

Emergency Support Function #7 – Logistics Management & Resource Support

ESF Coordinator:

Procurement Department

Support Agencies:

Budget Department
Department of Housing & Community Development
General Services Department
 Communications Division
 Facilities Management Division
 Fleet Services Division
Housing & Community Development
Human Resources Department
Information Technology Department
Americans With Disabilities Office
City Clerk's Office
American Red Cross
Area School Districts
GIS Cooperative
Salvation Army
VOAD
Pima County Office of Emergency Management & Homeland Security

Primary Agency:

Procurement Department

Purpose

Emergency Support Function (ESF) #7 – Resource Management supports the Emergency Management Function (ESF #5), assisting local, regional, state, and federal agencies; private sector entities; and voluntary organizations requiring personnel, equipment or supplies for an actual or potential Incident of Local or Regional Significance. Through the Procurement Department's coordination role, ESF #7 identifies the responsibility for the roles of preparedness, response, recovery, and mitigation/prevention, as well as infrastructure restoration, safety, and security of the City and its resource management system.

Scope

The purpose of ESF-7 is to obtain and coordinate supplemental resources and perform logistical operations necessary to support an emergency response or recovery effort or other disaster assistance initiative.

Logistics Management & resource support includes providing or obtaining goods or services and executing logistical or administrative activities for emergency response operations, as well as coordinating the use of the resources to facilitate an effective, efficient, and appropriate result.

Potential operations include:

- Source Identification and Selection
- Storage and delivery of supplies from Procurement Warehouses
- Provision of emergency pCards (Procurement Cards)
- Track purchases made with pCards
- Coordinate with other regional procurement agencies & associations
- Procure goods and services, as needed
- Lease temporary office space or mobile office units
- Perform printing or photographic reproduction services
- Initiate and execute contracts
- Provide information on existing suppliers and contracts

Situation

Emergency/Disaster Conditions and Hazards

The City of Tucson will periodically experience emergency and disaster situations that require restoration of essential public services. Available, on hand personnel, equipment, and supply resources may be insufficient to meet demands. Additionally, equipment in the immediate event area may be inaccessible or damaged.

Planning Assumptions

- A significant emergency or disaster may severely damage and limit access to the resource infrastructure as we know it today.
- Specific resources may be exhausted due to impacts of disasters. Extraordinary measures may have to be taken in order to re-supply City departments.
- The extent of damage to the public infrastructure of the affected area, in addition to the condition of the transportation network in the area, will influence the strategy or ability to provide support.
- Supplies and equipment will be provided from existing local inventories whenever possible.
- Standard procurement procedures of City government will be used whenever possible unless the severity of the disaster dictates that the standard procurement process is not feasible or when there exists a threat to health, safety, and welfare of the community. In those circumstances, Emergency Procurements and/or Special Procurements, as defined by the Tucson Procurement Code, may be utilized.
- Procurement will be conducted in accordance with City, state, and federal laws and regulations, including provisions for emergency procurement and non-competitive contracting.
- The normal forms of communication and utilities may be severely interrupted during the early phases of an emergency or disaster.
- Fundamental resources such as water, food, first aid, shelter and sanitation supplies, fuels, and hand tools may be needed. The City of Tucson does not have sufficient supplies and equipment on hand for long-term use.

- Disaster response and recovery may be limited by the inability of the general citizenry to be self-sufficient for more than three days without additional supplies of food, water, medical, and shelter resources.
- There may be delays in all normal services such as police, fire, emergency medical system (EMS), public works, transportation, water, and utilities response due to damage to facilities and equipment and shortages of personnel.
- There may be shortages of critical drugs and medicines at medical facilities due to limited storage capacities.
- The management and logistics of resource support is highly situational and is dependent upon the event, resource accessibility, transportation systems available, and location and capabilities of suppliers.
- The type, location, and extent of the disaster event will determine geographical locations for staging areas for resources and donated goods receipt and management.
- Department resources may be utilized to provide support for incidents occurring outside the City limits, when directed by the City Manager or Mayor.
- Coordination with other procurement agencies and associations may be necessary to meet the needs of the situation.

Concept of Operations

General

In the event of an Incident of Local or Regional Significance, the City's Emergency Operations Center (EOC) will be activated. When this occurs it will be the focal point for resource management for City government during the event. (It is likely that the Pima County EOC will also be activated).

City department representatives assigned to the EOC serve as specialists and advisors for their respective departments and/or organizations. They will assist in the coordination, management, distribution, and conservation of supplies and resources necessary to the City government's emergency operations. Resource requests will be prioritized, and resources will be allocated and deployed in mission assignments.

All departments and offices will follow established procedures for procurement, distribution, and management of resources. All departments will maintain vendor and supply lists of the most critical supplies, equipment, and services that enable them to operate under emergency/disaster conditions.

When it becomes apparent that the City will exhaust personnel, equipment and/or supplies necessary to respond to, or recover from, an Incident of Local or Regional Significance, the Mayor of the City of Tucson may officially proclaim a local emergency and seek assistance through the Pima County EOC. (See ESF #5 – Emergency Management for further clarification).

Comprehensive Emergency Management

Preparedness

ESF #7 primary and support agencies are responsible for ensuring that the following preparedness items are fully addressed:

- Review and revise their Standard Operating Procedures (SOPs)/Standard Operating Guidelines (SOGs) annually
- Establish procedures for alerting their own personnel and other key employees in an Incident of Local or Regional Significance
- Update equipment and resource listings on an annual or more frequent basis, and distribute them appropriately
- Revise mutual aid agreements as needed
- Train employees on specific ESF functions
- Develop interests and partnerships with businesses and other public and private sector vendor support agencies
- Regularly attend scheduled tabletop exercises and all other applicable training events
- Review and analyze lessons learned in emergency/disaster incidents that have occurred elsewhere, and make appropriate corrections/additions to their respective SOPs/SOGs and this ESF

Response

ESF #7 primary and support agencies are responsible for ensuring that the following response items are fully addressed:

- Establish and maintain contact with the Incident Commander and/or appropriate Emergency Operations Center (EOC) for instructions
- Determine resource needs of responding departments and/or agencies
- Maintain ongoing information exchange with ESF #5
- Maintain complete and accurate documentation of all related costs, actions, and communications

Recovery

ESF #7 primary and support agencies are responsible for ensuring that the following recovery items are fully addressed:

- Consult with ESF #5 and ESF #14 regarding needed recovery strategy
- Assess losses of equipment and personnel, develop estimates of monetary loss, and identify possible funding sources
- Coordinate, supervise, and manage procurement, distribution and conservation of supplies and resources available for use by City government in supporting recovery
- Assess the need for critical incident stress management for personnel

Mitigation/Prevention

ESF #7 primary and support agencies are responsible for ensuring that the following mitigation/prevention items are fully addressed:

- Conduct threat, risk and vulnerability assessments of key ESF infrastructure
 - Review and analyze lessons learned in emergency/disaster incidents that have occurred elsewhere, and make changes where applicable
 - Replace equipment, vehicles and/or personnel
 - Restore supplies as necessary
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Responsibilities

Coordinating and Primary Agency: Procurement Department

The City of Tucson Procurement Department is responsible for ensuring that supply management functions and operations are implemented as soon as possible following an Incident of Local or Regional Significance. Specific responsibilities are as follows:

- Coordinate, supervise, and manage the procurement, storage, and distribution of supplies, services, and equipment in an emergency or disaster through the EOC
- Establish procedures for procurement of emergency supplies, services, and equipment not covered in existing City ordinances or regulations, and emergency procedures
- Determine priorities for procurement of supplies and equipment in coordination with the EOC staff
- Determine locations and procedures for managing donated goods, in coordination with the EOC staff
- Coordinate resource availability and/or status with Staging Area Manager(s)
- Coordinate with other regional procurement agencies and associations
- Provide printing or photographic reproduction services, as necessary
- Pre-incident planning and coordination
- Maintaining ongoing contact with ESF primary and support agencies
- Conducting periodic ESF meetings and conference calls
- Coordinating efforts with corresponding private-sector organizations
- Coordinating ESF activities relating to Incidents of Local or Regional Significance, catastrophic incident planning, and critical infrastructure preparedness, as appropriate

Support Agencies

Agency	Functions
Budget Department	<ul style="list-style-type: none"> • Maintain financial records of any expenditure used for response or recovery from the emergency/disaster event • Assist in identifying a funding stream for needed resources
Housing & Community Development Department	<ul style="list-style-type: none"> • Identify City facilities that may be used for staging areas or donation management purposes • Work with City neighborhood associations and identify available private sector resources, including equipment and/or supply sources, and unique personal qualifications (e.g., interpreters, engineers, etc.)
Finance Department	<ul style="list-style-type: none"> • Manage the financial aspects of the ESF #7 response, including the funding of mission assignments and/or reimbursable agreements
General Services Department	<p>Communications Division</p> <ul style="list-style-type: none"> • Maintain, and as necessary, restore radio and data communications
	<p>Facilities Management Division</p> <ul style="list-style-type: none"> • Assist with any needed repairs of City facilities identified as staging areas and/or donation or volunteer management sites
	<p>Fleet Services Division</p> <ul style="list-style-type: none"> • Prepare and maintain lists of available essential supplies and equipment for the City's fleet • Assist in identifying additional sources for the City's fuel requirements, and order and receive fuel
Human Resources Department	<ul style="list-style-type: none"> • Coordinate, supervise, and manage the identification, acquisition, and distribution of personnel resources for City disaster operations • Provide staffing for the City EOC for 24 hour, 7 days per week operations • Establish procedures for managing emergent volunteers as part of the EOC Logistics Section • Develop and maintain an inventory list of unique qualifications (e.g., second languages, heavy equipment operators, etc.) that City personnel possess
Information Technology Department	<ul style="list-style-type: none"> • Provide additional computer equipment and personnel to the Resource Management function, as necessary • Assist with locating, acquiring, setting up, and maintaining alternate communication systems, as necessary
	<ul style="list-style-type: none"> •

Americans With Disabilities Office	<ul style="list-style-type: none"> Assist with identifying regional resources in compliance with Equal Opportunity regulations
City Clerk's Office	<ul style="list-style-type: none"> Provide personnel to the Resource Management function, as necessary
American Red Cross	<ul style="list-style-type: none"> Provide housing and feeding assets as available
Area School Districts	<ul style="list-style-type: none"> Provide transportation, housing, and storage assets as available
GIS Cooperative	<ul style="list-style-type: none"> Provide data mining assets as available
Salvation Army	<ul style="list-style-type: none"> Provide housing and feeding assets as available
VOAD	<ul style="list-style-type: none"> Provide volunteers, housing, and feeding assets, as available
Pima County Office of Emergency Management & Homeland Security	<ul style="list-style-type: none"> Provide resource management assets within the Emergency Operations Center, as necessary