



Harvey County, Kansas Emergency Operations Plan

ESF 7 - Logistics and Resources

Coordinating Agency:

Harvey County Emergency Management

Primary Agencies:

Harvey County Administration

Support Agencies:

American Red Cross
City of Burrton
City of Halstead
City of Hesston
City of Newton
City of North Newton
City of Sedgwick
City of Walton
Harvey County Board of County Commissioners
Harvey County Clerk
Harvey County Communications
Harvey County Data Processing
Harvey County Health Department
Harvey County Road & Bridge
Harvey County Sheriff Office/Detention Center
Kansas Division of Emergency Management (KDEM)
South Central Kansas Regional VOAD
State Animal Response Team (SART)
The Salvation Army
United Way of the Plains
USD 369 – Burrton
USD 440 – Halstead
USD 460 – Hesston
USD 373 – Newton
USD 439 – Sedgwick

I. Purpose and Scope

1.1 Purpose

The purpose of the ESF 7 Logistics and Resources Annex is to acquire the necessary resources to support disaster operations. This process includes providing fiscal and logistical managerial support through timely and efficient acquisition and distribution of resources, purchasing, contracting, renting and leasing of supplies and equipment. Also included are the roles of providing coordination of the documentation of reimbursable expenditures as determined by the Federal Emergency Management Agency (FEMA).

1.2 Scope

This annex identifies key policies, concepts of operations, capabilities and roles and responsibilities associated with ESF 7 in Harvey County. ESF 7 applies to all individuals and organizations and the full range of logistics and resource activities that may be required to support disaster response and recovery operations in Harvey County.

Effective response to any emergency or disaster requires the ability to find, obtain, allocate, and distribute resources to meet the needs of the event. This Emergency Support Function (ESF) Annex provides guidance to assist in coordinating the provision of personnel, equipment, supplies, facilities and services to support emergency operations. Specifically, ESF 7 addresses:

- EOC logistics section operations;
- Resource identification;
- Resource procurement;
- Resource coordination;
- Facilities and logistics;
- Personnel augmentation;
- Logistics management; and
- Volunteer and donations management.

II. Concept of Operations

This section provides a narrative description summarizing the Concept of Operations for the following ESF 7 activities: 1) Command, Control, and Notification, 2) Credentialing, 3) Resource Directories, 4) Resource Request and Management 4) Volunteer and Donations Management, 5) Tracking Resources, 6) Emergency Contracting, and 7) Considerations for Functional and Access Needs Populations and Children. ESF 7 is organized consistent with the requirements of the National Incident Management System.

2.1 Command, Control, and Notification

Harvey County Emergency Management is the Coordinating Agency for ESF 7. The EOC Coordinator is responsible for contacting ESF 7 primary and support agencies as well as providing briefings and direction for initiation of emergency management activities in support of emergency operations.

When a determination is made to activate the EOC, the ESF 7 Coordinator is also responsible for contacting the primary and support agencies with liaison roles including adjacent counties and the State and briefing them on the situation. The ESF 7 Coordinator will provide departments with the designated methods/timeframes for submitting data/information and updates to the EOC regarding processes and protocols.

The ESF 7 Coordinator will manage the collection, processing, and dissemination of ESF 7-related information to and from the EOC. WebEOC will be utilized as the preferred method to disseminate information.

2.2 Credentialing

Harvey County utilizes the Comprehensive Resource Management and Credentialing System developed by the Kansas Division of Emergency Management. It is a resource management and situational awareness tool that combines many systems to increase effectiveness and efficiency of emergency services. It is an accountability system that allows responders to tag, track, and report on assets during incidents or pre-planned events. This system is web-based and can be used for on-scene and off-scene accountability, and can be coordinated through WebEOC.

Currently, the Harvey County Emergency Management Department has the responsibility for the credentialing/badging system in place for all Harvey County. The City of Newton also has their own in-house credentialing/badging system in operation. With this system, all relevant city and county government employees have their credentials on file through this system and badges to gain access to limited access sites.

For vendors and transport companies that are hired to support ESF 7, the ESF 7 Coordinator will work closely with ESF 13 and law enforcement officers conducting perimeter control to communicate which service providers should have access to limited access sites.

For non-affiliated volunteers, badges will be made at the Volunteer Reception Center (VRC). For affiliated volunteers, current badging systems utilized by the volunteer agency will be accepted. If no badges are utilized, volunteers will be directed to the VRC to have a badge made.

2.3 Resource Directories

The types and amounts of resources needed to support emergency operations will vary greatly depending on the event. Some examples of typical emergency resources

include, but are not limited to:

- Vehicles
 - Passenger, cargo, and debris removal
- Personnel
- Facilities
- Staging Areas for internal and external response
- Equipment
 - Communications Equipment
 - Pumps and sandbags
 - Heavy equipment for public works applications (e.g., cranes) and materials handling (e.g., forklifts)
 - Materials and tools such as plastic sheeting, shovels, picks, chain saws, axes/hatchets, flashlights, etc.
 - Mass care supplies such as food, bedding, blankets, and cots
 - Industrial lighting equipment (for nighttime search and rescue operations)
 - Portable generators
 - Medical supplies and pharmaceuticals
- Equipment Operators
- Suppliers/Contractors/Vendors
- Services/Contracts/Mutual Aid Agreements
- Potable Water
- Portable toilets and other sanitation supplies
- Fuel and fueling stations
- Technology to support emergency operations
- Critical Facilities with priority for restoration
- Utility Providers including number of customers served
- Resources in adjacent jurisdictions that could be used during a disaster

All personnel and equipment that have been entered into CRMCS can be viewed using the Salamander Live app through CRMCS.

2.4 Resource Request and Management

Initial requests will likely be relayed through the Harvey County Communications. Once ESF 7 is activated, all departments and agencies involved in the emergency response will be instructed to direct any resource needs they are unable to meet through their own channels to the EOC. Incident Command will identify the resources required in the field and relay requests to the EOC. The EOC will assess emergency resource requests and recommend actions to acquire the necessary supplies, equipment and personnel. As emergency operations continue, and local and mutual aid resources are exhausted, resource requests will be requested and directed to KDEM. These requests, if possible, will be made through WebEOC or other written formats.

EOC Finance/Admin Section will purchase the needed supplies from an appropriate vendor or solicit a donation of the needed supplies. The EOC Finance/Admin Section will work closely with the ESF 7 Donations Management group to help ensure donated goods are used to fill supply requests when possible.

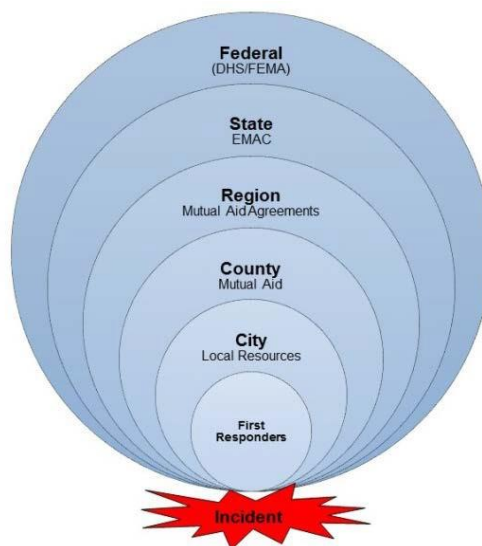
Local authorities may request assistance from Emergency Management in determining potential threats, the need and timeline for relocation of essential resources. The criteria for relocating essential resources outside the threatened or impacted area is the responsibility of the local agencies within the municipalities of Harvey County.

In major emergencies that exceed or threaten to exceed local resources, regional resources will be requested. If the resources needed are beyond local and regional capabilities, the State and Federal government may be able to provide assistance. However, their ability to respond quickly may be limited.

The ESF 7 Coordinator will work closely with ESF 5 to determine if conditions warrant the declaration of a local emergency. Some resources such as State Resources through KDEM and federal resources through FEMA may not be available until a local declaration of emergency has been made. A local disaster declaration must be requested by the emergency manager to the chair of the Harvey County Commission to be signed and forwarded to KDEM as soon as possible.

Once a local declaration of emergency is made, if the State determines the emergency requires resources beyond state capabilities, the State will coordinate a request for a Federal Declaration. Some Federal resources may be available without a federal declaration. Examples of these types of Federal assistance include those described in the National Oil and Hazardous Substances Pollution Contingency Plan, the Mass Migration Emergency Plan, the National Search and Rescue Plan, and the National Maritime Security Plan.

The following flow chart depicts the progression of resource requests from local to regional, to state, to federal resources.



To help make certain the correct resources are provided, the ESF-7 Coordinator will work with the EOC Finance/Admin Section to ensure that essential information is requested from and provided by those making resource requests including:

- **What** is needed (as specifically as possible)?
- **Why** is it needed?
- **How much** is needed?
- **Who** needs it?
- **Where** is it needed?
- **When** is it needed?

Once a request for supplies is confirmed, the EOC Finance/Admin Section will contact the supplier, order and confirm shipment and provide necessary information such as place of delivery, credentials needed to pass checkpoints, etc...

2.4.1 Procurement and Hiring

When requests are of a high priority, an emergency procurement and/or hiring process may be necessary. Emergency procurement may involve contacting suppliers, negotiating terms, and making transportation and distribution arrangements.

Emergency hiring may involve using available local and state job service records and any applicant and vendor files the Human Resources Department maintains for particular types of positions, including Workforce Development.

Depending on types and numbers of personnel needed, volunteers may be used to quickly fill needed positions. For example the Kansas System for the Early Registration of Volunteers (K-SERV) is a source for volunteers that can be used to augment personnel. The EOC Finance/Admin Section will work closely with the Volunteer and Donations Management Coordinator to ensure volunteer resources are appropriately utilized.

2.4.2 Distribution

The EOC Finance/Admin Section will work with the other members of the EOC to determine the appropriate facilities and methods for the timely distribution of resources. High priority resources as identified by the EOC will be distributed as quickly as possible. When required by the situation, distribution points may be established to provide supplies to the public.

The Harvey County Health Department, as the ESF 8 Coordinator, is responsible for establishing Points of Distribution for medications and vaccines that are determined necessary as a result of an event, to include distribution of medications from the Strategic National Stockpile (SNS). Other non-medical distribution facilities will be coordinated by ESF 7.

The EOC Logistics Section will determine what distribution facilities will be needed to handle the flow of resources into and through the jurisdiction. In a major emergency, with

an extensive influx of resources, supplies and personnel, the EOC Logistics Section, in coordination with the EOC, may request certain facilities be designated for emergency use such as:

- **Mobilization Center** – a designated location for receiving and processing resources and personnel prior to their deployment to a Staging Area or incident site. The Mobilization Center may also be required to provide briefings, lodging and feeding for arriving personnel.
- **Staging Areas** – may be used to assemble personnel and equipment for immediate deployment to an operational site in the affected area(s). Potential Staging Areas will be dictated by the locations and the scope of the incident but may include fairgrounds, schools and recreational facilities.
- **Warehouses and other facilities** – may be needed to store or stage supplies and equipment for both short and long-term emergency use.
- **Private Sector Facilities** – In addition to government facilities, Harvey County may make arrangements with local realtors to provide information on private sector facility availability.

The EOC Logistics Section will ensure these facilities are notified of incoming supplies, equipment and other resources, as well as their priority designation. Distribution facilities will provide reports on resources passing through or arriving to allow the EOC Logistics Section to track the location of resources and timeliness of delivery.

If necessary, law enforcement agencies may reroute or delay traffic to accommodate the timely distribution of emergency resources and supplies.

2.5 Volunteer and Donations Management

After any emergency that generates significant media coverage, the potential exists for Harvey County to receive an immediate influx of volunteers and large quantities of donations. Harvey County will work closely with the volunteer agencies responsible for these functions to ensure the appropriate use of both volunteers and donated goods.

2.5.1 Volunteer Management

Through preparation and participation in the development of a volunteer disaster response, the Harvey County Emergency Management Department leadership has embraced the benefits of a planned, systematic and professional approach to incorporating spontaneous, unaffiliated volunteers into disaster response. An exercised volunteer management process initiated by the South Central Kansas Volunteer Organizations Active in Disasters (SCK VOAD) Volunteer Reception Center (VRC) is in place for the area to meet identified needs.

The SCK VOAD VRC will be used for regional responses and those incidents for which numerous volunteers are required.

2.5.2 Donations Management

The United Way of the Plains (UWP) will coordinate donations management for large-scale emergencies in Harvey County. To ensure effective utilization of donated goods, UWP will provide a Coordinator to the EOC to work directly with ESF 7 to fill resource/supply requests with donated goods when possible.

2.6 Tracking Resources

The Harvey County EOC utilizes a combination of mechanisms to track resource requests and mission assignments. All of the Incident Command System (ICS) forms will be provided to each ESF Coordinator on a thumb drive for their use in the EOC. Large wall mountable ICS forms such as the ICS 202, 207, 215 and 215A will be available for use by the EOC. WebEOC is the electronic information management system in use throughout the State of Kansas. ESF 7, coordinating with the Logistics and Finance/Admin Section will utilize WebEOC to submit requests to the State (KDEM). The ICS 213 (RR) Resource Request form is located in the County Resource Requests board in WebEOC.

The ESF 7 coordinator is responsible for tracking each request that comes to the EOC either by ICS form or verbal request. The section then utilizes normal and/or emergency procurement procedures to obtain the item either through mutual aid or expenditure. The requests are then tracked by ESF 7 personnel for data such as arrival time, compliance with procurement request criteria, etc. Depending upon the nature of the request and the level of urgency, the requested items are delivered either to: (1) a designated warehouse space, (2) a specific staging area, or (3) a local distribution center, (4) direct to other areas such as PODs, VRCs, etc. or (5) direct to the incident command post.

In situations where resources such as fuel or medications are scarce, decisions regarding distribution priority for stocks/stores of those items would be made by the command and general staff in cooperation with ESF 8 and ESF 12 and others as appropriate.

2.7 Emergency Contracting

Emergency contracting - The designated EOC Manager will order resources and execute any emergency contracting in securing resources for life safety incidents, where there is an immediate threat to life.

- Incidents that occur inside the city limit of any of the cities; that city will be responsible for full payment of emergency contracts. The cities will provide a designee that will approve their emergency contracts and processes.
- Incidents that occur in the County, Harvey County will be responsible for full payment of emergency contracts. Harvey County Emergency Management will execute and notify the Harvey County Board of County Commissioners of any contracts that are to be implemented. The BOCC/Administration will designate the spending limits and inform the Harvey County EOC of the limits after being

notified of an incident that may need emergency contracting.

2.8 Considerations for Functional and Access Needs Populations and Children

In large or complex disasters, the EOC Manager may choose to consult with Human Resource Personnel to ensure that all programs and policies are in compliance with the Americans with Disabilities Act.

The Harvey County Department on Aging will also provide specially trained personnel, as well as supplies, equipment, and transportation resources for the area's senior populations as well as functional and access needs populations. ESF 7 will consider functional and access needs when locating warehouses or other staging facilities. In addition, functional and access needs will be considered when determining points of distribution locations to ensure accessibility.

In large or complex disasters, the EOC Manager will coordinate with VOADs and/or DCF to ensure the needs of Children in disasters are met.

The Department of Health and Human Services has identified English as the primary language and Spanish as the secondary language spoken in households within Harvey County. Harvey County Communications and Harvey County Health Department utilizes LanguageLine Solutions when local translators are not available.

Text-to-911 has the ability to send a text message to reach 911 emergency call takers from a mobile phone or device. Harvey County Communications has the ability to receive and maintains the equipment to receive Text-to-911 messages.

The Kansas Relay Center (KRC) facilitates communication with Kansans that have hearing and/or speech disabilities. These persons communicate with a telecommunications device for the deaf (TDD), a combination telephone/typewriter that enables the individual to type out his or her portion of the conversation. Other forms of TDDs include teletypewriters and compatible personal computers with modems. Harvey County Communications also has the ability to communicate with persons utilizing TDD on their consoles.

III. Actions and Responsibilities

3.1 Actions

Actions carried out by ESF 7 are grouped into phases of emergency management: Preparedness, Response, Recovery and Mitigation. Each phase requires specific skills and knowledge to accomplish the tasks and requires significant cooperation and collaboration between all ESF 7 agencies and the intended recipients of service.

Overall Actions Assigned to All Members	
<i>Preparedness (Pre-Event) Actions for ESF 7 - Resource Support</i>	
1	Maintain a personnel roster, contact, and resource lists to support ESF-7 tasks.
2	Collect, process, and disseminate information to and from the EOC.
3	Participate in training, drills, and exercises.
4	Identify information technology disaster plan to assist in restoration of computer resources.

Overall Actions Assigned to All Members	
<i>Response (During Event) Actions for ESF 7 - Resource Support</i>	
1	Participate in EOC briefings, incident action plans, situation reports and meetings to support ESF7.
2	Maintain accurate records of resources utilized and submit reports.
3	Preposition resources when incident is likely or imminent.
4	Relocate essential resources outside of threatened area when required.
5	Cooperate with EOC, incident command, adjacent counties, and/or region to provide logistics support for larger regional incidents.
6	Track resources during incident and ensure equipment maintenance is conducted and tracked.
7	Collect, process, and disseminate information to and from the EOC.

Overall Actions Assigned to All Members	
<i>Recovery (Post Event) Actions for ESF 7 - Resource Support</i>	
1	Continue to perform tasks necessary to expedite restoration and recovery operations.
2	Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required.
3	Evaluate response and recommend changes to ESF-7 Annex to correct shortfalls and improve future response activities.
4	Provide documentation for possible financial reimbursement process for recovery activities.
5	Participate in after action meetings and prepare after action reports as requested.
6	Stand down any facilities no longer in use.
7	Dispose of excess supplies.



8	Clean, repair, and perform maintenance on all equipment before returning to normal operations or storage.
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Overall Actions Assigned to All Members	
<i>Mitigation Actions for ESF 7 - Resource Support</i>	
1	Participate in mitigation planning team meetings and work with local emergency management to promote community preparedness.
2	Provide ESF-7 representative for update of mitigation plan.

3.2 Responsibilities

The following list identifies the responsibilities designated to each agency/organization for this ESF. The Coordinating and Primary Agency and their responsibilities are listed first. The Supporting Agencies follow in alphabetical order.

Coordinating: Harvey County Emergency Management	
<i>Preparedness (Pre-Event) Actions for ESF 7 - Resource Support</i>	
1	Identify who is responsible for initial notification of ESF-7 personnel.
2	Identify liaison rolls with the state and adjacent county resource support officials.
3	Develop standard operating guides and checklists to support ESF-7 activities.
4	Train personnel on EOC operation, the Incident Command System (ICS) and the National Incident Management System (NIMS).
5	Develop and maintain ESF-7 Annex.
6	Establish contact with private resources that could provide support during an emergency.
7	Identify and establish a credentialing system to be used in a disaster.
8	Identify how access will be granted and tracked to critical or limited access sites following an incident.
9	Cooperate with ESF 1 to develop strategies for transporting materials through restricted areas, quarantine lines, law enforcement checkpoints, and other transportation restrictions.
10	Identify how resources are inventoried and tracked.
11	Establish emergency contracting procedures.
<i>Response (During Event) Actions for ESF 7 - Resource Support</i>	
1	Designate personnel to coordinate ESF-7 activities in EOC.
2	Manage the collection, processing, and dissemination of information between ESF 7 and EOC or incident command.
3	Work with the EOC staff to establish priorities and grant resource requests according to priorities.
4	If necessary, establish staging areas, distribution sites and mobilization centers.
5	Activate mutual aid agreements as required.



6	Maintain an inventory system to track supplies used in the disaster.
7	Identify, deploy, demobilize, or direct affiliated or spontaneous unaffiliated volunteers as dictated by the situation.
8	Coordinate with ESF 12 to support missions with limited fuel availability.
9	Identify liaison rolls with the state and adjacent county resource support officials.
10	Establish contact with private resources that could provide support during an emergency.
11	Cooperate with ESF 1 to develop strategies for transporting materials through restricted areas, quarantine lines, law enforcement checkpoints, and other transportation restrictions.
12	Establish emergency contracting procedures.
Recovery (Post Event) Actions for ESF 7 - Resource Support	
1	Identify liaison rolls with the state and adjacent county resource support officials.
2	Identify how access will be granted and tracked to critical or limited access sites following an incident.
Mitigation Actions for ESF 7 - Resource Support	
1	Participate in the hazard identification process identify and correct vulnerabilities.
2	Develop and maintain ESF-7 Annex.

Primary: Harvey County Administration	
Preparedness (Pre-Event) Actions for ESF 7 - Resource Support	
1	Identify liaison rolls with the state and adjacent county resource support officials.
2	Establish contact with private resources that could provide support during an emergency.
3	Identify how resources are inventoried and tracked.
4	Establish emergency contracting procedures.
Response (During Event) Actions for ESF 7 - Resource Support	
1	Designate personnel to coordinate ESF-7 activities in EOC.
2	Manage the collection, processing, and dissemination of information between ESF 7 and EOC or incident command.
3	Work with the EOC staff to establish priorities and grant resource requests according to priorities.
4	Activate mutual aid agreements as required.
5	Maintain an inventory system to track supplies used in the disaster.
6	Identify liaison rolls with the state and adjacent county resource support officials.
7	Establish contact with private resources that could provide support during an emergency.
8	Establish emergency contracting procedures.
Recovery (Post Event) Actions for ESF 7 - Resource Support	
1	Identify liaison rolls with the state and adjacent county resource support officials.
Mitigation Actions for ESF 7 - Resource Support	
1	Participate in the hazard identification process identify and correct vulnerabilities.



Supporting: American Red Cross	
<i>Response (During Event) Actions for ESF 7 - Resource Support</i>	
1	Provide field support for emergency responders at the scene.
2	Identify, deploy, demobilize, or direct affiliated or spontaneous unaffiliated volunteers as dictated by the situation.

Supporting: City of Burrton	
<i>Preparedness (Pre-Event) Actions for ESF 7 - Resource Support</i>	
1	Train personnel on EOC operation, the Incident Command System (ICS) and the National Incident Management System (NIMS).
2	Identify how resources are inventoried and tracked.
3	Establish emergency contracting procedures.
<i>Response (During Event) Actions for ESF 7 - Resource Support</i>	
1	Work with the EOC staff to establish priorities and grant resource requests according to priorities.
2	If necessary, establish staging areas, distribution sites and mobilization centers.
3	Activate mutual aid agreements as required.
4	Maintain an inventory system to track supplies used in the disaster.
5	Identify, deploy, demobilize, or direct affiliated or spontaneous unaffiliated volunteers as dictated by the situation.
6	Manage the collection, distribution, or rejection of unsolicited donations.
7	Establish emergency contracting procedures.
<i>Mitigation Actions for ESF 7 - Resource Support</i>	
1	Participate in the hazard identification process identify and correct vulnerabilities.

Supporting: City of Halstead	
<i>Preparedness (Pre-Event) Actions for ESF 7 - Resource Support</i>	
1	Train personnel on EOC operation, the Incident Command System (ICS) and the National Incident Management System (NIMS).
2	Identify how resources are inventoried and tracked.
3	Establish emergency contracting procedures.
<i>Response (During Event) Actions for ESF 7 - Resource Support</i>	
1	Work with the EOC staff to establish priorities and grant resource requests according to priorities.
2	If necessary, establish staging areas, distribution sites and mobilization centers.
3	Activate mutual aid agreements as required.
4	Maintain an inventory system to track supplies used in the disaster.
5	Identify, deploy, demobilize, or direct affiliated or spontaneous unaffiliated volunteers as dictated by the situation.
6	Manage the collection, distribution, or rejection of unsolicited donations.
7	Establish emergency contracting procedures.



Mitigation Actions for ESF 7 - Resource Support	
1	Participate in the hazard identification process identify and correct vulnerabilities.

Supporting: City of Hesston	
Preparedness (Pre-Event) Actions for ESF 7 - Resource Support	
1	Train personnel on EOC operation, the Incident Command System (ICS) and the National Incident Management System (NIMS).
2	Identify how resources are inventoried and tracked.
3	Establish emergency contracting procedures.
Response (During Event) Actions for ESF 7 - Resource Support	
1	Work with the EOC staff to establish priorities and grant resource requests according to priorities.
2	If necessary, establish staging areas, distribution sites and mobilization centers.
3	Activate mutual aid agreements as required.
4	Maintain an inventory system to track supplies used in the disaster.
5	Identify, deploy, demobilize, or direct affiliated or spontaneous unaffiliated volunteers as dictated by the situation.
6	Manage the collection, distribution, or rejection of unsolicited donations.
7	Establish emergency contracting procedures.
Mitigation Actions for ESF 7 - Resource Support	
1	Participate in the hazard identification process identify and correct vulnerabilities.

Supporting: City of Newton	
Preparedness (Pre-Event) Actions for ESF 7 - Resource Support	
1	Train personnel on EOC operation, the Incident Command System (ICS) and the National Incident Management System (NIMS).
2	Identify how resources are inventoried and tracked.
3	Establish emergency contracting procedures.
Response (During Event) Actions for ESF 7 - Resource Support	
1	Work with the EOC staff to establish priorities and grant resource requests according to priorities.
2	If necessary, establish staging areas, distribution sites and mobilization centers.
3	Activate mutual aid agreements as required.
4	Maintain an inventory system to track supplies used in the disaster.
5	Identify, deploy, demobilize, or direct affiliated or spontaneous unaffiliated volunteers as dictated by the situation.
6	Manage the collection, distribution, or rejection of unsolicited donations.
7	Establish emergency contracting procedures.
Mitigation Actions for ESF 7 - Resource Support	
1	Participate in the hazard identification process identify and correct vulnerabilities.



Supporting: City of North Newton	
<i>Preparedness (Pre-Event) Actions for ESF 7 - Resource Support</i>	
1	Train personnel on EOC operation, the Incident Command System (ICS) and the National Incident Management System (NIMS).
2	Identify how resources are inventoried and tracked.
3	Establish emergency contracting procedures.
<i>Response (During Event) Actions for ESF 7 - Resource Support</i>	
1	Work with the EOC staff to establish priorities and grant resource requests according to priorities.
2	If necessary, establish staging areas, distribution sites and mobilization centers.
3	Activate mutual aid agreements as required.
4	Maintain an inventory system to track supplies used in the disaster.
5	Identify, deploy, demobilize, or direct affiliated or spontaneous unaffiliated volunteers as dictated by the situation.
6	Manage the collection, distribution, or rejection of unsolicited donations.
7	Establish emergency contracting procedures.
<i>Mitigation Actions for ESF 7 - Resource Support</i>	
1	Participate in the hazard identification process identify and correct vulnerabilities.

Supporting: City of Sedgwick	
<i>Preparedness (Pre-Event) Actions for ESF 7 - Resource Support</i>	
1	Train personnel on EOC operation, the Incident Command System (ICS) and the National Incident Management System (NIMS).
2	Identify how resources are inventoried and tracked.
3	Establish emergency contracting procedures.
<i>Response (During Event) Actions for ESF 7 - Resource Support</i>	
1	Work with the EOC staff to establish priorities and grant resource requests according to priorities.
2	If necessary, establish staging areas, distribution sites and mobilization centers.
3	Activate mutual aid agreements as required.
4	Maintain an inventory system to track supplies used in the disaster.
5	Identify, deploy, demobilize, or direct affiliated or spontaneous unaffiliated volunteers as dictated by the situation.
6	Manage the collection, distribution, or rejection of unsolicited donations.
7	Establish emergency contracting procedures.
<i>Mitigation Actions for ESF 7 - Resource Support</i>	
1	Participate in the hazard identification process identify and correct vulnerabilities.

Supporting: City of Walton



Preparedness (Pre-Event) Actions for ESF 7 - Resource Support	
1	Train personnel on EOC operation, the Incident Command System (ICS) and the National Incident Management System (NIMS).
2	Identify how resources are inventoried and tracked.
3	Establish emergency contracting procedures.
Response (During Event) Actions for ESF 7 - Resource Support	
1	Work with the EOC staff to establish priorities and grant resource requests according to priorities.
2	If necessary, establish staging areas, distribution sites and mobilization centers.
3	Activate mutual aid agreements as required.
4	Maintain an inventory system to track supplies used in the disaster.
5	Identify, deploy, demobilize, or direct affiliated or spontaneous unaffiliated volunteers as dictated by the situation.
6	Manage the collection, distribution, or rejection of unsolicited donations.
7	Establish emergency contracting procedures.
Mitigation Actions for ESF 7 - Resource Support	
1	Participate in the hazard identification process identify and correct vulnerabilities.

Supporting: Harvey County Board of County Commissioners	
Preparedness (Pre-Event) Actions for ESF 7 - Resource Support	
1	Identify liaison rolls with the state and adjacent county resource support officials.
2	Establish emergency contracting procedures.
Response (During Event) Actions for ESF 7 - Resource Support	
1	Work with the EOC staff to establish priorities and grant resource requests according to priorities.
2	Activate mutual aid agreements as required.
3	Identify liaison rolls with the state and adjacent county resource support officials.
4	Establish emergency contracting procedures.
Recovery (Post Event) Actions for ESF 7 - Resource Support	
1	Identify liaison rolls with the state and adjacent county resource support officials.
Mitigation Actions for ESF 7 - Resource Support	
1	Participate in the hazard identification process identify and correct vulnerabilities.

Supporting: Harvey County Clerk	
Response (During Event) Actions for ESF 7 - Resource Support	
1	Maintain an inventory system to track supplies used in the disaster.

Supporting: Harvey County Communications	
Preparedness (Pre-Event) Actions for ESF 7 - Resource Support	
1	Identify who is responsible for initial notification of ESF-7 personnel.
Supporting: Harvey County Data Processing	



Response (During Event) Actions for ESF 7 - Resource Support	
1	Provide field support for emergency responders at the scene.

Supporting: Harvey County Health Department	
Preparedness (Pre-Event) Actions for ESF 7 - Resource Support	
1	Cooperate with ESF 1 to develop strategies for transporting materials through restricted areas, quarantine lines, law enforcement checkpoints, and other transportation restrictions.
2	Identify and establish SOPs for points of distributions and staging areas.
Response (During Event) Actions for ESF 7 - Resource Support	
1	Cooperate with ESF 1 to develop strategies for transporting materials through restricted areas, quarantine lines, law enforcement checkpoints, and other transportation restrictions.

Supporting: Harvey County Road & Bridge	
Preparedness (Pre-Event) Actions for ESF 7 - Resource Support	
1	Cooperate with ESF 1 to develop strategies for transporting materials through restricted areas, quarantine lines, law enforcement checkpoints, and other transportation restrictions.
Response (During Event) Actions for ESF 7 - Resource Support	
1	Cooperate with ESF 1 to develop strategies for transporting materials through restricted areas, quarantine lines, law enforcement checkpoints, and other transportation restrictions.

Supporting: Harvey County Sheriff Office/Detention Center	
Preparedness (Pre-Event) Actions for ESF 7 - Resource Support	
1	Identify how access will be granted and tracked to critical or limited access sites following an incident.
2	Cooperate with ESF 1 to develop strategies for transporting materials through restricted areas, quarantine lines, law enforcement checkpoints, and other transportation restrictions.
Response (During Event) Actions for ESF 7 - Resource Support	
1	Provide field support for emergency responders at the scene.
2	Cooperate with ESF 1 to develop strategies for transporting materials through restricted areas, quarantine lines, law enforcement checkpoints, and other transportation restrictions.
Recovery (Post Event) Actions for ESF 7 - Resource Support	
1	Identify how access will be granted and tracked to critical or limited access sites following an incident.

Supporting: Kansas Division of Emergency Management 1	
Preparedness (Pre-Event) Actions for ESF 7 - Resource Support	



1	Identify liaison rolls with the state and adjacent county resource support officials.
2	Cooperate with ESF 1 to develop strategies for transporting materials through restricted areas, quarantine lines, law enforcement checkpoints, and other transportation restrictions.
3	Identify how resources are inventoried and tracked.
Response (During Event) Actions for ESF 7 - Resource Support	
1	Work with the EOC staff to establish priorities and grant resource requests according to priorities.
2	Identify, deploy, demobilize, or direct affiliated or spontaneous unaffiliated volunteers as dictated by the situation.
3	Identify liaison rolls with the state and adjacent county resource support officials.
4	Cooperate with ESF 1 to develop strategies for transporting materials through restricted areas, quarantine lines, law enforcement checkpoints, and other transportation restrictions.
Recovery (Post Event) Actions for ESF 7 - Resource Support	
1	Identify liaison rolls with the state and adjacent county resource support officials.

Supporting: SC Kansas Regional VOAD	
Response (During Event) Actions for ESF 7 - Resource Support	
1	Provide field support for emergency responders at the scene.
2	Identify, deploy, demobilize, or direct affiliated or spontaneous unaffiliated volunteers as dictated by the situation.
3	Manage the collection, distribution, or rejection of unsolicited donations.

Supporting: The Salvation Army	
Response (During Event) Actions for ESF 7 - Resource Support	
1	Identify, deploy, demobilize, or direct affiliated or spontaneous unaffiliated volunteers as dictated by the situation.

Supporting: United Way of the Plains	
Response (During Event) Actions for ESF 7 - Resource Support	
1	Provide field support for emergency responders at the scene.
2	Identify, deploy, demobilize, or direct affiliated or spontaneous unaffiliated volunteers as dictated by the situation.
3	Manage the collection, distribution, or rejection of unsolicited donations.

IV. Financial Management

- A. Once the Emergency Declaration is in effect ESF 7, in conjunction with the support agencies, assumes the full responsibility for resource support for all departments within the guidelines of the Emergency Declaration.
- B. All inter-departmental and a portion of intra-departmental procurement from existing inventories is handled on the departmental level with no assistance from ESF 7. If this course is pursued, departments are instructed to document all transactions pursuant to FEMA audit requirements.
- C. Resources obtained from outside sources (other governmental entities or commercial suppliers) are routed through ESF 7 as necessary.
- D. Procurement procedures should be outlined in an "Emergency Purchasing Procedures Manual." This manual should be complete with a copy of telephone and fax numbers for "emergency vendors" sorted by product or service. These "emergency vendors" should have agreed in advance to provide necessary supplies to authorized Harvey County officials and employees at little or no notice at the normal government discount rate.
- E. Expenditures for cost recovery are documented during the incident and after the incident period. All response agencies work with ESF 7 personnel in notifying the Harvey County Emergency Management of expenditures based on standard accounting procedures.
- F. Each agency is responsible for tracking its own costs associated with ESF 7 operations using the standard procedures established by the support agency's standard accounting and tracking procedures.
- G. Each agency is responsible for monitoring staff hours using its own tracking system, and requesting financial reimbursement (as applicable) for staff hours incurred in association with ESF 7 operations.
- H. The State of Kansas EOC through the Harvey County EOC will provide appropriate forms, and provide guidance to complete forms for efficient tracking and reimbursement.

V. Resources/Addendums

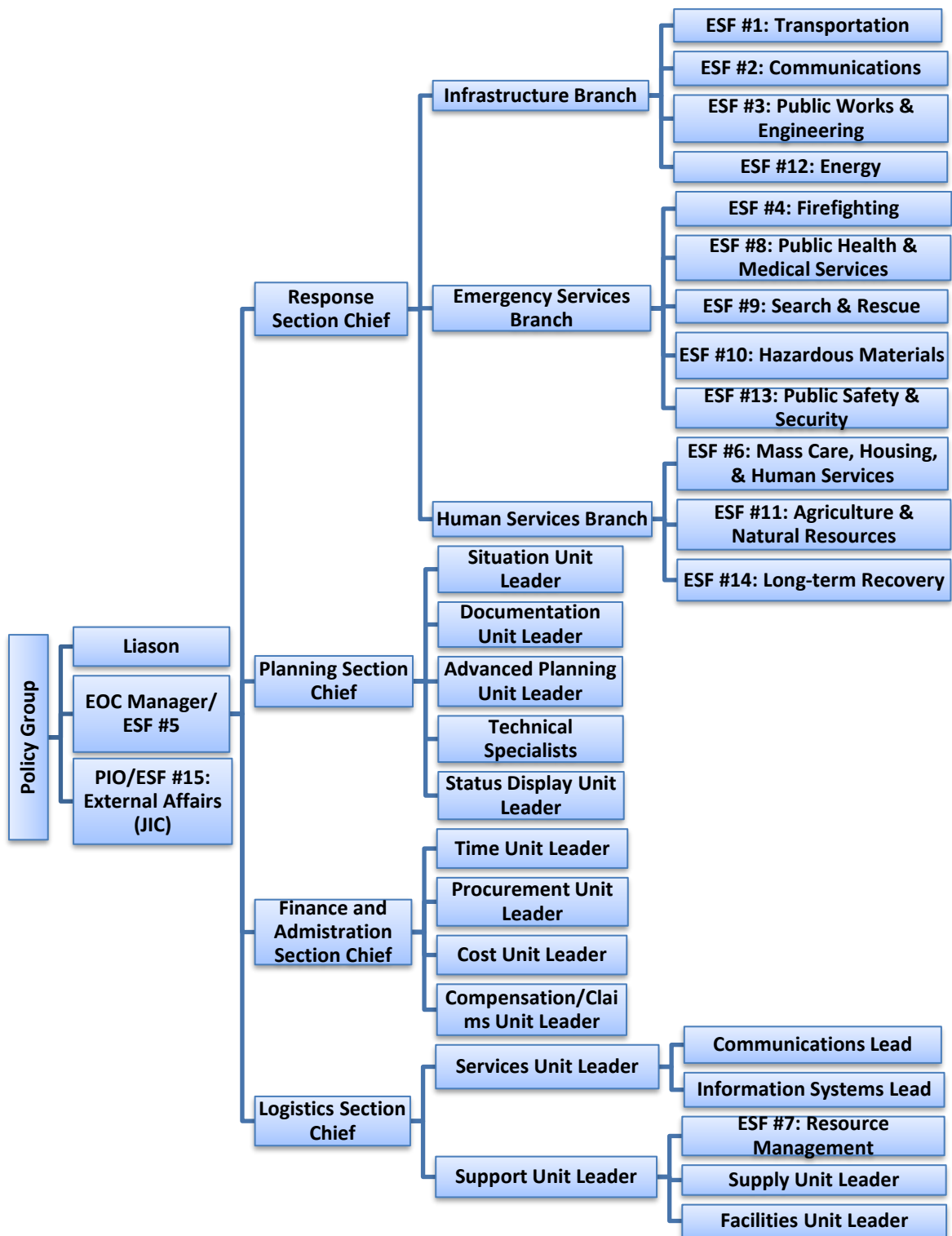
The following reference documents are available from Harvey County Emergency Management.

- [ICS Forms](#)
- [Large Wall Charts](#)
- [Job Aides](#)

The following documents are addendums to this ESF:

- EOC Organizational Chart (Addendum 1)
- Progression of Resource Requests (Addendum 2)

Addendum 1 EOC Organizational Chart



Addendum 2 Progression of Resource Requests

