Emergency Support Function 7
Logistics Management & Resource Support

Coordinating Agency

West Virginia Division of Homeland
Security and Emergency Management
(WVDHSEM)

Support Agencies and Organizations

West Virginia Department of Military
Affairs and Public Safety (WVDMAPS)
West Virginia Department of Transportation
(WVDOT)
West Virginia Department of Administration

Purpose

Emergency Support Function ESF 7 supports and coordinates the logistics and resource management process in coordination with all ESFs, local jurisdictions, federal government, and private sector stakeholders. This annex provides guidance for when the resources of the affected local jurisdictions are exceeded.

Scope

ESF 7 coordinates the provision of emergency relief supplies, fuel, facility space, office equipment, office supplies, communications, contracting services, transportation services, security services, equipment and personnel required to support response activities. ESF 7 also provides support for requests from all other ESFs.

Policies

A. All departments and agencies assigned responsibilities within ESF 7 will develop and maintain the necessary plans and standard operating procedures needed to accomplish their tasks.

B. Local jurisdictions are responsible for resource management and response. Once local jurisdictions have committed all resources to an incident, requests for assistance will be made through the WV State Emergency Operations Center (WVSEOC).

C. WVDHSEM is responsible for planning, coordinating, and managing the resources needed to support ESF 7.

D. WVDHSEM will provision resource requests from current stocks or surplus and from commercial sources.

E. WVDHSEM will terminate ESF 7 support to local jurisdictions at the earliest appropriate time.

F. WVDHSEM will publish West Virginia Statewide Mutual Aid Agreement Operations Manual.

Organizational Structure

WVDHSEM coordinates and identifies essential resources to be rendered to disaster victims.

State Government

WVDHSEM

- Within gubernatorial guidance, allocates state resources for use by state agencies as needed.

- Coordinates resources provided by local jurisdictions, non-profit organizations, and the private sector.

- Requests assistance, on behalf of the Governor, through the EMAC.

- Maintains lists of resources available through agencies of state government. These lists may also be maintained by each agency and provided to the WVSEOC upon activation and semi-annually.

- Establishes and maintains contracts with private vendors pre-incident so that the location can be identified and fixed pricing can be established. Agreements also should exist pre-incident with non-profit and volunteer organizations identifying potential resources they can provide.

- Requests resources from federal and other state agencies using National Incident Management System (NIMS) typing.

- Analyzes the state-wide impact of the disaster at the WVSEOC. The analysis allows the WVSEOC management team to determine which areas have been impacted and to what degree. Some of the points that are analyzed include, but are not limited to:

  o The population being impacted;

  o The number of deaths, injuries, or illness to the population;

  o Areas in which conditions may deteriorate, as in the case with flooding or a hazardous material release, as compared to areas where conditions have stabilized;

  o The number of schools, hospitals, nursing homes, or other congregate, and medical facilities may be impacted;

  o The location of key assets or critical facilities that are/could be impacted;

  o Presence of mining operations or related industries;

  o Affected road and highway systems; and

  o Resource capabilities of the local authorities.

- Continuously monitors situation to provide decision-makers with an accurate needs assessment.

- Assists in prioritizing resource allocations. A guiding principal is that protection of life takes priority over preserving property. The following is a guideline to assist those prioritizing allocations:

  o Provide resources to support actions to assist those in imminent danger.

  o Provide resources to those who are not in imminent danger, but where injuries or illness are excessive.

  o Provide resources to assist the preservation of key assets and critical facilities, as well as the highway and road system.

  o Mitigate against possible worsening conditions at sites that pose extreme risk to civilian populations, such as sites containing hazardous materials.

  o Mitigate against possible worsening conditions in areas with a density of schools, hospitals, mental health, and nursing facilities.

  o Mitigate against worsening conditions to the business community, which is vital to recovery efforts.

  o Provide resources for serving the needs of the general population.

  o Provide resources for mining accidents with the West Virginia Office of Miners' Health, Safety, and Training (WVOMHST). A new database is currently being developed to address mining resources.

Local Government

- Receives allocations of resources and manages resources effectively.

- Activates local Emergency Operation Centers (EOCs) as appropriate, and staffs them with sufficient personnel to adequately direct and control the use of resources whether they are internal to the jurisdiction, provided by mutual aid jurisdictions, or are the results of state or federal support.

- Requests for resources using NIMS typing. Criteria for NIMS typing of resources can be found at the https://www.fema.gov/national-incident-management-system website.

Federal Government

- Department of Homeland Security/Federal Emergency Management Agency (DHS/FEMA) coordinates resources in the event that all local and state resources have been exhausted.

Concept of Operations

A. General

1. Where no established agency exists to properly administer a resource area, personnel may be obtained from private resources normally engaged in areas of concern, (i.e. electric power, food, industrial production).

2. Plans have been developed to conserve and direct the distribution and use of resources in accordance with state and federal policies and priorities.

B. Phases of Management

1. Mitigation

     a. Ensure that resources are stored properly and protected from any potential damage.

2. Preparedness

     a. Develop response and recovery plans that make full use of all available resources, including those from government, non-profit organizations, and the private sector.

b. Establish mutual aid agreements and/or contingency contracts that allow for the prompt delivery of resources.

c. Maintain accurate inventory lists of state agency supplies, equipment, vehicles, and personnel. Requests for resources should be made through the WVSEOC when the local level exceeds their resource capabilities. Resource requests may also be made from state agency-to-state agency through the use of mutual aid agreements (i.e. backup laboratory services).The inventory lists of supplies, equipment, vehicles, and personnel should be submitted to the WVSEOC annually or when significant changes occur.

d. Train personnel who will be managing resources in NIMS compliance and the NIMS resource typing and management system.

e. Test plans through table-top, functional, and full-scale exercises to assure that at all levels personnel know how to request, transfer, track, utilize, demobilize, return and account for resources.

3. Response

a. Resource Management

1) The WVSEOC receives requests for resources from state agencies and counties after those organizations have committed all available resources. When receiving requests for resources, the WVSEOC needs to obtain as much data as possible. That includes the use of C-SALTT: Capability (what do you need it for); S – Size (gallon, quart, bale, clothing sizes); A – Amount (how many); Location – for delivery purposes; T – Type (i.e., leather gloves versus rubber or surgical); and T – Time (delivery is required).

i. When state resource capabilities have been exceeded, WVDHSEM may request assistance from the Department of Homeland Security/Federal Emergency Management Agency (DHS/FEMA) and/or the EMAC.

ii. The request for specific items is by NIMS Resource Types.

iii. The request should explain how the resource will be utilized so the most appropriate resource can be allocated.

2) Allocating Resources

   i.   WVSEOC management strives to use all resources as effectively and efficiently as possible.

   ii. In allocating resources, the WVSEOC staff provides guidance to the receiving organization regarding how soon the resource must be returned to the lending agency. In some instances, the resource is needed elsewhere and must be promptly returned. In other cases, there may be no pressing demand for its return.

3) Tracking Resources Allocation through the use of E Team

   i.   Establish a method of tracking borrowed resources from other agencies of state and local government, donated resources from volunteer organizations, and leased and/or rented resources from the private sector. Also, track the destination of the borrowed resource and the expected return date.

   ii. Monitors resources borrowed from and loaned to other organizations. To do this, it may appoint a specific person, such as the Property Control Manager, Resource Control Manager, or other such title.

4) Damage to Resources

   i.   Returned resources should be inspected for damage by the borrowing agency prior to returning the resources. The agency that loaned the equipment should also conduct an inspection of the resources. The two organizations should reconcile repair or maintenance issues that will be mutually agreed upon.

   ii. Resources obtained under WVSMAA must be returned to the condition in which it was received by the Requesting Jurisdiction, prior to return to the Assisting Jurisdiction, unless other arrangements are made between the jurisdictions. However, resources from state agencies would have to be returned to pre-deployment condition by the owning organization.

b. Personnel Resource Issues

   1) Consideration should be given to the medical/health needs and conditions of personnel prior to committing them. For example, personnel who require medication that may be difficult to acquire in

the impact area, or if they have a heart, diabetic or other condition is one issue.

2) Personnel require shelter, food, and water. The receiving organization should explain how this is managed, so the allocated personnel know what circumstances they will face. This information must be in the original request for personnel as the request cannot be processed without it.

3) Mutual aid response personnel should be managed in compliance with NIMS, meaning they have one person they report to, and the line of direction and control is clearly understood. They should also be informed of:

i. Where and when to report;

ii. Approximately how long they will be needed, so they can address personal/family issues prior to leaving for their assignment, and know how much clothing and other personal equipment to bring with them;

iii. Professional or technical support equipment they should bring with them, such as a laptop computer and reference material, tents, protective masks; and

iv. If a vehicle will be provided or if they are expected to arrive with a duty vehicle.

c. Distribute and manage resources.

1) Personnel and equipment to operate these staging areas are coordinated through a tasking to the WVNG (for example) with number of personnel and number and types of equipment assigned to the staging areas based upon WVNG mission analysis.

2) Analysis includes the types and quantities of resources expected from Resource Request Forms (RRFs) submitted to FEMA Region 3, either directly or via the Incident Management Team (IMT).

3) West Virginia uses a throughput operation on resources being delivered to local jurisdictions.

4) This includes drop-shipment of materials that are leased/purchased for the local jurisdiction by WVDHSEM and throughput from a State Staging Area to local jurisdiction Points of Distribution (PODs) for all categories of sustainment supplies.

5) Local jurisdictions establish PODs based on areas to be served, the number and types of resources to be distributed, and available resources to conduct POD operations.

6) WVDHSEM ensures that local jurisdictions have material handling equipment (MHE) of appropriate types and weight capacities for the resources being delivered. This includes the use of fork lifts, pallet jacks, loading ramps, etc.

7) Local jurisdictions also are to provide sufficient numbers of personnel, provide just-in-time training for personnel, safety equipment, and traffic control for all POD sites.

d. Coordinate resources for disaster victims.

1) WVDHSEM provides all procurement/contracting on most common items.

2) WVDHSEM can also procure specialized supplies and equipment, based on recommendations from appropriate state agencies.

e. Identify resource distribution and staging locations:

1) 130th Military Airlift Wing (MAW), Yeager Airport, Charleston and

2) 167th Military Airlift Wing (MAW), Martinsburg Airport, Martinsburg, WV

3) Local Emergency Planning Committee (LEPC) have pre designated distribution sites.

f. Coordinate resource requests with local jurisdictions.

g. Document records of services and resources utilized during an emergency.

4. Recovery

    a. Conduct an on-going needs assessment.

    b. Identify and resolve resource shortfalls.

    c. Allocate resources in an efficient and effective manner.

    d. Release mutual aid resources as promptly as possible.

    e. Conduct repairs and maintenance to resources to return them to pre-incident condition.

    f. Maintain accurate documentation of expenses and resource utilization and process them appropriately.

    g. Conduct a thorough "hot-wash" of the incident and develop an After-Action Report (AAR).

Agency Responsibilities Matrix

Supporting Agency	Acronym	Responsibilities
West Virginia Division of Homeland Security & Emergency Management	WVDHSEM	• Assist local governments and state agencies with the provision of essential supplies when requested via logistics programs (WVSMAA, EMAC, request management processes, procurement, etc.) • Manage disaster services contracts for goods and services. • Serves to coordinate ESF 7 functions, including procurement, contracting, and overall accountability for materials.
West Virginia Department of Military Affairs and Public Safety	WVDMAPS	• Coordinates with WVNG to provide trained personnel and appropriate equipment to operate the State Staging Areas. • Track resources through delivery to local jurisdiction for all items they are tasked to transport with either internal or assisting transportation resources.

Authorities & References

Authorities

West Virginia Code §15-5, as amended

References

State of West Virginia Emergency Operations Plan – Basic Plan

West Virginia Emergency Management Assistance Compact (EMAC) Operations Manual

National Incident Management System (NIMS)

National Response Framework, as amended

NIMS Integration Center Resource Management and Mutual Aid Web Site

**Emergency Support Function 7
Logistics Management & Resource Support
Attachment # 1**

	State Active Duty	Title 32	Title 10
Command & Control:	Governor		President
Where:	Home State or United States	United States	United States and Global
Pay:	State	Federal	Federal
Discipline:	State Military Code		Uniform Code of Military Justice
Mission Types:	State Domestic Operations		Federal Missions
		Federal Training	Overseas Training
	Requires EMAC REQ-A to be a valid reimbursable mission		Law Enforcement within the U.S. limited by *Posee Comitatus Act*

National Guard Regulation 500-1/Air National Guard Instruction (ANGI) 10-8101 - allows the states to rely upon each other in responding to, among other things, emergencies such as man-made or natural disasters, insurgencies, or enemy attack. The National Guard and the National Guard Bureau will include options to utilize personnel and resources as outlined in EMAC in their planning for National Guard Domestic Operations (NGDO).