



Emergency Support Function (ESF) #7

Resource Support

Primary Agency

Albuquerque Office of Emergency Management



City of Albuquerque, New Mexico
Emergency Support Function (ESF) #7
RESOURCE SUPPORT

Purpose:

1. Provide resources and logistical support for emergency response and recovery efforts.
2. Provide for the effective procurement, utilization, prioritization, and conservation of available local resources (equipment and supplies) during emergencies.
3. Provide for acquisition of resources from the state or federal government when local resources are depleted.

Primary:

- Albuquerque Office of Emergency Management

Support:

- All City Departments

Likely Tasks:

- Purchasing:
 - Secure goods and services.
- Advise, assist the EOC Management with determining priorities.
- In general:
 - Receive, document, prioritize, and track requests for resources.
 - Use resource/inventory lists to match/ meet needs.
 - Coordinate with Transportation ESF #1 as necessary.
 - Establish staging areas in coordination with the State EOC.
 - Coordinate supply distribution points, reception, storage, and deployment.
 - Coordinate with other ESF's within the EOC.
 - Notify resource requesters of the fact that requests have been satisfied and provide data concerning expected time of arrival, quantity en–route, etc.
 - Maintain financial and legal accountability.

Likely Tasks Continued:

- Determine present and future need for food, water, and ice resources.
- Develop a plan that will ensure timely distribution of food, water, ice supplies to the affected areas.
- Coordinate food, water, and ice supply activities with the appropriate tasked organizations.
- Make emergency food supplies available to residents for take–home consumption.



State of New Mexico

Primary:

- Department of Homeland Security and Emergency Management

Support:

- Energy, Minerals and Natural Resources Department
- Department of Health
- Department of Information Technology
- Department of Military Affairs
- Department of Public Safety
- Department of Transportation
- Department of Finance and Administration

Likely Actions:

- Comprehensive, incident logistics planning, management, and sustainment capability Resource support (facility space, office equipment and supplies, contracting services, etc.)



Federal Government

Primary:

- General Services Administration

Support:

- Department of Agriculture
- Department of Commerce
- Department of Defense
- Department of Energy
- Department of Homeland Security
- Department of Labor
- Department of Transportation
- Department of Veterans Affairs
- National Aeronautics and Space Administration National Communications System
- Office of Personnel Management

Likely Actions:

- Resource support consists of emergency relief supplies, facility space, office equipment, office supplies, telecommunications, contracting services, transportation services (in coordination with ESF #1 Transportation), security services, and personnel required to support immediate response activities.
- Provides support for requirements not specifically identified in other ESFs, including excess and surplus property. Resource support may continue until the disposition of excess and surplus property, if any, is completed.
- Provision of nutrition assistance by the Food and Nutrition Service (FNS): determining nutrition assistance needs, obtaining and delivery of appropriate food supplies, authorizing emergency food stamps. (Department of Agriculture)

EMERGENCY SUPPORT FUNCTION #7

RESOURCE SUPPORT

Primary Agency: Albuquerque Office of Emergency Management

Primary Coordinator: Albuquerque Office of Emergency Management - Emergency Operations Officer

Support Organizations:

- All City Departments

I. Introduction.

A. PURPOSE.

1. Provide resource management and logistical support for emergency response and recovery efforts.
2. Support logistical and resource support to agencies and organizations involved in emergency response and recovery efforts. This support includes locating, procuring, and issuing resources, such as supplies, fuel, contracting services, personnel, heavy equipment, and transportation of such resources in coordination with the EOC Logistics Section.
3. Provide for acquisition of resources from the private sector, state or federal government when local resources are depleted.

B. SCOPE.

1. ESF #7 includes but is not limited to emergency relief supplies, facility space, office equipment, office supplies, telecommunications (in coordination with ESF #2), contracting services, transportation services (in coordination with ESF #1), security services, and personnel required to support immediate response activities. ESF #7 provides support for resource requirements not specifically identified in other ESFs.
2. Procure and provide essential material resources as a part of the EOC Logistics and Finance/Administration Sections functions.

3. Obtain needed food, water, ice and other consumable supplies.
4. Arrange for storage and transportation of food, water, ice and other consumable supplies to the designated receiving areas.

C. SITUATION.

1. Many resources are critical to the immediate emergency response following a major emergency event and may be critical for long-term recovery operations. Large scale emergencies quickly exhaust the normal stock of resources and supplies available, requiring the coordinated replenishment of personnel and equipment resources and expendable supplies in a rapid manner. Often, the availability of those resources and supplies is limited in the region where the emergency occurred due to widespread consumption.
2. Most City of Albuquerque departments have a limited cache of resources that can be used during an emergency.
3. An emergency will deprive people of access to food by disrupting the food supply distribution network and destroy stored food. People with food items may not have the means to prepare the food in a safe manner. Response personnel will need to have food provided to support their efforts.
4. After a catastrophic emergency the following conditions may exist:
 - a. A substantial percentage of the food processing and distribution capabilities may be disrupted.
 - b. Access to bulk quantities of usable food in the impacted area may be limited.
 - c. A substantial percentage of the water supply may be unusable requiring potable water supplies to be made available to the affected population.
 - d. There may be a near total disruption of energy sources.
5. CABQ departments and volunteers will be directly impacted by the emergency and may be unable to respond to the emergency situation.

D. POLICIES.

1. Resources will be inventoried, prioritized and utilized in the most efficient manner possible, and be applied to functions and areas of greatest need.
2. Additional resources will be requested from the State EOC when it is evident that available CABQ resources have been utilized.
3. The CABQ EOC is responsible for securing resources from outside the City. Departments that obtain resources from the public or private sector by any other means may not be reimbursed for their expenses
4. All City departments are responsible for arranging the movement of department assets to points where they are needed during emergencies. If a department does not have suitable transportation capabilities, it may request assistance through the EOC.
5. The mayor may invoke temporary controls on local resources and establish priorities for use.
6. The EOC will coordinate dissemination of information concerning any emergency measures, and voluntary controls or rationing.
7. The City will maintain a list of local resources available for emergency use. The list should indicate the quantity, location, and contact person.
8. The City will maintain records of all resources expended in an emergency, such as personnel, equipment, and materials.
9. City departments and agencies will use their own resources and equipment during emergency situations and will have control over the management of the resources as needed to respond to the situation.
10. All resource expenditures will be reported to the EOC during emergency situations.

II. Concept Of Operations.

A. GENERAL.

1. The Logistic Section Chief is responsible for supervision of the logistics section which includes ESF #1 Transportation, ESF #2 Communication & IT, and ESF #16 Volunteers & Donation management.
2. When it becomes apparent that additional resources (materials and services) will be needed at the Emergency Operations Center (EOC) will coordinate the resource acquisition process and recommend courses of action.
3. Upon activation of EOC, the primary agency will be notified to provide representation to coordinate resource support and logistical management duties.
4. The EOC will manage requests for resources and logistical support, and provide the primary agency with specific requirements for ESF #7 action and coordination.
5. The Primary Agency/ Logistics Section Chief will provide resources based on priorities established by the mayor and/or the EOC Consolidated Action Plan. Emergency victims will take precedence in the allocation of resources.
6. The Primary Agency/Logistics Section Chief will task support agencies and other City departments to provide resources/assets in order to meet operational requirements. If necessary, private sector sources may be acquired to augment the City resources.
7. The City will commit all locally available resources as necessary to protect the lives and property of its residents. After local resources have been expended or committed, assistance will be sought from regional sources then the State EOC.
8. Approved resource purchases or contracts will be submitted to the EOC Finance and Administration Section for payment. The Finance and Administration Section is responsible for contracts and documentation of resources procured. The Logistics section is responsible for coordination of EOC resource requests and procurement.
9. Logistical Support Facilities: Under certain circumstances a local, regional, or statewide logistics system may be activated to promote the timely delivery of material and equipment into the disaster area. The system may consist of one or more of the following components:
 - Logistics Staging Areas: Designated locations at which resources will be received, classified, and prepared for delivery to receiving points or directly to a distribution point.

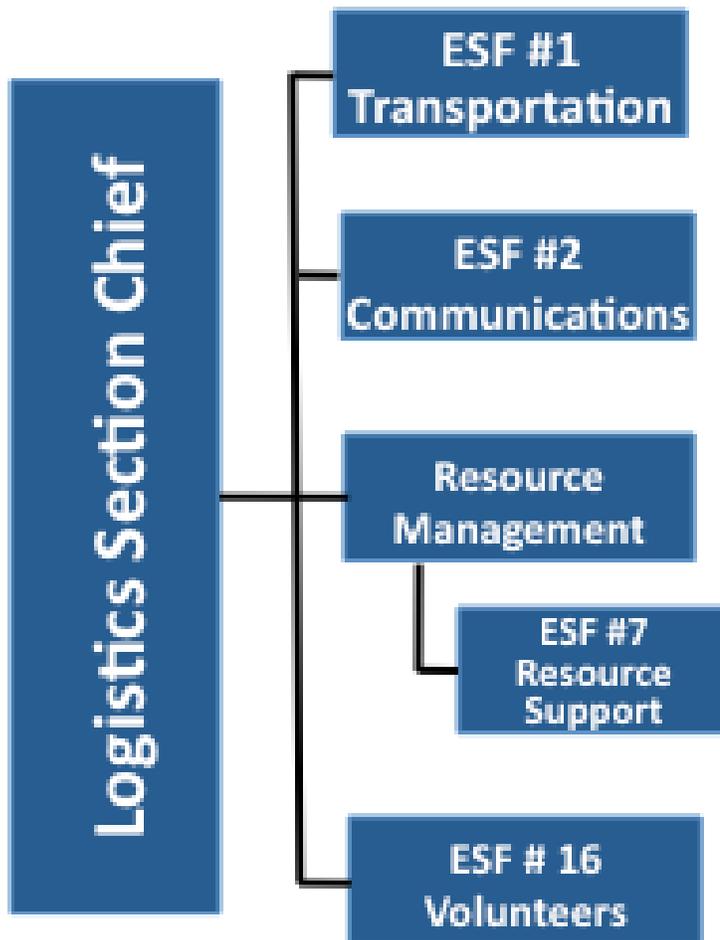
- Receiving Points: Designated locations normally in the impacted area at which resources will be transferred to local authorities for distribution.
 - Points of Distribution: Facilities designated by the local jurisdiction for distribution of relief supplies to the affected populations.
10. The EOC Manager will initiate the acquisition and commitment of resources from outside City government, except for normal mutual aid requests from the City regional partners. Operational control of those resources rests with the incident commander for the incident or function where the resources are assigned.
 11. An initial human needs assessment (i.e., food, water, health/medical, and housing) and the condition of the infrastructure (i.e., transportation, communications, and utility systems) will be reported by the EOC to the State EOC.
 12. All agencies and departments will utilize the National Incident Management System Resource Typing Framework. Resource Typing is the categorization and description of response resources commonly exchanged in disasters through mutual aid agreements. Resource Typing allows emergency management personnel to identify, locate, request, order, and track outside resources quickly and effectively, and to facilitate the response of these resources to the requesting jurisdiction.
 13. Large bulk shipment of food supplies purchased, solicited, or donated will be coordinated with the Mass Care, Housing & Human Services ESF #6. Individuals and relief organizations from outside the emergency will begin to collect food, water and other commodities to assist. A plan for managing the likely inundation of donated commodities must be in place.

B. RESPONSE ORGANIZATION AND STRUCTURE

1. Organizational Chart.

- ESF #7 is positioned within the Logistics Branch during an EOC activation, each ESF under Logistics Branch will be led by a CABQ representative carrying out their ESF role.

The Organizational Structure Of The Logistics Services Branch



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C. PRIMARY DEPARTMENT RESPONSIBILITIES/TASKS BY PHASE.

PRIMARY DEPARTMENT RESPONSIBILITIES/TASKS BY PHASE	
ALBUQUERQUE OFFICE OF EMERGENCY MANAGEMENT	
Pre-Emergency	<p>Coordinate and collaborate with the Office of Emergency Management/General Staff to determine resource needs to:</p> <ul style="list-style-type: none"> • Maintain Emergency Support Function (ESF) #7. • Analyze resource requirements. • Identify and maintain current resource inventories. • Establish inventory, control, and delivery systems where applicable. • Develop a standardized form for use in emergency resource requests by agencies in the EOC during emergency operations. • Develop agreements with resource providers as necessary with assistance from Purchasing. • Identify potential staging area locations and requirements. • Identify and establish agreements with local and regional suppliers. • Identify and establish agreement storage facilities, refrigerated and non-refrigerated for the warehousing of food, water, and ice. • Develop emergency action checklists. • Maintain a list and train emergency procurement liaisons from each department. • Participate in drills, exercises.
Emergency	<ul style="list-style-type: none"> • When notified, report to the CABQ EOC. • Coordinate implementation of resource support activities with the appropriate tasked organizations. • Negotiate contracts for support of emergency actions as required. • Assure that emergency procurement procedures and documentation is followed. • Determine the needs in terms of number of people, their location, and usable food preparation facilities for feeding. • Identify, locate and catalog available resources of food, transportation, equipment, storage and distribution facilities. • Coordinate shipment of food to designated areas. • Establish logistical links with organizations involved in mass feeding.
Emergency Operations Center (EOC)	<ul style="list-style-type: none"> • Staff ESF #7 position in the EOC • Coordinate with the EOC Manager and EOC Staff to determine resource needs. Essential information includes Size. <ul style="list-style-type: none"> – Amount. – Location. – Type of resource.

PRIMARY DEPARTMENT RESPONSIBILITIES/TASKS BY PHASE

ALBUQUERQUE OFFICE OF EMERGENCY MANAGEMENT

- Time frame in which it is needed.
- Advise, assist the EOC Manager and EOC Staff with determining priorities.
- In general:
 - Receive, document, prioritize, and track requests for resources.
 - Use resource inventory/lists to match and meet needs.
 - Coordinate with Transportation ESF #1 as necessary.
 - Assist in establishing EOC staging areas in coordination with the Operations Section Chief.
 - Coordinate supply distribution points, reception, storage, and deployment.
 - Coordinate with other ESF’s within the EOC.
 - Notify resource requesters of the fact that requests have been satisfied and provide data concerning expected time of arrival, quantity en–route, etc.
 - Maintain financial and legal accountability.
- Sources for resources can include:
 - All CABQ personnel, equipment, supplies and facilities.
 - State, federal agencies and organizations.
 - NGOs.
 - General public.
 - Businesses, industry and vendors.
- Establish, maintain contact with State EOC through the CABQ EOC.
 - Coordinate additional resource needs.
- Finance/Purchasing:
 - Secure goods and services.
- Determine present and future need for food, water, and ice resources.
- Notify vendors of present and future needs.
- Assist with developing a plan that will ensure timely distribution of food, water, ice supplies to the affected areas.
- Procure storage facilities, both refrigerated and non– refrigerated, for the warehousing of ice and perishable food items outside of affected area.
- Coordinate food, water, and ice supply activities with the appropriate tasked organizations.
 - Coordinate assistance in preparation and segregation of foodstuffs for mass bulk distribution.
- Make emergency food supplies available to residents for take–home consumption.
- Coordinate the procurement and delivery of food, water and ice to City of Albuquerque employees working in the CABQ EOC.

PRIMARY DEPARTMENT RESPONSIBILITIES/TASKS BY PHASE	
ALBUQUERQUE OFFICE OF EMERGENCY MANAGEMENT	
	<ul style="list-style-type: none"> • Coordinate with ESF #1 for transportation of food, water, and ice supplies to designated distribution or mass feeding sites. • Deploy water to locations identified by the EOC. • Obtain, coordinate food, water, and ice resources as requested by field incident commanders. • Provide water, food, ice information to the appropriate EOC Emergency Support Functions on a regular basis. • Sources for resources can include: <ul style="list-style-type: none"> – Local and regional suppliers. – State EOC. – State and federal agencies. • Establish, maintain contact with State EOC through WebEOC or other EOC information management tools: <ul style="list-style-type: none"> – Coordinate delivery of food, water, and ice to affected areas. – Coordinate with the ESF #6 Mass Care, Emergency Assistance, Housing & Human Services and the State in the issuance of emergency foods stamps and vouchers for emergency victims. • Maintain records of the cost of supplies, resources and staff-hours needed to complete the resource support ESF. • Continue to assess the situation and priorities to address the most critical needs and develop strategies. • Coordinate with Finance/Purchasing in preparing and submitting emergency requisitions for goods and services necessary to support operations as requested. • Identify the number of people without food within the affected area. • Inventories warehoused food products/quantities and identify additional sources to obtain supplies. • Coordinate the transportation of food shipments to warehouses, feeding sites and pantry locations. • Assist with other duties as requested. • Maintain records of cost and expenditures to accomplish this ESF and forward them to the EOC Finance/ Administration Section Chief.
Recovery Actions	<ul style="list-style-type: none"> • Continue to provide food, water, ice for related recovery activities as required. • Coordinate with the EOC Manager and EOC staff to determine recovery resource needs.

D. SUPPORT ORGANIZATION'S RESPONSIBILITIES AND TASKS.

SUPPORT ORGANIZATIONS' RESPONSIBILITIES AND TASKS	
All City Departments	<ul style="list-style-type: none"> Provide resource and logistic support in the form of personnel, equipment, and/or supplies to support disaster emergency response and recovery operations. If specifically tasked, local agencies will cooperate with the EOC Logistics Section in fulfilling material, supplies, and transportation needs as deemed necessary by the EOC Manager. Provide technical assistance in identifying sources for emergency response and relief assets. Submits, pre-disaster, inventory lists of departmentally controlled assets and resources to Primary agency. Maintain documentation of all equipment, supplies, materials, personnel, etc., utilized in the response and recovery operations. Record costs and expenditures and forward to this ESF's Group Supervisor.

III. Response Actions.

A. NOTIFICATION.

1. Upon notification by CABQ OEM Director or designee of an incident, the ESF coordinator will notify support departments and organizations of potential need for ESF #13 response in accordance with ESF #13 procedures and checklists. Notification may occur via landline, cell phones, electronic means, and/or two-way radios.
2. Activation of ESF #7 will be determined by the CABQ OEM Director or designee based on the needs of the incident.
3. Activities within ESF #7 will be conducted in accordance with the National Incident Management System (NIMS) and will utilize the Incident Command System (ICS).
4. Day-to-day organizational structures of the city will be maintained to the degree feasible in emergency and disaster incidents.
5. If and when city resources have been or are expected to be exhausted, additional support and assistance can be requested from the state EOC.

B. ACTIVATION.

Activation of ESF #13 will be determined by the OEM Duty officer, by the OEM Director or by request of the ESF responding agent based on the needs of the incident.

C. ONGOING ACTIVITIES.

1. Track status of mission assignments and/or project agreements.
2. Perform routine status checks of available resources and maintain an active list during the emergency.
3. Maintain records of all resources expended, such as equipment, materials, supplies, and personnel hours and share Mission Assignment and/or Project Agreement information with EOC section chiefs as requested.
4. Recover, demobilize, and facilitate reimbursement process for resources utilized.
5. Participate in the EOC After-Action Review to identify ESF #7 lessons learned and recommend areas for improvement.
6. Donated Goods.
 - After a major emergency has occurred, it can be anticipated that large quantities of unsolicited donated resources may be sent to CABQ. Information should be disseminated to send these resources to designated staging areas for registering, inventorying, assignments, and distribution.
 - Management of donated supplies, food, clothing, medicine, and other items is discussed in the Volunteer and Donations Management ESF #17.
7. Economy.
 - After a major emergency, the market economy and normal distribution, transportation, warehousing, and retail systems will be encouraged and maintained to the maximum extent possible. If an emergency causes a shortage of essential resources, CABQ will endeavor to cooperate with the private sector and with the state in encouraging voluntary controls. Mandatory controls may become necessary.

D. DEACTIVATION.

1. The EOC will be deactivated or the response level will be lowered when the event needs

have decreased. Deactivation or change in response level may also occur as a result of a transition of the EOC mission from response to recovery. EOC activation status may be changed when determined appropriate by the EOC Manager.

2. Upon EOC deactivation, ESF #13 responsibilities will either be deactivated or assumed by an appropriate department. Once the decision to deactivate the EOC has been reached, the following activities may be necessary:
 - Complete or transfer remaining coordinating activities to the appropriate department operation center or ESF(s).
 - Coordinate the physical closing of the EOC, to include staff release, equipment pack up, return and inventory.
 - Coordinate the release of a public deactivation announcement with the JIC.
 - Provide deactivation information and a final status report to all involved response departments and/or coordinating and supporting ESF departments.

IV. Attachments And References.

A. ATTACHMENTS.

None.

B. REFERENCES.

1. EOC/ESF Resource Listings (published separately).

C. PROVISO.

1. This support annex has been prepared in accordance with the standards of the National Incident Management System and other Federal and State requirements and standards for emergency plans applicable of the plan's preparation date.
2. The plan provides a broad planned framework for response and recovery; it is intended for use in further development for response capabilities, implementation of training and exercises, and defining the general approach to incident response. The actual response to an incident is dependent on:
 - a. The specific conditions of the incident, including incident type, geographic extent, severity, timing, and duration;
 - b. The availability of resources for response at the time of the incident;

- c. Decisions of incident command staff and political leadership;
- d. Actions taken by neighboring jurisdictions, the State, and the Federal Government.
- e. These and other factors may result in unforeseen circumstances, prevent the implementation of plan components, or require actions that are significantly different from those described in the plan.

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