

EMERGENCY SUPPORT FUNCTION – 7

Logistical and Resource Support

PRIMARY AGENCIES:	Finance and Information Services (FIS)
SUPPORT AGENCIES:	Human Resources (personnel and volunteer management)
	All City Departments, as requested

I. INTRODUCTION

A. PURPOSE

The purpose of Emergency Support Function 7 (ESF-7) is to provide logistics and resource support during and immediately following an incident. This ESF provides for the effective utilization, prioritization and conservation of resources within the City of Redmond.

B. SCOPE

1. Resource support involves the provision of services, personnel, commodities, and facilities to the City during the response and recovery phases of an incident including, but not limited to:
 - Emergency relief supplies
 - Office equipment
 - Office supplies
 - Contracting services
 - Incident Facilities
 - Transportation services
 - Personnel required for the support of emergency activities
2. The Finance and Information Services Department will manage the identification of outside resources, both through the government and through private sectors.
3. It may become necessary to reallocate how City personnel, equipment, vehicles, materials, and facilities are utilized.
4. The Human Resources (HR) Department will take lead on personnel and volunteer management as dictated by the needs of the incident.

- HR will work with other departments to develop best practices for volunteer management in a disaster, including spontaneous volunteers and pre-registered emergency workers.
- HR will operate a volunteer reception center if needed.

II. POLICIES

1. It is the policy of the City of Redmond that departments utilize their own resources and those through mutual aid agreements before requesting outside resources.
2. To the maximum extent possible, the continued operation of a free market economy using existing distribution systems will be utilized.
3. Mandatory controls on the allocation, utilization or conservation of resources may be used, if necessary, for the continued protection of public health, safety, and welfare.
4. Whenever possible, voluntary controls are preferred. The public will be encouraged to cooperate with emergency resource management measures imposed by the City.
5. The City of Redmond adheres to RCW 38.52.070 which grants the City power to enter into contracts and obligations necessary to protect the health and safety of people and property in combating an incident. The City is authorized to exercise these powers without regard to time-consuming procedures prescribed by law. The Director of Emergency Preparedness (Fire Chief) is empowered to make and issue rules reasonably related to protecting the life and property of those affected by the incident (City Ordinance 2.20)
6. Departments should use their personnel to the maximum extent possible in coordination with the ECC, including those not assigned emergency responsibilities. City employees may be required to work overtime when responding to a disaster and shall be compensated in accordance with existing rules and agreements.

III. SITUATION

A. INCIDENT CONDITIONS AND HAZARDS

1. In an incident, the City of Redmond is responsible for the management of available local resources necessary for public health and safety.
2. A significant incident may severely damage and/or limit access to resource infrastructure.

3. See the City of Redmond Basic CEMP for a description of potential emergency conditions (Mitigation Activities section) and vulnerable population information (Access and Functional Needs section).

B. PLANNING ASSUMPTIONS

1. No guarantee of a perfect response system is expressed or implied by this ESF. The City of Redmond will make every reasonable effort to respond based on the situation, information, and resources available at the time of the incident.
2. Available resources may become limited due to high demand in a large-scale incident.
3. All departments are required to support this ESF as necessary.
4. Following an incident, there may be a need to provide resources, goods, and services to affected areas.
5. The management and logistics of resource support is highly situational and is dependent upon the incident, resource accessibility, transportation systems available, and location of vendors and suppliers.
6. All responding resources will be utilized under the Incident Command System (ICS).
7. Fundamental resources such as water, food, first aid, shelter, sanitation supplies, fuels, and tools may be needed. The City of Redmond does not have sufficient supplies and equipment on hand for long-term use.
8. Disaster recovery may be limited by the inability of the general citizenry to be self-sufficient for more than seven days without additional supplies of food, water, medical and shelter resources. There may be shortages of critical drugs and medicines at medical facilities due to limited storage capacities.
9. Communication systems may be severely interrupted during an incident.
10. Transportation to affected areas may be cut off due to damaged roads, bridges, and other transportation means.

IV. CONCEPT OF OPERATIONS

A. GENERAL

1. City departments will first utilize procedures for their day-to-day or mutual aid resources before requesting outside assistance. The Finance Department may assist departments by providing guidance and funding for emergency resource procurement.

2. The City will commit all resources necessary to protect lives and property and to relieve suffering and hardship.

B. PROCEDURES

1. When the ECC is activated, decide whether departments should order resources as they normally do, or if it will be more efficient, avoid duplication, and avoid departments competing against each other for limited resources by transitioning to single-point ordering. If the latter method is chosen, all departments will be notified to route resource requests through the ECC for processing.
2. In single-point ordering, each resource request is evaluated by the ECC and assigned an order number. It is then assigned to the ECC Logistics Section to be completed based on priority.
3. Management of any resource, whether by a department or by the ECC, may involve the following processes:
 - Tracking against a project number
 - Evaluation of the supply and the need for a particular resource
 - Determining the current and long-term needs of available resources
 - Taking actions necessary to channel resources for use in essential activities
 - Ensuring the most effective use of existing and potential supplies of the resource while considering the future supply
 - Evaluating and amending policies, programs, and measures to meet new emergency needs and conditions
4. It is the responsibility of the Finance and Information Services (FIS) Department to track the status of resource requests through to completion.
5. Existing appropriate department procedures for purchasing during an incident will be followed in accordance with RCW 43.19.200.

C. PREVENTION AND MITIGATION ACTIVITIES

1. Provide assistance in the purchasing of insurance specific to potential liability issues.
2. Submit disaster related financial information to higher authority as appropriate.
3. Coordinate with other departments to identify resource shortfalls to include identifying the source, price, and a delivery timeline for the resource.

D. PREPAREDNESS ACTIVITIES

1. Procure and allocate essential resources (personnel and material) to support emergency operations.
2. Manage disaster procurement and contracting for the City. Develop a process and agreements for disaster procurement.
3. Provide a budget for supplies for incident related spending.
4. Participate in training, drills, and exercises in support of this ESF.

E. RESPONSE ACTIVITIES

1. Coordinate the allocation, utilization, and/or conservation of resources.
2. Provide computer, telecommunications, and communication support to City Departments and the ECC.
3. Provide emergency funds for necessary incident expenditures.
4. Coordinate incident related purchases and expenditures through support for goods and services as well as through documentation in order to qualify for State and federal reimbursement.
5. Assess the impacts of the incident on available resources. Identify repairs, maintenance and replenishment needs in coordination with all departments.

F. RECOVERY ACTIVITIES

1. Coordinate the restocking and replenishing of resources and supplies.
2. Ensure inventory lists of all departmentally controlled assets and resource are revised.
3. Provide documentation and claims information to Director of Emergency Preparedness and the City's insurance carriers following an incident.
4. Create After-Action Reports and Lessons Learned Reports.

V. RESPONSIBILITIES

A. PRIMARY AGENCIES

Assure that operation response and recovery activities are properly coordinated. Resources are to be procured within the parameters established by the Director of Emergency Preparedness (Fire Chief) or designee under the emergency powers provided by City code and State statute.

VI. RESOURCE REQUIREMENTS

1. Resources required by this ESF are established in coordination with City departments and support agencies.
2. Resources are first taken from current City stock, followed by commercial vendors and mutual aid.

VII. FURTHER MATERIALS FOR REFERENCE

1. City of Redmond Hazard Mitigation Plan (HMP) and King County Regional Hazard Mitigation Plan (KCRHMP). See the Resources section of the Redmond CEMP Basic Plan or the Emergency Plans page in the Public Safety section of www.redmond.gov for links.
2. Refer to primary and supporting departments' plans for further information supporting this ESF.