

EMERGENCY SUPPORT FUNCTION (ESF) 7

RESOURCE SUPPORT

Primary Agency: Chatham County Purchasing
Support Agencies: Chatham County Finance
Chatham County Human Resources
Chatham County Information and Communication
Georgia Emergency Management Agency
Municipal Finance and Purchasing Department
Chatham Emergency Management Agency

Supporting information, documentation, activation instructions and checklists are contained in the Introduction to Emergency Support Functions Annex.

I. Introduction

- A. Purpose: This ESF implements Annex 7 to the Emergency Operations Plan. This ESF provides operational guidance to those who are assigned to work in this ESF. This ESF has been established to provide logistical and resource support to local entities in supporting emergency response and recovery efforts during incidents of critical significance.
1. ESF #7 shall plan, coordinate and managing resource support and delivery in response to and recovery from a major disaster or catastrophe.
 2. ESF #7 shall provide supplies and equipment from county and municipal stocks, commercial sources and donated goods.
 3. ESF #7 support agencies will furnish resources as required.
 4. Procurement will be made in accordance with current local, state and federal laws and regulations that include emergency procedures under Georgia Statute and Chatham County policies and ordinances.
- B. Scope:
1. Preparedness
 - a. Develop methods and procedures for responding to and complying with requests for resources.
 - b. Develop procedures for reimbursing private vendors for services rendered.
 - c. Develop lists of private vendors and suppliers and their available resources.

- d. Establish pre-planned contracts where necessary to ensure prompt support from vendors during emergencies.
 - e. Develop and train ESF #7 personnel on County emergency procurement procedures for acquiring supplies, resources, and equipment.
 - f. Develop resource inventories based on hazard specific studies and corresponding likely resource requests by ESF.
 - g. Participate in exercises and training to validate this annex and supporting SOPs.
 - h. Develop a Countywide logistics plan and coordinate with ESF #1 to support logistics operations.
 - i. Ensure all ESF #7 personnel integrate NIMS principles in all planning. As a minimum, primary action officers for all ESF #7 agencies will complete ICS 200, 300, and 700 courses.
2. Response
- a. Alert those agencies whose personnel, equipment, or other resources may be used.
 - b. Establish a resource tracking and accounting system, including management reports.
 - c. Assess initial reports to identify potential resource needs.
 - d. Identify procurement resources and potential facility locations in the disaster area of operations.
 - e. Provide data to the Public Information Group for dissemination to the public.
 - f. Locate, procure, and issue to County agencies the resources necessary to support emergency operations to include coordination with General Services Real Property Management to identify prospective staging area warehouses available for lease to replace damaged or destroyed facilities.
 - g. Coordinate support with the General Services Administration (GSA) Regional Administrator on all logistical support activities.
 - h. Execute Countywide logistics plan and coordinate with ESF #1 to support logistics operations.
 - i. Coordinate with GANG (Military Support) to develop procedures for deploying state military department personnel in support of emergency operations at warehousing facilities, staging areas, and other areas where the need exists.
 - j. Coordinate with ESF #13 (Law Enforcement) to evaluate warehouse security requirements.
3. Recovery
- a. Continue to conduct procurement activities as long as necessary and until procurement needs have been met.
 - b. Anticipate and plan for arrival of and coordination with, GEMA ESF #7 personnel in the EOC and the Joint Field Office (JFO). Through coordination with General Services Real Property

Management, assist GEMA in locating office space suitable for JFO operations.

4. Mitigation
 - a. Support and plan for mitigation measures.
 - b. Support requests and directives resulting from the Governor and/or GEMA concerning mitigation and/or re-development activities.
 - c. Document matters that may be needed for inclusion in agency or state/federal briefings, situation reports and action plans.

II. Concept of Operations

- A. General: Countywide resources committed to ESF #7 will be allocated and coordinated by ESF #7. The primary source of equipment, supplies, and personnel shall be support-agency resources and local sources outside the impacted area. Support that cannot be provided from these sources will be provided through commercial resources.
- B. Response:
 1. Initial Actions:
 - a. Upon notification of a potential or actual incident, the Primary Agency will alert ESF points of contact as required, ensuring that all appropriate parties are informed of developments.
 - b. Supporting agencies will be alerted by the primary agency.
 - c. Primary and supporting agencies will provide support to County and municipal agencies engaged in the response as requirements are identified.
 - d. Primary and supporting agencies will assist in establishing and managing mobilization centers as required.
 2. Continuing and Recovery Actions: Using the following procedures, ESF #7 provides, controls and accounts for goods and services.
 - a. Upon notification of a space requirement, ESF #7 determines through coordination with appropriate County departments, the availability of suitable space in county owned or leased buildings.
 - b. When space in county owned or operated buildings is not available or acceptable, the EOC is notified. The ESF continues to work with local and County authorities to locate suitable space.
 - c. Contracting support is provided to ESF #1, Transportation, as required.
 - d. All required office furniture and equipment is provided from County inventories or commercial sources.

- e. Office supplies and other expendables are provided from County stores or small businesses or vendors in the affected area whenever possible.
- f. Procurement support is provided using ESF #7 contracting resources as required.
- g. ESF #7, in coordination with ESF #13, Public Safety and Security, contracts for guard service to support all County agency coordination response and recovery activities.
- h. In addition to the above, ESF #7 loans excess property and provides other services as required.

III. Responsibilities

A. ESF Primary and Each Support Agency shall:

1. Attend at least quarterly meetings to ensure planning functions are carried out to support this ESF.
2. Assess the need for and prioritize the deployment of services based on your area of responsibility.
3. Locating, procuring, and issuing resources to other County agencies for use in emergency operations necessary to support the County EOP or to promote public safety.
4. Locating and coordinating the use of available space for incident management activities.
5. Coordinating and determining the availability and provision of consumable non-edible supplies stocked in distribution facilities and customer supply centers when available.
6. Procuring required stocks from vendors or suppliers when County items are not available.
7. Maintain records of expenditures and document resources utilized during recovery in accordance with ESF #7 policies.

B. Chatham County Purchasing shall:

1. Coordinate with each Support Agency through at least quarterly meetings to ensure planning functions are carried out.
2. Coordinate the development of a logistical framework to support recovery operations.
3. Identify, locate, and if necessary, recruit personnel to support incident operations after coordination with Central Services.
4. Develop procedures to maintain records of expenditures and document resources utilized during recovery in accordance with ESF #7 policies.