

## **G. APPENDIX VII: EMERGENCY SUPPORT FUNCTION 7 - RESOURCE SUPPORT**

**PRIMARY AGENCY:** Department of Management Services

**SUPPORT AGENCIES:** Board of Regents, Department of Agriculture and Consumer Services, Department of Community Affairs, Department of Corrections, Office of the Governor, Department of Labor and Employment Security, Department of Law Enforcement, Department of Military Affairs, Department of Transportation, Public Service Commission, Executive Office of the Governor.

### **I. INTRODUCTION**

The purpose of this Emergency Support Function is to support logistical and resource support to State and local entities involved in emergency response and recovery efforts for an emergency or disaster that impacts the State of Florida.

Emergency Support Function 7 is responsible for providing direct and active support to emergency response and recovery efforts during the initial response phase following a disaster. This support includes locating, procuring, and issuing resources, such as supplies, office space, office equipment, fuel, contracting services, personnel, heavy equipment, generators and transportation of such in coordination with the Florida Division of Emergency Management (Logistics Section).

### **II. CONCEPT OF OPERATIONS**

#### **A. GENERAL**

The Department of Management Services is responsible for planning, coordinating, and managing the resource support needed in Emergency Support Function 7. Statewide capabilities and resources committed to Emergency Support Function 7 will be allocated and coordinated by the Department of Management Services. The primary source of equipment, supplies, and personnel shall be made from existing support agencies' resources and local sources outside the impacted area. Support, which cannot be provided from these sources, will be obtained through commercial sources. Resources outside disaster areas will be directed to fulfill unmet needs of State or local governments. Logistical support necessary to save lives will receive first priority. Massive acquisition of resources will be accomplished in accordance with an Executive Order, which would exempt normal procedures for purchasing.

All support agencies will be notified and tasked to provide 24-hour representation as necessary. Each support agency is responsible for ensuring that sufficient program staff is available to report to and support the State Emergency Operations Center and to carry out the activities tasked to their organization on a continuous basis. Individuals representing agencies supporting the staffing of Emergency Support Function 7 will have extensive knowledge regarding resources and capabilities of their respective agencies and have access to the appropriate authority for committing such resources during activation.

**B. ORGANIZATION**

During an emergency or disaster, the primary and support agencies of Emergency Support Function 7 will assign personnel to the State Emergency Operations Center. In addition, Emergency Support Function 7 will:

1. Operate under the direction of the Department of Management Services Emergency Coordination Officer, with the support of the Department of Management Services Emergency Management Coordinator.
2. Operate throughout the emergency, either in the Emergency Operations Center, or at a location designated by the Logistics Section Chief in coordination with the Department of Management Services Emergency Coordination Officer.
3. Alert designated primary personnel of possible resource needs and to report to the State Emergency Operations Center.
4. Maintain liaison with other Emergency Support Functions and interested parties. This will be accomplished through the coordination of the Department of Management Services Emergency Coordination Officer and the Chief of the Logistics Section.
5. The Logistics Section will accommodate at least two members of the Federal Advance Team (Federal Emergency Support Function 7, General Services Administration procurement officials) at the State Emergency Operations Center until the Disaster Field Office is established.
6. At the tasking of the Logistics Chief, take action if another Emergency Support Function requires assistance in obtaining needed items. Emergency Support Function 7 finds a source for needed items and provides to the requesting emergency support function the name of the contact person, the price and schedule for when the material can be made available at the established location.
7. The Department of Management Services Emergency Coordination Officer and purchasing professionals from the Division of Purchasing are available to Emergency Support Function 7 when the Emergency Operations Center is activated. When needed, for example long activation periods or much activation over a short time frame, purchasing professionals from other support agencies may be called in to the Emergency Operations Center to participate with Emergency Support Function 7. Support agency purchasing professionals may be asked to help locate sources of needed items, while posted at their own agencies. If a Forward State Emergency Response Team command center is set up in the field, information about purchasing needs that cannot be handled from the field is sent to the State Emergency Operations Center. Purchasing professionals from support agencies as well as from Department of Management Services may staff the Forward State Emergency Response Team.

**C. NOTIFICATION**

1. At the direction of the Logistics Section Chief, the State Warning Point will notify the Department of Management Services Emergency Coordination Officer (Emergency Support Function 7.)
2. The State Emergency Operations Center will implement the activation plan to notify appropriate Department of Management Services personnel and other support personnel. Personnel may either be placed on standby or deployed for immediate response. All support agency contact persons for Emergency Support Function 7 will be instructed to alert their contacts throughout the State to ensure that all available resources are on standby.
3. Inventories of resources, including but not limited to pre-arranged staging areas, government buildings, public facilities and agency contacts, will be reviewed.

**D. ACTIONS**

1. Preparedness
  - a. Place Department of Management Services personnel on standby or direct to staging areas with some facilities staffed for immediate response.
  - b. Stage resources near the expected impact/emergency areas when possible.
  - c. The available resources and facilities that are necessary to respond to an emergency will be identified and assessed for possible deployment.
2. Response
  - a. Some support agencies may be directed to deploy personnel and other resources.
  - b. Buildings will be leased for staging area warehouses or to replace damaged or destroyed facilities.
  - c. Communication resources will be provided in coordination with Emergency Support Function 2.
  - d. Transportation needs will be provided in coordination with Emergency Support Function 1.
  - e. The Department of Management Services, on behalf of the State Emergency Response Team, will assist, facilitate, and coordinate contractual services between the State, and commercial sources.

- f. Office furniture, equipment, and supplies will be provided from existing State inventories, or will be procured.
- g. Food and fuel will be provided with cooperation of Emergency Support Functions 11 and 12 respectively.
- h. Security for staging areas and facilities will be provided by Emergency Support Function 16.
- i. The Division of Emergency Management’s Logistics Section and Emergency Support Function 7 will provide a report listing all generators and other supplies ordered and en-route to staging area personnel before they depart the State Emergency Operations Center for the staging area.
- j. The Department of Management Services will maintain records for all properties loaned to Emergency Support Function 7 in support of the State Emergency Operations Center by the federal government.

3. Recovery

Emergency Support Function 7 will support the Division of Emergency Management’s Logistics Section with providing logistical support for:

- a. Staff movement.
- b. Procuring equipment after disaster events.
- c. Deploying staff in event a Forward and/or Alternate State Emergency Operations Center is established
- d. Providing logistical support the disaster field offices.
- e. Supporting disaster field offices from the Department of Management Services Purchasing Office.

4. Mitigation

- a. Work with other State agency and local purchasing directors and other purchasing agents.
- b. Encourage local cities and counties to work with County Emergency Operations Center personnel at the county level to build data bases for acquisition of goods and services that may be needed for preparedness, response, and recovery.

**E. DIRECTION AND CONTROL:**

- 1. The Department of Management Services Secretary is responsible to the Governor for the operation of the Department of Management Services

during normal operations and emergencies. The Secretary has designated an Emergency Coordination Officer for Emergency Support Function 7. The Emergency Coordination Officer is the Secretary's designee for resource support and is authorized to act on behalf of the Secretary. In times of emergency, when the State Emergency Operations Center is in operation, the Emergency Coordination Officer works directly with the senior State official in the emergency operations center to meet the needs of this support function, statewide. The Emergency Coordination Officer is authorized to make decisions and manage, control, and coordinate resources.

2. Emergency Support Function 7 supports the Resource Management Branch of the Logistics Section (**see Section IV. A. 2. Figure 5 of the Basic Plan**).
3. Emergency Support Function 7 responds from the State Emergency Operations Center and the Department of Management Services Command Posts, as determined by the Emergency Coordination Officer. It also participates in Rapid Impact Assessment Teams, through the Department of Management Services employees who are part of Emergency Support Function 2 (Communications) providing information regarding damage, and response needs applicable to Emergency Support Function 7 responsibilities.
4. Emergency Support Function 7 is part of the State Emergency Response Team. It forwards the ability of the State Emergency Response Team to respond in widespread emergencies by providing resource support training to purchasing personnel throughout the cities and counties of Florida on an ongoing basis and resource support to all Emergency Support Functions during emergencies. It also makes equipment available through the Federal Surplus Property Program.

### III. RESPONSIBILITIES

#### A. PRIMARY AGENCY – DEPARTMENT OF MANAGEMENT SERVICES

1. Responsible for allocating and coordinating resources and support activities through Emergency Support Function 7. Designated support agencies will furnish resources as required. Such support will be terminated at the earliest practical time.
2. Provide support staff for the procurement of commodities and services, the leasing of buildings, and other facilities and facilities management.
3. Coordinate and allocate food, equipment, and supplies made available through the Federal Surplus Property Program. Supplies and equipment will be provided from current State stocks or if necessary, from commercial sources.

4. Serve as the primary agency for Emergency Support Function 7 and be present at the State Emergency Operations Center and/or on call at the Division of Purchasing on a 24-hour basis.

**B. SUPPORT AGENCIES**

1. Department of Transportation  
Provide drivers, equipment operators, trucks, and heavy equipment.
2. Department of Community Affairs  
Provide fiscal, grant/management consulting staff, computers, and disaster management computer programs.
3. Executive Office of the Governor  
Provide personnel and material resources.
4. Florida Department of Law Enforcement  
Provide security personnel.
5. Public Service Commission  
Provide fuel and energy resources.
6. Department of Military Affairs  
Provide uniformed personnel, vehicles, and heavy equipment.
7. Department of Agriculture and Consumer Services  
Provide food distribution services and personnel, vehicles, heavy equipment, and equipment operators.
8. Department of Corrections  
Provide inmate labor and vehicles.
9. Board of Regents  
Provide building space at college, and university facilities.

**IV. FINANCIAL MANAGEMENT**

The Department of Management Services Budget Officer is notified when the State Emergency Operations Center is activated. Expenditures for cost recovery are documented during the incident and after the incident period. The Emergency Coordination Officer and the Emergency Management Coordinator work with Emergency

Support Function 7 personnel in notifying the Department of Management Services Budget and Financial sections of expenditures based on standard accounting procedures.

Each support agency is responsible for tracking its own costs associated with Emergency Support Function 7 operations, using the standard procedures established by the support agency's standard accounting and tracking procedures. In concurrence with the State Emergency Operations Center, each support agency will file for reimbursement of the costs it incurs through its own agency's accounting and reimbursement filing system. Each support agency is responsible for monitoring staff hours using its own tracking system, and requesting financial reimbursement for staff hours incurred in association with Emergency Support Function 7 operations. The State Emergency Operations Center will provide appropriate forms, and provide guidance to complete forms for efficient tracking and reimbursement.

**V. REFERENCES AND AUTHORITIES:**

Procurement will be made in accordance with current State and federal laws and regulations that include emergency procedures under Florida Statutes as follows:

- A. Federal Emergency Support Function #7 - Resource Support Annex
- B. State of Florida - Procurement Procedures
- C. Chapter 252, Florida Statutes