coordination, management, distribution and conservation of supplies and resources necessary to meet fundamental human needs and maintain essential services.

Normal supply procedures of county government will be used whenever possible unless the severity of the disaster dictates additional supplies and equipment must be purchased from outside sources.

Snohomish County will proclaim a state of emergency when existing resource and budget capacities are nearing depletion or when it is evident that the resource demands are greater than the existing capabilities. Incorporated cities and towns may also proclaim a state of emergency for the emergency or disaster when indicated.

The determination to use public or private sector resource providers is based on critical need and availability and delivery times of the particular resource. When all local resources (public and private) are depleted, the SC-EOC will request support from the Washington State Emergency Operations Center (SEOC).

The SEOC can provide mutual aid, state or federal resources.

Snohomish County Department of Facilities Management may implement and establish contracts and procedures for emergency acquisition, disposition, leasing and contracting for construction and repair of public facilities.

### Organization

Emergency Management is responsible in implementing the coordination of management of logistical support of resources, and may be requested by the State to establish a regional collection and distribution center for the implementation of the State's CEMP, ESF 7.

Paine Field has been listed by the State of Washington as one of the Regional resource collection and distribution sites.

### Procedures

All resource requests will be received and processed through the SC-EOC.

Resource requests will be evaluated by EOC personnel. It will be the responsibility of EOC personnel to track the status of mission requests through completion of the recovery phase.

### Mitigation Activities

- Work with support agencies to establish and review departmental roles and responsibilities for preparedness, and for providing resource support during the response and recovery phases of an emergency or disaster.
- Risk Management provides technical assistance about potential liability issues.
- Identify essential personnel and staffing for internal and external support requirements.
- Identify emergency supplies needed for personnel; pre-position those supplies as appropriate.
- Identify essential records, equipment, and office supply needs. Create supply “go-kits” as needed, that consist of basic records and supplies.
- Identify essential office space requirements.
- Identify additional transportation requirements in support of an emergency or disaster

### Preparedness Activities

- Conduct emergency management training with ESF 7 support agencies.
- Coordinate back-up plan for staffing the EOC in the event that designated staff are unavailable to respond due to event conditions.
- Participate in emergency management training, drills, and exercises at the local, state, and federal jurisdictions levels.
- Develop procedures to expedite emergency resource leasing of resources.
- Contact agencies with which contracts, agreements or arrangements have been made.
- Identify warehouses and locations that could be used for staging areas for incoming resources.
- Compile resource lists from EOC representative agencies.
- Submit preliminary mutual aid requests to the SC-EOC.
- Receive resource requests for the Disaster Recovery Information Centers.
- Identify pre-positioned distribution points for resources and public assistance.

### Response Activities

- Anticipate needs based on damage assessment reports and prior experiences.
- Receive resource requests and route as appropriate.
- Establish resource delivery using emergency staging/distribution system. Use Community Assessment Teams to furnish basic items to meet immediate needs of disaster victims.
- Maintain log or other tracking system for loaned property.
- Coordinate security, if necessary, for warehouse stores.
- Secure resources through existing donations, mutual aid, and/or procurement.

### Recovery Activities

- Contact all recipients of loaned equipment, etc. and make arrangements for their return.
- Arrange for relocation, disposal or storage of excess donations.
- Close warehousing facilities after verifying that all paperwork is completed.
- Deactivate volunteers and staff.
- Send or ensure that appropriate letters/certificates are presented to donors and suppliers.
- Determine if donors and suppliers are willing to enter into MOU or other agreements.
- Insure that all loaned or rented property is returned to the ESF 7 for proper disposition and returned to the proper owner.

## V. RESPONSIBILITIES

### General

All primary and supporting ESF agencies must have established disaster related policies, systems, and procedures for:

- Personnel accountability, safety, lines of authority and succession
- Providing logistical support to their personnel and equipment
- Facility / infrastructure damage assessment and reporting
- Continuity of operations to maintain essential services
- Facility / infrastructure repair and restoration

### Primary

#### Snohomish County Department of Facilities Management

- Coordinate with the SC-DEM Logistics Section Chief on immediate needs.
- Provide, direct, and coordinate ESF 7 logistical operations. Logistical operations include locating, procuring, issuing resources, and locating available space and facilities to support the SC-EOC, county departments, incident management activities.
- Maintain existing contracts and establish new ones as indicated for an effective response and recovery from an emergency or disaster.
- Maintain and implement procedures for acquisition, disposition, leasing and contracting for construction and repair of public facilities as indicated by the emergency or disaster.

### Supporting

#### Snohomish County Department of Emergency Management

- Ensure resource requests from impacted districts, departments, and political jurisdictions and subdivisions are considered when determining logistical priorities.
- Coordinate, supervise, and manage the procurement, storage, and distribution of supplies and equipment in an emergency or disaster through the SC-EOC.
- Develop and maintain a current resource data-base and / or manual.
- Through the SCJIC, coordinate and disseminate information concerning resource availability and distribution for the public.

#### Snohomish County Finance Department

- A purchasing agent may report to the SC-EOC to coordinate emergency purchases if the situation warrants.
- Establish procedures for procurement of emergency supplies and equipment not covered in existing county codes and emergency procedures.
- Establish procedures for the payroll of mission essential personnel.

- Develop department procedures that increase capabilities to respond and recover from emergencies and disasters. The procedures may include the identification and notification of critical staff, allocating equipment and supplies, preparedness training of employees, and procurement and storage of emergency supplies.
- Maintain purchasing and financial records of any expenditure used for response or recovery from the emergency or disaster.

#### **Snohomish County Department of Human Resources**

- Provide liaison to the SC-EOC when requested and / or indicated.

#### **Snohomish County Departments**

- Develop and maintain a continuity of operations (COOP) Plan.
- Provide staffing for the SC-EOC when requested.

#### **Snohomish County Volunteer Search and Rescue**

- Provide an organizational structure and system for oversight and quality assurance for search and rescue volunteer resources.
- Provide trained people, dog and horse teams, and off-road vehicles to assist local law enforcement in the conduct of search and rescue operations in wilderness and urban settings.
- Provide valuable community service during disasters and support community events such as parades and celebrations.

#### **American Red Cross Snohomish County Chapter**

- Provide shelter, food, and health and mental health services to address basic human needs during emergency or disasters and provide assistance to enable victims to resume their daily activities.
- Other services including the feeding local emergency workers, handling inquiries from concerned family members outside the disaster area, and helping those affected by disaster to access other available resources.

#### **Washington Emergency Management Division**

- Lead agency in the implementation of the Washington State Emergency Worker Program.
- Coordinate resource requests as prioritized by the SC-EOC.

#### **Private Sector**

- Provide support to the donated goods and services management programs consistent with their charter, mission, policies and procedures.

## **VI. REFERENCES**

## **VII. TABS**