

ESF 7 Logistics



Primary Coordinating Agency

Division of Emergency Management



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Primary Coordinating Agency

The Lexington Fayette Division of Emergency Management (DEM) is the primary coordinating agency. They will provide staff to serve in the Emergency Operations Center (EOC) to coordinate Emergency Support Function 7 Resource Management (ESF 7) activities.

During an emergency or disaster event, the EOC Logistics Section Chief will coordinate the resources, equipment, and supplies from the supporting agencies.

DEM develops and maintains the overall ESF 7 Plan and accompanying Attachments and References that govern response actions related to emergencies. Supporting agencies shall develop and maintain their own similar documents for internal use, which must be compatible with, and in support of, the overall Emergency Operations Plan (EOP). All such documents must be compliant with the National Response Framework, National Incident Management System, and Incident Command System.

Local Supporting Agencies

- A. Transportation agencies coordinated through ESF 1
- B. Volunteer Organizations Active in Disasters (VOAD)
- C. Lexington Division of Computer Services
- D. Lexington Division of Facilities and Fleet Management
- E. Lexington Division of Community Corrections
- F. Lexington Division of Parks and Recreation
- G. Communication agencies coordinated through ESF 2
- H. Law enforcement agencies coordinated through ESF 13
- I. Faith based organizations

State, Regional, and Federal Agencies and Organizations

The Commonwealth resource management group will be the primary coordinating group responsible for the implementation of ESF 7 and is the lead group for state-level emergency logistics activities. The Commonwealth is vulnerable to a wide range of natural and man-made events that can quickly deplete the resources of local and state response agencies and require the mobilization, staging, deployment, and demobilization of emergency resources from interstate, intrastate, federal, nongovernmental, and/or private sources.

Support from other states will be coordinated through the Emergency Management Assistance Compact (EMAC).

Local events that do not require direct state assistance with emergency resource management but require resources above and beyond standard agency to agency mutual aid agreements, will be supported in accordance with the guidance as established in the Statewide Mutual Aid Agreement. Local events that can be met by established agency to agency mutual aid will be exhausted before this plan is activated. Specialized equipment, services, and trained/credentialed personnel may be required to support response and recovery operations in the field.

Additional state, regional, and federal agencies/organizations include:

- A. 41st WMD Civil Support Team
- B. American Red Cross (ARC)
- C. Christian Appalachian Project
- D. FEMA
- E. Kentucky Department for Environmental Protection
- F. Kentucky Department for Public Health
- G. Kentucky Department of Transportation
- H. Kentucky Division of Emergency Management (KyEM)
- I. Kentucky National Guard
- J. Kentucky VOAD
- K. Office of the State Fire Marshal
- L. Private sector group

Purpose

The purpose of ESF 7 is to provide resource support consisting of emergency relief supplies, telecommunications, transportation services, security services, and personnel to support immediate response activities. Resource management during a disaster requires the efficient use of resources throughout Lexington Fayette, which may include interim economic stability controls, conservation, rationing emergency supplies of food, petroleum, and other essential items, and the stabilization of prices, wages, salaries, and rents.

The purpose of ESF 7 is to acquire resources to coordinate and support services for emergency events in Lexington Fayette. 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.

Lexington Fayette and its response agencies have sufficient resources to support activities associated with local emergencies or for emergencies of short duration. However, a catastrophic event, multiple events, or events lasting longer than 72 hours could exhaust local resources and require the enactment of mutual aid agreements.

DEM is the point of contact for Lexington Fayette agencies and organizations to request state and federal resources when the state mutual aid agreement is enacted.

Procedural information on the deployment and proper coordination of resources during an emergency are contained in the Lexington Fayette EOC and is maintained by DEM.

Situations and Assumptions

General situations, assumptions, and policies are found in the Basic Plan and are not repeated in this ESF. Only statements specific to ESF 7 are stated here:

- A. Emergencies can quickly reach a magnitude that require additional resources from local, state, federal, or other organizations through mutual aid agreements. Requests for additional assistance from the state and federal level will be made through and by the Lexington Fayette EOC to KyEM via WebEOC.
- B. Local resources and mutual aid agreements must be depleted or nearly depleted before state or federal assistance is made available.
- C. ESF 7 has the potential of being activated for reasons other than events that take place in Lexington Fayette such as weather related emergencies, natural disasters, search and rescue, chemical emergencies, biological emergencies, terrorist activities, and other public endangerment situations. A situation, in which Lexington Fayette is a host county for sheltering, a location for a staging area, or for a county receiving distribution point in a large scale event, it will most likely be necessary to activate ESF 7. In these situations, Lexington Fayette will support the lead agencies and abide by existing mutual aid agreements and the Incident Command structure.
- D. Transmission lines, pipelines, and transportation routes through Lexington Fayette are vulnerable to both natural and man-made disruptions.
- E. A statewide or international emergency/disaster might isolate the county from energy sources, raw materials, or finished products.
- F. During a period of a declared state of emergency, the Mayor may determine that it is necessary to implement a system for controlling the production, distribution, allocation, conservation, and use of the basic resources (human resources, goods, services, and related facilities) which are available to Lexington Fayette Urban County Government (LFUCG) and its citizens.
- G. The Governor has the authority to implement and enforce rationing or reallocation of resources through the provisions of KRS 32.400.

- H. During periods of a national emergency, the President may implement a federal system of resource management through authority granted by Congress.

The management of local resources, including commercial/private not regulated by the federal government may be commandeered by the local government. This will be a last resort. If additional resources are needed, they will be obtained through emergency or normal procurement procedures. This may include current contracts, pre-existing county charge accounts or state contracts to order items with pre-arranged pricing to speed the purchasing process.

Direction and Control

DEM is responsible for coordinating critical resource management during an emergency or disaster.

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 DEM, which functions as the official disaster organization for preparedness, mitigation, response, and recovery within Lexington Fayette. The agency also serves as the focal point for ESF 7 activities. It is responsible for ensuring that all appropriate program departments, supporting agencies, other ESFs, and private voluntary agencies have knowledge about the system and ESF 7 expectations.

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.

ESF 7 will prioritize activities and the deployment of resources based on information and requests received from the on-scene Incident Commander (IC) and the operations lead or designated official in the EOC during activation.

First and foremost, decisions and priority will be based on lifesaving and public safety functions.

When the EOC is activated, the IC(s) will assess the need for additional resources and request the EOC to obtain and deploy assets.

Resources from outside the county or other jurisdictions will be controlled by protocols outlined in mutual aid agreements and under direct control of the sponsoring agency but assigned by the EOC.

Federal support to the Commonwealth in regard to resource management will be coordinated under ESF 7.

The staffing directory, ESF 7 Plan, Incident Specific Plans, and Standard Operating Guidelines are maintained by DEM with notification lists updated at least monthly and all other documents updated at least annually. Supporting agencies shall develop and maintain their own similar documents for internal use which must be compatible with, and in support of, the overall EOP.

All responses made under this annex will use the National Incident Management System (NIMS).

The ESF 7 system operates at two levels: the EOC and field operations.

All management decisions regarding county and/or regional resource allocation are made at the EOC by the ESF 7 coordinator during emergency activations.

Concept of Operations

General

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 Lexington Fayette.

All operations will be conducted in adherence to Kentucky Occupational Safety and Health Program standards and regulations with life safety issues being a priority.

Procedures, protocols, and plans for disaster response activities provide guidelines for operations at the EOC and in the field. The EOP and corresponding Appendices, Incident Specific Plans, Support Plans, and Standard Operating Procedures 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.

Actions initiated by ESF 7 are grouped into the phases of emergency management: prevention, preparedness, response, recovery, and mitigation. 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.

A large event requiring regional, state and/or interstate mutual aid assistance will require ESF 7 implementation. ESF 7 will coordinate with supporting agency counterparts to seek and procure, plan, coordinate, and direct the use of any required assets. The nature and scope of the emergency dictate actions required.

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

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.

The EOC uses WebEOC (crisis management software) to supplement disaster management through communicative integration of ESFs, agency based DOCs, and other facilities or functions as appropriate.

Preparedness

Actions and activities that develop logistics 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 ongoing 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:

- A. Conduct planning with ESF 7 supporting agencies and other emergency support functions to refine logistics operations.
- B. Conduct training and exercises for EOC and logistics response team members.
- C. Prepare and maintain emergency operating procedures, resource inventories, personnel rosters, and resource mobilization information necessary for implementation of the responsibilities of the lead agency.
- D. Manage inventory of equipment and other pre-designated assets that are essential to meet the requirements of special needs groups.
- E. Ensure lead agency personnel are trained in their responsibilities and duties.
- F. Develop and implement emergency response and logistics strategies.
- G. Develop and present training courses for ESF 7 personnel.
- H. Maintain liaison with supporting agencies.
 - I. Conduct all hazards exercises involving ESF 7.
- J. Development and maintenance of a resource management system including an inventory tracking system.
- K. Development and maintenance of a donation request and receipt system.
- L. Coordination of county assets to best meet the demands of Incident Action Plans as set forth by the emergency planning section (ICS command structure) or DEM Director.

Mitigation

ESF 7 will perform the following:

- A. Coordinate with the All Natural Hazards Mitigation Committee to identify potential hazards and their impacts and seek funding for resources to mitigate those hazards.
- B. Provide personnel with the appropriate expertise to participate in activities designed to reduce or minimize the impact of future disasters.

Alert and Notification

The EOC will be activated, as will ESF 7, upon the direction of the Mayor of Lexington, Chief Administrative Officer, Commissioner of Public Safety, or the DEM Director. The DEM Director may make the decision to selectively activate ESF 7 agencies based on the type of threat, event, or incident. DEM will notify ESF 7 primary and supporting agencies of activation and request liaisons to report to the EOC. However, there will be times when it is necessary for the liaisons of primary or secondary agencies to work from the field or their own company operations center. In these cases, they will maintain telephone or radio contact with the EOC and ESF 7.

DEM functions as the official disaster organization for preparedness, mitigation, response, and recovery within Lexington Fayette. The DEM Director will activate ESF 7 and notify the ESF 7 coordinator when an event, or threat of an imminent event, may result in the need for relocation/evacuation of Lexington Fayette citizens. The EOC will serve as the central location for interagency coordination and multijurisdictional executive decision-making, including all activities associated with ESF 7.

Upon instructions to activate ESF 7, ESF 7 and supporting agencies will implement their procedures to notify and mobilize all personnel, facilities, and physical resources potentially needed, based on the emergency.

Response

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. Additional response activities include:

- A. Assign and schedule sufficient personnel to implement ESF 7 tasks for an extended period of time.
- B. Monitor and direct resources and response activities to include pre-positioning for response/relocation due to the potential impact(s) of the emergency situation.
- C. Participate in EOC briefings and meetings and develop Incident Action Plans and Situation Reports.

- D. The Mayor will exercise direction and control over economic stabilization within Lexington Fayette to include purchasing, stockpiling, and distribution of resources.
- E. The Mayor will coordinate and comply with appropriate federal and state economic stabilization plans and policies including the Economic Stabilization Board (ESB).
- F. Food rationing will comply with the USDA and Kentucky Department of Agriculture.
- G. Fuel rationing will comply with the U.S. Department of Energy or the Kentucky Department of Energy.
- H. A large event requiring regional, state, and/or interstate mutual aid assistance will require ESF 7 implementation. ESF 7 will coordinate with supporting agency counterparts to seek and procure, plan, coordinate, and direct the use of any required assets.
- I. Throughout the response and recovery periods, ESF 7 will evaluate and analyze information regarding request for services, develop and update assessment of the situation and status in the impact area, and implement contingency planning to meet anticipated demands or needs.
- J. Coordinate communications, transportation, and security with the appropriate ESFs.
- K. Manpower Services
 - 1. The Human Resources Director will fill all requests for manpower needed by other agencies during an emergency when directed to do so by the Mayor.
 - 2. The Human Resources Director will cooperate with the selective service system's state headquarters for the activation of joint plans to assist local employment offices in the location of civilian manpower to meet urgent emergency needs.
 - 3. The Human Resources Director will, upon direction of the Mayor, assume direction and control of the allocation of manpower within the county.
 - 4. The Human Resources Director will keep the Logistics coordinator informed as to the specific manpower needs and resources available.
- L. Resource Management System/Tracking

DEM is responsible for developing and putting in place resource management systems that accomplish the following:

1. Coordinate, prioritize and process incoming requests for resources from Lexington Fayette agencies and organizations. This will be accomplished through the Requests for Assistance board in WebEOC.
2. As necessary, process requests to KYEM or other entities with which there are mutual aid agreements.
3. Track resource requests and follow requested resources from log in upon arrival, storage, staging, maintenance and care, assignment, demobilization, and return to point of origin.
4. Manage requests from outside Lexington Fayette. Coordinate, prioritize, and process incoming requests.
5. Track the assignment of resources and obtain written agreement for specific resources with requesting agency.
6. Document the resources, their scope of work, and how they and /or work will be tracked.

M. Donations:

Donated goods, services, equipment, and volunteers may come through the EOC during an emergency or disaster. The ESF 7 in coordination with VOAD will track the receipt of donated items and volunteers, including storage and staging of items if necessary. ESF 7 will coordinate the use and assignment of donations to emergency relief efforts with the ESF 6.

Recovery

ESF 7 will manage the following recovery tasks:

- A. Prepare and submit reports as required to EOC/DEM and other agencies.
- B. Coordinate equipment and other logistic assessment and accountability.
- C. Coordinate the transition from response to normal operations.
- D. Coordinate the demobilization of resources.
- E. Track out-of-county resources to confirm their safe return to point of origin.
- F. Coordinate equipment and other logistic assessment for damage and accountability.
- G. Participate in After-Action meetings and development of the After-Action Report.
- H. As required, prepare and submit the agency's costs of the incident in the correct format.
- I. Coordinate recovery activities with other ESFs as needed.

- J. Assist ESF 7 with coordinating recovery activities with other ESFs as needed.
- K. Contact each resource agency for damage assessment of personnel, equipment, and supplies.

Responsibilities

A. ESF 7 Coordinator

The ESF 7 coordinator coordinates resource management between the EOC and other agencies and businesses. The coordinator will serve as an interface between the Division of Human Resources, the EOC, and other agencies, organizations, and businesses involved with manpower coordination during an emergency.

B. Human Resources Director

The Human Resources Director (or designee) will direct and control manpower coordination within Lexington Fayette as ordered by the Mayor.