

EMERGENCY FUNCTION (EF) 7

RESOURCES

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EMERGENCY FUNCTION (EF) 7 RESOURCE SUPPORT

EF Coordinator:	San Mateo County Office of Emergency Services (OES)
Joint Primary Agencies:	San Mateo County OES San Mateo County Purchasing Department San Mateo County Human Resources Department San Mateo County Real Property Services
Supporting Agencies:	San Mateo County Department of Public Works, Facilities Division San Mateo County Departments and Agencies Public/Private Partnership Non-governmental Organizations (NGOs)

I. INTRODUCTION

A. Purpose

The purpose of Emergency Function (EF) 7 is to provide logistical and resource support to San Mateo County agencies in supporting emergency response and recovery efforts during incidents of critical significance. This EF fills resource requests that do not fall within the discipline-specific mutual aid systems.

B. Mission Statement

The EF 7 stakeholders coordinate and enhance the capabilities to provide resource support during an emergency response and recovery.

C. Scope

The scope of EF 7 during its activation is to:

1. Plan, coordinate, and manage resource support and delivery in response to and recovery from a major disaster or catastrophe.
2. Provide supplies and equipment from County stocks, commercial sources, and donated goods.
3. Monitor the known, predicted, or potential impacts of the event to estimate the type and amount of resources that will be required to adequately support County emergency operations.
4. Identify and monitor the location, availability, and amount of the resources readily available to the County from public and private sources.
5. Respond to, coordinate, and manage requests for resources from other County EFs, emergency facilities activated within the County, critical community facilities affected by the incident, and city emergency operating centers (EOC).

6. Track the availability of needed resources for the County, and if necessary, prioritize the allocation of resources in accordance with the EOC action plan (EOC-AP) for the applicable operational period.
7. Determine the need for, and enter into, emergency contracts and agreements on behalf of the County to obtain, deliver, and maintain resources needed for emergency operations.
8. Coordinate, support, and facilitate the reallocation, demobilization, restoration, and return of resources as they are no longer needed for emergency operations.

II. POLICIES

The following policies apply to the implementation of this EF:

- A. Procurement will be made in accordance with current local, state, and federal laws and regulations, as well as San Mateo County policies and ordinances.
- B. The designated primary and support agencies are responsible for and committed to staffing and implementing this EF at the time of its activation by the San Mateo County OES.
- C. This EF will be implemented in a manner consistent with the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS), the basic plan of the San Mateo County Emergency Operations Plan (EOP), applicable agency guidelines and policies, and all applicable regulations and statutes.
- D. The priorities for emergency operations implemented by this EF will be consistent with and support the San Mateo County EOC Incident Action Plan (IAP) for the applicable operational period.
- E. When the resources and capabilities available to this EF are limited, resource allocation will be in accordance with the priorities established by the EOC IAP, as well as by the following, in descending order of importance:
 1. Protection of human health and safety;
 2. Protection of critical infrastructure;
 3. Protection of property; and
 4. Protection of environmental quality.
- F. The primary and support agencies participating in this EF operate in conformance with SEMS and NIMS and will adopt additional components of SEMS and NIMS as they are promulgated. SEMS and NIMS components include incident command system (ICS), preparedness activities, resource management mechanisms, communications and information management requirements, supporting technologies, and ongoing management and maintenance requirements.

III. PLANNING ASSUMPTIONS

The following planning assumptions have been used to develop this EF. If these assumptions are not valid for a specific event or circumstance, it will be necessary to modify the operational concepts and assigned responsibilities defined herein:

- A. The primary and support agencies will have adequate personnel and equipment available at the time of EF activation to support emergency operations.
- B. Life safety depends on the ability to obtain resources quickly. Standard purchasing methods may not be applicable.
- C. The equipment, systems, and supplies normally available to the primary and support agencies needed for emergency operations will remain functional and/or can be repaired on a timely basis to support the EF's operations.
- D. The County's ability to support a response to an emergency or disaster will be severely impacted.
- E. All forms of communication may be severely interrupted during the early phases of an emergency or disaster.
- F. Transportation outside and within the County may be interrupted due to damage to roads, bridges, and airports.
- G. Following an emergency or disaster, there may be a need to provide resources, goods, and services to other areas affected within the County.
- H. Resource support to an emergency or disaster is very expensive and must be closely controlled.
- I. The County will expend all available resources prior to seeking assistance through the Regional Emergency Operations Center (REOC).

IV. CONCEPT OF OPERATIONS

This section defines the concept of operations that will be used by the primary and support agencies to implement the EF at the time of a disaster. The concept of operations includes actions to be taken by the agencies responsible for the EF during the pre-event timeframe, as well as during emergency-response and disaster-recovery periods. The concept of operations for the EF is applicable regardless of the scope, type, or duration of emergency event.

A. General

- 1. EF 7 will be activated, staffed, and implemented by the primary and support agencies whenever requested to do so by the San Mateo County OES. The primary agency may be requested to activate the EF prior to the onset of an emergency situation, immediately after its impact on the County, or at any time during the activation of the EOC. Once directed to activate the EOC, the primary agency is responsible for notification and mobilization of its personnel and resources as they are needed.
- 2. Once activated, designated personnel from the primary agency will coordinate operations of the EF from its position in the EOC, where adequate communications

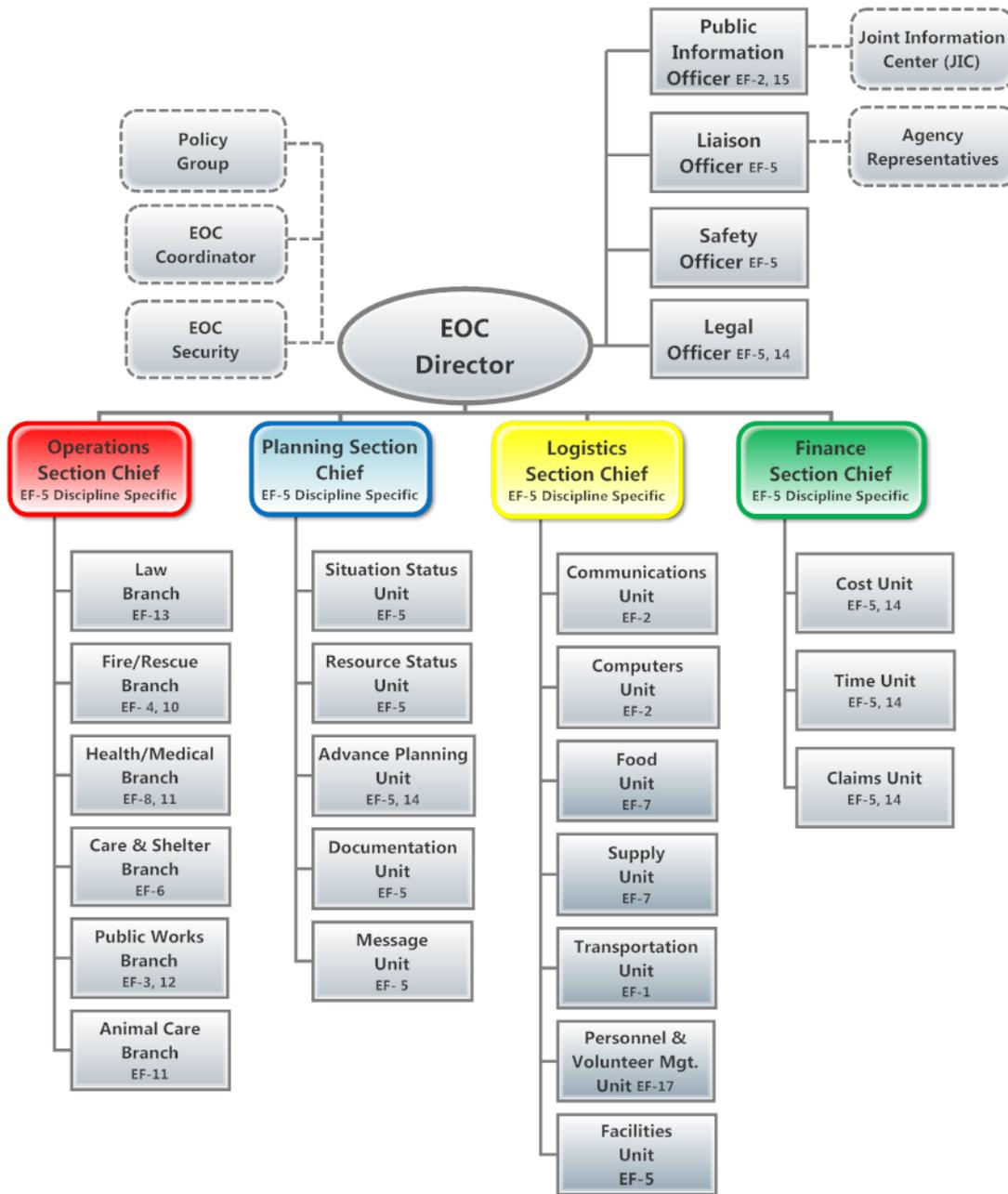
and data management systems are available. Coordination of the EF operations from the EOC also will be used to ensure coordination of all EF operations with emergency actions being taken by other EFs. Operational coordination by the primary agency will continue from the EOC until the time the EF is authorized to deactivate and terminate operations.

3. The organization of EF 7 is consistent with the basic plan of the San Mateo County EOP. This structure and system supports incident assessment, planning, procurement, deployment, coordination, financial responsibilities, and support operations to San Mateo County.
4. EF 7 will coordinate under the Logistics Section of the ICS structure.
5. Guidelines, protocols, and plans for disaster-response activities are developed to govern staff operations at the San Mateo County EOC and in the field. These are in the form of the basic plan, corresponding appendices, and standard operating procedures (SOP), which describe EF 7 responsibilities. Periodic training and exercises are also conducted to enhance effectiveness.
6. The EOC will be the focal point for all requests for resources. Resource requests that cannot be provided by applicable EFs will be routed to EF 7. The EF 7 representative will determine the sources of the needed resources.

B. Organization

1. The EF coordinator has management oversight for this EF. The EF coordinator has ongoing responsibilities throughout the preparedness, response, and recovery phases of incident management.
2. The position of this EF in the EOC organizational structure is shown in the organization chart below. EF 7 is positioned within the Logistics Section.

San Mateo County EOC Organizational Chart



Emergency Functions (EF)			
EF #1	Transportation	EF #10	Hazardous Materials
EF #2	Communications	EF #11	Food and Agriculture
EF #3	Construction and Engineering	EF #12	Utilities
EF #4	Fire and Rescue	EF #13	Law Enforcement
EF #5	Emergency Management	EF #14	Long-Term Recovery
EF #6	Care and Shelter	EF #15	Public Information
EF #7	Resources	EF #17	Volunteer and Donations Management
EF #8	Public Health and Medical		

C. Notifications

1. San Mateo County OES will be responsible for notifying the EF coordinator (or EF alternate coordinator) in the primary agency of the need to activate the EF, or (if indicated) to stand by in the event that EF activation is required. In turn, the EF coordinator (or alternate coordinator) is responsible for notifying the designated support agencies of the notification to activate the EF or to stand by for possible activation. The EF coordinator or alternate coordinator at the time is responsible for determining whether personnel from some or all of the support agencies should be notified and mobilized.
2. The primary agency maintains an up-to-date, 24-hour notification roster of its personnel assigned to this EF, as well as representatives of the support agencies. (This roster could be an attachment to the EF or maintained as a separate document because it will have home phone numbers and other private information).

D. Emergency Operations

This section describes the emergency operations that may be required by the primary and support agencies in order to be prepared for EF activation, as well as the operations to be implemented during the response and recovery phase. Actions to be taken for demobilization of the EF are also defined.

1. Pre-Event Preparedness

The EF coordinator has management oversight for EF 7. To ensure readiness to activate the EF, the primary and support agencies will check that the following actions are taken prior to the onset of an emergency event:

- a. Detailed SOPs, action checklists, and job aides needed by EF personnel will be developed and available for use.
- b. Equipment inventories and personnel rosters necessary for EF implementation will be up-to-date and immediately available.
- c. As indicated, agencies will ensure that primary and support agency personnel designated for EF implementation have received all necessary training.
- d. Agencies will assist the designated alternate EF coordinator(s) and the assigned personnel from the EF primary and support agencies in understanding their duties for the EF maintenance and activation, as well as to continually improving their capabilities for effective EF implementation.
- e. Agencies will coordinate pre-incident efforts with private-sector organizations as they relate to the EF.
- f. Agencies will coordinate EF preparedness activities related to all levels of planning for response and recovery operations.
- g. Facilities, systems, equipment, and supplies that are necessary for EF implementation will be protected from the effects of the event to the greatest extent feasible.
- h. Agencies will designate representatives for the EOC.

2. Response Operations

Response operations are conducted during an event, and they are necessary to protect people, provide services to people harmed by the event, and mitigate further property or environmental damage, if feasible. Response operations for the EF are considered in two phases: (1) initial actions for the period when the EF is first activated; and (2) continuing actions that are to be implemented, as needed, during each EOC operational period for the response phase until the EF is able to transition to recovery operations. In all cases, the response operations are general guidelines for action, and may be modified, as needed, to adjust to the particular circumstances of the situation. The phases of the response operations are described below:

a. Initial Actions

The following initial actions, as indicated, are to be completed during the first EOC operational period for activation of the EF:

- i. When the EOC is activated, the EF coordinator or designee will staff the Resources Unit Leader (EF 7) position.
- ii. Ensure the functionality of telecommunications and data management systems to be used by the EF, and take corrective actions as needed.
- iii. Access needed guidelines, checklists, rosters, and inventories.
- iv. Receive an initial briefing and/or information regarding the situation and the current status of County emergency operations by other EFs.
- v. Establish communications with the corresponding EF at the County EOC, if activated, and define the protocol for requesting County assistance from the representative EF.
- vi. If indicated, contact necessary vendors and contractors to determine the availability of services and resources through these organizations. Coordinate with appropriate private-sector organizations to maximize use of all resources.
- vii. The EF coordinator will assist with the collaboration and development of operational priorities based on the objectives set forth in the initial briefing.
- viii. Implement necessary initial actions specific to the EF based on direction and objectives set forth by the EF 5 (Emergency Management) Coordinator.

b. Continuing Actions

The following continuing actions would be repeated, when indicated, during each operational period for the duration of the response period, and until the transition to recovery operations by the EF:

- i. Monitor EF staffing and resource availability and adequacy, and take corrective actions when necessary.
- ii. Review the EOC IAP for the operational period, and prioritize EF operations and resource allocation in accordance with its directives.

- iii. Monitor EF emergency actions initiated and/or continuing from the previous operational period until completion.
- iv. Maintain complete and accurate documentation regarding emergency operations and expenditures.
- v. Provide information regarding EF operations, problem areas, and resource needs to EF 5 (Emergency Management) for development of the EOC situation report (SITREP) and IAP.
- vi. Participate in EOC briefings when held.
- vii. Coordinate with EF 13 (Law Enforcement) and EF 1 (Transportation) on the delivery resources to areas impacted by the disaster. Ensure routes of travel are available and access will be granted.
- viii. Coordinate with supporting agencies and voluntary organizations active in disaster (VOAD) for additional assistance in obtaining and distributing resources.
- ix. Work with EFs to manage and distribute donations.
- x. As EF response actions near completion, anticipate and plan for transitioning the EF to recovery-phase operations and provide EF recovery plans to EF 5 (Emergency Management).

3. Recovery Operations

- a. Ensure the completion of all response-phase emergency operations and the resolution of all requests for assistance.
- b. Advise all activated EF support agencies of the initiation of recovery-phase operations and provide coordination and guidance regarding needed support agency actions.
- c. Review the EOC IAP for recovery and, if indicated, adjust EF recovery actions for consistency.
- d. Provide updated information regarding completion of EF response-phase operations to EF 5 (Emergency Management).
- e. Continue to augment services as the need diminishes.

4. Demobilization Operations

As EF recovery-phase operations near completion, implement actions necessary to support EF demobilization when authorized by the EF 5 (Emergency Management) Coordinator, including (but not limited to) the following:

- a. Advise activated primary agency personnel and support agencies of the intent to demobilize the EF; if indicated, define methods for providing continuing assistance to agencies following EF deactivation.
- b. Review all EF operational and financial documentation to ensure completeness and accuracy.
- c. Account for all deployed EF personnel, equipment, and supplies.

- d. Identify EF systems, equipment, or supplies damaged or depleted during EF operations, and assign responsibility for repair or restoration.
- e. Provide completed EF documentation to the OES, and notify all support agencies of the demobilization of the EF.

V. RESPONSIBILITIES

This section lists each primary and support agencies and their respective responsibilities.

A. Coordinating Agency

1. San Mateo County Office of Emergency Services
 - a. San Mateo County Operational Area (OA) EOC will request support and resources from the REOC as needed.
 - b. Provide, direct, and coordinate EF 7 logistical operations.
 - c. Ensure resource requests from impacted districts, departments, and local jurisdictions are considered when determining logistical priorities.

B. Joint Primary Agency

1. San Mateo County Purchasing Department
 - a. Coordinate, supervise, and manage the procurement of supplies and equipment in an emergency or disaster through the EOC.
 - b. Establish procedures for procurement of emergency supplies and equipment not covered in existing County codes and emergency procedures.
 - c. Determine priorities for procurement of supplies and equipment in support of the incident objectives in coordination with the Logistics Section Chief in the EOC.
 - d. Coordinate, supervise, and manage procurement, of supplies and resources available for use by County government in supporting recovery.
 - e. Maintain purchasing and financial records of any expenditure used for response or recovery from the disaster or incident.
2. San Mateo County Human Resources Department
 - a. Coordinate and manage the identification, acquisition, and distribution of personnel resources for County disaster operations.
 - b. Provide staffing for the San Mateo County EOC for 24-hour, 7-days per week operations.
 - c. Determine priorities for contracting personnel based on justification provided by requesting departments and agencies.
 - d. Develop an inventory list of essential department personnel requirements and source/vendors that may be used in an emergency or disaster in support of EF 7.
 - e. Maintain purchasing and financial records of any expenditures used for response or recovery from a disaster.

3. San Mateo County Department of Public Works, Facilities Division
 - a. Assist with identification of locations and sites for logistics and personnel worksite relocations.

C. Support Agency

1. San Mateo County Department of Public Works, Facilities Division
 - a. Maintain and implement procedures for acquisition, leasing, and contracting for construction and repair of public facilities as indicated by the emergency or disaster.
2. San Mateo County Departments and Agencies
 - a. Provide staffing for the San Mateo County EOC when requested.

VI. INFORMATION COLLECTION, ANALYSIS, AND DISSEMINATION

The primary function of EF 7 will be the response to endangered persons or property as a result of a natural disaster or terrorist incident. Important aspects that may be covered by EF 7 include providing assistance in evacuations, for search and rescue, and at traffic control points, and providing security for evacuated areas, crimes scenes, distribution centers, and shelters, and controlling reentry to these areas.

Critical Coordination Points for EF 7

EF 1 – Transportation	Coordinates the delivery of resources.
EF 2 – Communications	Establishes interoperable communications with mutual aid resources and other EF resources.
EF 5 – Emergency Management	Coordinates the distribution of resources to other EFs as necessary, and provides updated information for SITREPS.
EF 8 – Public Health and Medical	Provides logistical and resource support to County agencies to support emergency response and recovery for populations with access and functional needs.
EF 13 – Law Enforcement	Coordinates provision of traffic services and evacuation.

VII. ADMINISTRATION, FINANCE, LOGISTICS

A. Resource Procurement

This section describes the ways in which the EF will procure or obtain resources that may be required for implementation. Resources, as a general term, encompass the personnel, equipment, systems, and supplies, as well as highly specialized services that may be needed for EF implementation.

1. In all cases, the primary agency, with continuing representation in the EOC, will serve as the point of coordination to identify resources needed for EF implementation. The primary agency will also be responsible for requesting and directing mobilization of the resources.
2. When resources are needed, the primary agency representative will use one or more of the following for securing and deploying the needed resources in the most timely and cost-effective manner:
 - a. Resources under the direct control of the primary agency;
 - b. EF support agencies;
 - c. Other activated EFs representatives in the County EOC;
 - d. Private-sector vendors or contractors that would have the resources available; and
 - e. Jurisdictions within the operational area (OA) or through mutual aid.
3. The EF coordinator will be responsible for determining the process of procurement authorization established by the EF 5 (Emergency Management) coordinator and EF 7.
4. In all cases, the primary agency EF representative will have information readily available regarding the categories or types of resources relevant to EF operations to facilitate requesting additional resources.

B. Financial Management

1. EF 7 is responsible for managing financial matters related to resources that are procured and used during an incident by the County. During a response, each agency/department is responsible for recording and tracking its own expenditures and seeking reimbursement from the appropriate resource after the event.
2. expenditures and submit them directly to the Finance and Administration Section as soon as possible.

C. EF Development and Maintenance

1. The EF coordinator is responsible for EF development and maintenance, which is to be completed with the assistance and cooperation of the designated support agencies.
2. The EF coordinator will review the EF, as well as associated SOPs, checklists, and other documentation, and modify them (if indicated) in response to any of the following events:

- a. Upon the request of the EF 5 (Emergency Management) coordinator;
- b. Following any activation of the EF for response to an actual incident or an exercise; and
- c. Upon the opening or closing of any major facility of the primary or support agencies that is considered vital to implementation of the EF.

VIII. AUTHORITIES AND REFERENCES

The authorities and references documented in the basic plan of the San Mateo County EOP are considered applicable to this EF.

IX. ACRONYMS

EF	Emergency Function
EOC	Emergency Operations Center
EOC-AP	Emergency Operations Center Action Plan
EOP	Emergency Operations Plan
FEMA	Federal Emergency Management Agency
IAP	Incident Action Plan
ICS	Incident Command System
NGO	Non-governmental Organization
NIMS	National Incident Management System
OA	Operational Area
OA EOC	Operational Area Emergency Operations Center
OES	Office of Emergency Services
REOC	Regional Emergency Operations Center
SEMS	Standardized Emergency Management System
SITREP	Situation Report
SOP	Standard Operating Procedures
VOAD	Voluntary Organizations Active in Disaster

X. ATTACHMENTS

Insert agency specific attachments here