

## ESF 7 - Resource Support

### **Coordinating Agency:**

Harvey County Administration

### **Primary Agency:**

Harvey County Administration

### **Support Agencies:**

American Red Cross

Burrton - USD 369

City of Burrton

City of Halstead

City of Hesston

City of Newton

City of North Newton

City of Sedgwick

City of Walton

Halstead - USD 440

Harvey County Appraiser

Harvey County Board of County Commissioners

Harvey County Clerk

Harvey County Communications

Harvey County Data Processing

Harvey County Department of Aging

Harvey County Emergency Management

Harvey County Health Department

Harvey County Planning and Zoning/Environmental

Harvey County Road & Bridge

Harvey County Sheriff Office/Detention Center

Harvey County Treasurer/Driver's License

Hesston - USD 460

Kansas Rural Electric Cooperative Association

Newton - USD 373

Sedgwick Public Schools - USD 439

State Animal Response Team (SART)

The Salvation Army

## **I. Purpose and Scope**

### **A. Purpose**

1. The purpose of ESF 7 is to acquire the necessary resources to support disaster operations. This process includes providing fiscal and logistical managerial support through timely and efficient acquisition and distribution of resources, purchasing, contracting, renting and leasing of supplies and equipment. Also included are the roles of providing coordination of the documentation of

reimbursable expenditures as determined by the Federal Emergency Management Agency (FEMA).

## B. Scope

1. ESF 7 provides the operational framework for the resource management activities within the scope of this function, to include:
  - a. EOC logistics section operations;
  - b. Resource identification;
  - c. Resource procurement;
  - d. Resource coordination;
  - e. Facilities and logistics;
  - f. Personnel augmentation;
  - g. Logistic management; and
  - h. Volunteer and donations management

## II. Concept of Operations

### A. General

1. ESF 7 is organized consistent with Harvey County EOC and the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System. This structure and system supports incident assessment, planning, procurement, deployment, coordination, and support operations to Harvey County through the County Emergency Response Team, Area Operations and Regional Incident Management Teams (IMTs) to assure a timely and appropriate response to an emergency or situation.
2. Procedures, protocols and plans for disaster response activities are developed to govern staff operations at the Harvey County EOC and in the field. These are in the form of Emergency Operations Plans (i.e., Base Plan) and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines, which describe ESF 7 capabilities. Periodic training and exercises are also conducted to enhance effectiveness.
3. In a large event requiring local or State mutual aid assistance, ESF 7 will work with its support agency counterparts to seek, procure, plan, coordinate and direct the use of required assets.
4. The focal point for all requests for resources will be the Harvey County EOC. Resource requests unable to be provided by applicable ESFs will be routed to ESF7. In coordination with Logistics Section, the ESF 7 representative will determine the sources of the needed resources. The ESF 7 representative will

follow procedures as outlined in the Logistics Standard Operating Procedures. These include:

a. Procurement Process

- i. Equipment and materials will be procured from both intra-departmental and inter-departmental supplies. Inter-departmental resource requests will be submitted through ESF 7. Requests unable to be filled by County inventories are procured by ESF7 from commercial vendors. Sources include assets within County government and the municipalities. During disaster situations, all resources within County government agencies are considered available. Coordination for such resource reallocation will be accomplished within the Harvey County EOC. If necessary, reimbursement will be made in accordance with local directives.
- ii. If needed supplies and equipment are not available within County government resources, ESF 7 will attempt to purchase or lease them from commercial sources.
- iii. When resources cannot be acquired through local sources, commercial sources, or mutual aid; requests for these items will be made to the State of Kansas EOC. These requests may be filled by state resources, Intra state mutual aid, interstate mutual aid or federal resources.
- iv. Harvey County Administration maintains lists of vendors and suppliers of equipment, materials and services needed during disaster response and recovery operations. In addition, the Harvey County EOC maintains a comprehensive data base of resources that may be needed during disasters. In some cases, contingency contracts may be written for known critical services or items.
- v. The Statewide Mutual Aid Agreement may be implemented as necessary to obtain required goods and services from other jurisdictions.
- vi. Contracts for resources or services will be initiated by ESF 7. Contracts will be managed by the agency responsible for the support provided.
- vii. ESF 7 will conduct operations in accordance with all local, state and federal laws and regulations.
- viii. In some cases, needed resources may be available thru donations and volunteers. Coordination will be maintained between ESF 7 and ESF 15 on a continual basis.

- ix. Information is disseminated to volunteer groups, vendors and other governmental agencies that may supplement local resources in a variety of ways.
- b. Transportation requirements will be coordinated through ESF 1.
  - i. All available transportation assets will be used to deliver resources to affected areas.
  - ii. Sources include County and municipal assets, as well as those belonging to private nonprofit organizations.
  - iii. Existing County resources will be transported to the disaster area by the County department normally responsible for the resources.
  - iv. Commercial vendors are responsible for transportation of their own products/services.
- c. Staging Areas. Harvey County has identified staging areas for resources brought in to the County. The Staging Areas for Harvey County are provided below and are also provided in the Base Plan. Staging Area (Former Alco parking lot)  
2300 N. Anderson  
Newton, KS 67114  
  
Staging Area( Chisholm Trail Outlet Mall)  
601 SE 36th  
Newton, KS 67114
  - i. The County Staging Area (STAGENAME) is mission tasked and reports to the Logistics Section.
  - ii. The Harvey County Administration or his/her designee manages the County Staging Area.
- d. Storage Facilities. A list of available storage facilities within the area should be pre-identified in advance of an event. ESF 7 will identify these storage facility locations and lease storage space as necessary. The replacement of any damaged or destroyed facilities would be accomplished by relocating the affected personnel to other County-owned buildings, or space obtained as outlined above, temporarily until the damaged facilities can be repaired or replaced by County personnel or through contractual arrangements secured on an emergency basis through ESF 7.
- e. It is the responsibility of agencies receiving loaned property to maintain appropriate accountability of items received.
  - i. Agencies will monitor and track loaned items.

- ii. Documentation will be provided to lending organizations for their records.
- iii. Intra-departmental property/equipment requests are documented and submitted to ESF 7.
- iv. The loaning department normally furnishes an operator which is responsible for the care and location of the equipment.
- v. The borrowing department is responsible for the return of the equipment after the disaster period.

5. Credentialing

- a. The credentialing system for each ESF will be utilized via CRMCS system. Each organization has a designated administrator to input data. Harvey County Emergency Management has the printer to print each badge and oversees each organization.
- b. Credible personnel who work an incident will be tracked and allowed in via their CRMCS badge. Those without Harvey County credentials can be given a badge using the Rapid Tagging system as required.

6. Resource Directories: Resource directories are created and maintained by each agency and is available upon request.

7. Resources Request and Management

- a. A local disaster declaration must be requested by the emergency manager to the chair of the Harvey County Commission to be signed and forwarded to KDEM as soon as possible.
- b. The process for requesting additional resources is first completed at the local level. Once local resources are utilized, Harvey County will then request assets within the region. After regional assets are utilized the request will then go to KDEM.
- c. Points of distribution across the jurisdiction will be established
- d. The criteria for relocating essential resources outside the threatened or impacted area is responsibility of the local agencies within the municipalities or Harvey County.
- e. In the event of a larger or regional incident, the emergency management IMT teams would be brought in as needed. This would include LEAD, MERGe and FORCe.

8. Volunteer and Donations Management

- a. Describe the process used to identify, deploy, use, support, dismiss, and demobilize affiliated and spontaneous unaffiliated volunteers; Red Cross and Salvation Army would identify credible volunteers with the Harvey County EOC. Spontaneous unaffiliated volunteers, in conjunction with United Way and the Harvey County EOC, will make the decision when to use or not use volunteers.
- b. Volunteer hours will be tracked by the respective agency that they are representing as well as by the CRMCS badging system.
- c. Salvation Army will coordinate all unsolicited donations with the Harvey County EOC.

#### 9. Tracking Resources

- a. Resources will be tracked and will be released once a resource is no longer needed. This will be conducted by each responsible agency/municipality and Harvey County.
- b. Agencies will support mission assignments with limited fuel availability in coordination with ESF 12 by working with the Harvey County EOC. A list of gas stations and the bulk storage facility(Wenger Oil) can serve as filling stations when fuel availability starts to cease.
- c. Requested resource tracking of time, mileage and repairs will be tracked by the agency utilizing the resource. Upon check out the resource will be inspected for damages, hour usage or mileage(if applicable). When the resource is returned an inspection will take place and if repairs need to be made arrangements will be conducted by the agency who was responsible for the resource while it was deployed. Harvey County EOC will determine if reimbursement will be applicable on a case by case basis.

#### 10. Emergency Contracting

- a. Emergency contacting - The designated Incident Commander will order resources and execute any emergency contracting in securing resources for life safety incidents, where there is an immediate threat to life.
  - i. Incidents that occur inside the city limit of any of the cities; that city will be responsible for full payment of emergency contracts. The cities will provide a designee that will approve their emergency contracts and processes.
  - ii. Incidents that occur in the County, Harvey County will be responsible for full payment of emergency contracts. Harvey County Emergency Management will execute and notify the Harvey County Board of County Commissioners of any contracts that are to be implemented. The BOCC/Administration will

designate the spending limits and inform the Harvey County EOC of the limits after being notified of an incident that may need emergency contracting.

## B. Direction and Control

1. The ESF 7 Coordinating Agency is Harvey County Administration which is appointed by the Harvey County Emergency Management , in coordination with local planning partners. The staff serving as ESF 7 Coordinator is appointed by and located in the Harvey County Administration. When ESF 7 support is necessary, the ESF 7 Coordinator coordinates all aspects of ESF 7.
2. ESF 7 complies with the National Response Framework, and the National Incident Management System (NIMS). The NIMS guides the direction and control system adopted by the Harvey County Emergency Management , which functions as the official disaster prevention, protection, response, preparedness, recovery, and mitigation organization within Harvey County.
3. The ESF 7 may operate at two levels: 1) Harvey County EOC; and 2) Field operations.
4. During emergency activations, all management decisions regarding resource support for Harvey County are made at the Harvey County EOC by the ESF 7 coordinator. Under the Incident Command System structure, the Planning, Logistics, Finance/Administration, and Operations Sections at the Harvey County EOC assist the incident commander in carrying out the overall mission.
5. In accordance with a mission assignment from ESF 7, each primary and/or support organization assisting ESF 7 will retain administrative control over its own resources and personnel, but will be under the operational control of ESF 7. Delegation of mission operational control may be delegated to the field by the Harvey County EOC.

## C. Organization

1. County
  - a. During an activation of the Harvey County EOC, primary and support agency staff is integrated with the Harvey County Administration staff to provide support.
  - b. During an emergency or disaster event, the Harvey County EOC, Operations Section will coordinate resource support with the Logistics Section. In addition, ESF 7 will:
    - i. Operate under the direction of the Harvey County Emergency Management Coordinator.
    - ii. Operate throughout the emergency, either in the Harvey County EOC, or at a location designated by the Logistics Section Chief in

coordination with the Harvey County Emergency Management coordinator.

- iii. Alert designated primary personnel of possible resource needs and to report to the Harvey County EOC.
  - iv. Maintain liaison with other ESFs and interested parties. This will be accomplished through the coordination of the Harvey County Emergency Management Coordinator and the Logistics Section Chief.
  - v. At the tasking of the Logistics Chief, take action if another ESF requires assistance in obtaining needed items. ESF 7 finds a source for needed items and provides to the requesting ESF the name of the contact person, the price and schedule for when the material can be made available at the established location.
  - vi. Unless otherwise directed, and in order to provide resource support when needed during disaster operations, the ESF 7 function will be staffed on a 24 hour basis at the Harvey County EOC.
- c. The Harvey County Administration will develop and maintain ESF 7 and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. Primary and support agencies should develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Framework, The National Incident Management System, the Incident Command System, and the Harvey County EOP.

## 2. State of Kansas

- a. During an activation of the State of Kansas EOC, the Kansas Division of Emergency Management is the designated lead agency for State resource services and will provide a liaison to facilitate requests for transportation service resources to local Emergency Operations Centers.
- b. During an emergency or disaster event, the primary and support agencies of ESF 7 at the State of Kansas EOC will report to the Logistics Section Chief, who reports to the SEOC Manager.
- c. The Kansas Division of Emergency Management develops and maintains the overall ESF 7 Emergency Operations Plan and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall EOP. All such documents will be in compliance with the National Response Framework,



the National Incident Management System, the Incident Command System and the Harvey County Emergency Operations Plan.

D. Alerts and Notifications

1. The Harvey County Administration and/or Harvey County Emergency Management will notify the County Warning Point (Harvey County EOC) when information comes to their attention indicating that an emergency or disaster situation is developing.
2. The County Warning Point (Harvey County EOC), will notify the “on call” Emergency Duty Officer and/or ESF Coordinator for ESF 7 when Harvey County has been threatened or impacted by an emergency or disaster event as provided in the County Warning Point procedure.
3. ESF 7 will be activated or placed on standby upon notification by the Harvey County EOC. The representatives or designees of the coordinating agency will manage the emergency activities of ESF 7. If additional support is required, the ESF 7 coordinating and primary agencies may jointly manage ESF 7 activities.
4. Upon instructions to activate or placement of ESF 7 on standby, Harvey County Administration will implement procedures to notify all ESF 7 planning team members and, if necessary, mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance.

E. Actions

1. Actions carried out by ESF 7 are grouped into phases of emergency management: Preparedness, Response, Recovery and Mitigation. Each phase requires specific skills and knowledge to accomplish the tasks and requires significant cooperation and collaboration between all ESF 7 agencies and the intended recipients of service.

<b>Overall Actions Assigned to All Members</b>	
<i>Preparedness (Pre-Event) Actions for ESF 7 - Resource Support</i>	
1	Develop standard operating guides and checklists to support ESF-7 activities.
2	Train personnel on EOC operation, the Incident Command System (ICS) and the National Incident Management System (NIMS).
3	Identify and establish SOPs for points of distributions and staging areas.

<b>Overall Actions Assigned to All Members</b>	
<i>Response (During Event) Actions for ESF 7 - Resource Support</i>	
1	Maintain accurate records of resources utilized and submit reports.
2	Preposition resources when incident is likely or imminent.
3	Relocate essential resources outside of threatened area when required.
4	Cooperate with EOC, incident command, adjacent counties, and/or region to provide logistics support for larger regional incidents.
5	Identify, deploy, demobilize, or direct affiliated or spontaneous unaffiliated volunteers as dictated by the situation.
6	Manage the collection, distribution, or rejection of unsolicited donations.

7	Track resources during incident and ensure equipment maintenance is conducted and tracked.
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<b>Overall Actions Assigned to All Members</b>	
<i>Recovery (Post Event) Actions for ESF 7 - Resource Support</i>	
1	Continue to perform tasks necessary to expedite restoration and recovery operations.
2	Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required.
3	Evaluate response and recommend changes to ESF-7 Annex to correct shortfalls and improve future response activities.
4	Provide documentation for possible financial reimbursement process for recovery activities.
5	Participate in after action meetings and prepare after action reports as requested.
6	Stand down any facilities no longer in use.
7	Dispose of excess supplies.
8	Clean, repair, and perform maintenance on all equipment before returning to normal operations or storage.

<b>Overall Actions Assigned to All Members</b>	
<i>Mitigation Actions for ESF 7 - Resource Support</i>	
1	Participate in mitigation planning team meetings and work with local emergency management to promote community preparedness.
2	Provide ESF-7 representative for update of mitigation plan.

### III. Responsibilities

- A. The following list identifies the responsibilities designated to each agency/organization for this ESF. The Coordinating and Primary Agency and their responsibilities are listed first. The Supporting Agencies follow in alphabetical order.

<b>Coordinating: Harvey County Administration</b>	
<i>Preparedness (Pre-Event) Actions for ESF 7 - Resource Support</i>	
1	Collect, process, and disseminate information to and from the EOC.
2	Identify how resources are inventoried and tracked.
3	Establish emergency contracting procedures.
4	Identify information technology disaster plan to assist in restoration of computer resources.
<i>Response (During Event) Actions for ESF 7 - Resource Support</i>	
1	Participate in EOC briefings, incident action plans, situation reports and meetings to support ESF7.
2	Work with the EOC staff to establish priorities and grant resource requests according to priorities.
3	Activate mutual aid agreements as required.
4	Maintain an inventory system to track supplies used in the disaster.
<i>Mitigation Actions for ESF 7 - Resource Support</i>	
1	Participate in the hazard identification process identify and correct vulnerabilities.

<b>Primary: Harvey County Administration</b>	
<b><i>Preparedness (Pre-Event) Actions for ESF 7 - Resource Support</i></b>	
1	Collect, process, and disseminate information to and from the EOC.
2	Identify how resources are inventoried and tracked.
3	Establish emergency contracting procedures.
4	Identify information technology disaster plan to assist in restoration of computer resources.
<b><i>Response (During Event) Actions for ESF 7 - Resource Support</i></b>	
1	Participate in EOC briefings, incident action plans, situation reports and meetings to support ESF7.
2	Work with the EOC staff to establish priorities and grant resource requests according to priorities.
3	Activate mutual aid agreements as required.
4	Maintain an inventory system to track supplies used in the disaster.
<b><i>Mitigation Actions for ESF 7 - Resource Support</i></b>	
1	Participate in the hazard identification process identify and correct vulnerabilities.

<b>Supporting: American Red Cross</b>	
<b><i>Preparedness (Pre-Event) Actions for ESF 7 - Resource Support</i></b>	
1	Maintain a central personnel roster, contact, and resource lists to support ESF-7 tasks.

<b>Supporting: City of Burrton</b>	
<b><i>Preparedness (Pre-Event) Actions for ESF 7 - Resource Support</i></b>	
1	Maintain a central personnel roster, contact, and resource lists to support ESF-7 tasks.
2	Collect, process, and disseminate information to and from the EOC.
3	Identify how resources are inventoried and tracked.
<b><i>Response (During Event) Actions for ESF 7 - Resource Support</i></b>	
1	Activate mutual aid agreements as required.
<b><i>Mitigation Actions for ESF 7 - Resource Support</i></b>	
1	Participate in the hazard identification process identify and correct vulnerabilities.

<b>Supporting: City of Halstead</b>	
<b><i>Preparedness (Pre-Event) Actions for ESF 7 - Resource Support</i></b>	
1	Maintain a central personnel roster, contact, and resource lists to support ESF-7 tasks.
2	Collect, process, and disseminate information to and from the EOC.
3	Identify how resources are inventoried and tracked.
<b><i>Response (During Event) Actions for ESF 7 - Resource Support</i></b>	
1	Activate mutual aid agreements as required.
<b><i>Mitigation Actions for ESF 7 - Resource Support</i></b>	
1	Participate in the hazard identification process identify and correct vulnerabilities.

<b>Supporting: City of Hesston</b>	
<b><i>Preparedness (Pre-Event) Actions for ESF 7 - Resource Support</i></b>	
1	Maintain a central personnel roster, contact, and resource lists to support ESF-7 tasks.
2	Collect, process, and disseminate information to and from the EOC.
3	Identify how resources are inventoried and tracked.

<b>Response (During Event) Actions for ESF 7 - Resource Support</b>	
1	Activate mutual aid agreements as required.
<b>Mitigation Actions for ESF 7 - Resource Support</b>	
1	Participate in the hazard identification process identify and correct vulnerabilities.

<b>Supporting: City of Newton</b>	
<b>Preparedness (Pre-Event) Actions for ESF 7 - Resource Support</b>	
1	Maintain a central personnel roster, contact, and resource lists to support ESF-7 tasks.
2	Collect, process, and disseminate information to and from the EOC.
3	Identify how resources are inventoried and tracked.
<b>Response (During Event) Actions for ESF 7 - Resource Support</b>	
1	Participate in EOC briefings, incident action plans, situation reports and meetings to support ESF7.
2	Activate mutual aid agreements as required.
<b>Mitigation Actions for ESF 7 - Resource Support</b>	
1	Participate in the hazard identification process identify and correct vulnerabilities.

<b>Supporting: City of North Newton</b>	
<b>Preparedness (Pre-Event) Actions for ESF 7 - Resource Support</b>	
1	Maintain a central personnel roster, contact, and resource lists to support ESF-7 tasks.
2	Collect, process, and disseminate information to and from the EOC.
3	Identify how resources are inventoried and tracked.
<b>Response (During Event) Actions for ESF 7 - Resource Support</b>	
1	Activate mutual aid agreements as required.
<b>Mitigation Actions for ESF 7 - Resource Support</b>	
1	Participate in the hazard identification process identify and correct vulnerabilities.

<b>Supporting: City of Sedgwick</b>	
<b>Preparedness (Pre-Event) Actions for ESF 7 - Resource Support</b>	
1	Maintain a central personnel roster, contact, and resource lists to support ESF-7 tasks.
2	Collect, process, and disseminate information to and from the EOC.
3	Identify how resources are inventoried and tracked.
<b>Response (During Event) Actions for ESF 7 - Resource Support</b>	
1	Activate mutual aid agreements as required.
<b>Mitigation Actions for ESF 7 - Resource Support</b>	
1	Participate in the hazard identification process identify and correct vulnerabilities.

<b>Supporting: City of Walton</b>	
<b>Preparedness (Pre-Event) Actions for ESF 7 - Resource Support</b>	
1	Maintain a central personnel roster, contact, and resource lists to support ESF-7 tasks.
2	Collect, process, and disseminate information to and from the EOC.
3	Identify how resources are inventoried and tracked.
<b>Response (During Event) Actions for ESF 7 - Resource Support</b>	
1	Activate mutual aid agreements as required.
<b>Mitigation Actions for ESF 7 - Resource Support</b>	
1	Participate in the hazard identification process identify and correct vulnerabilities.

<b>Supporting: Harvey County Board of County Commissioners</b>	
<b><i>Preparedness (Pre-Event) Actions for ESF 7 - Resource Support</i></b>	
1	Collect, process, and disseminate information to and from the EOC.
<b><i>Response (During Event) Actions for ESF 7 - Resource Support</i></b>	
1	Participate in EOC briefings, incident action plans, situation reports and meetings to support ESF7.
2	Work with the EOC staff to establish priorities and grant resource requests according to priorities.
3	Activate mutual aid agreements as required.
<b><i>Mitigation Actions for ESF 7 - Resource Support</i></b>	
1	Participate in the hazard identification process identify and correct vulnerabilities.

<b>Supporting: Harvey County Clerk</b>	
<b><i>Response (During Event) Actions for ESF 7 - Resource Support</i></b>	
1	Maintain an inventory system to track supplies used in the disaster.

<b>Supporting: Harvey County Communications</b>	
<b><i>Preparedness (Pre-Event) Actions for ESF 7 - Resource Support</i></b>	
1	Maintain a central personnel roster, contact, and resource lists to support ESF-7 tasks.
2	Identify who is responsible for initial notification of ESF-7 personnel.

<b>Supporting: Harvey County Data Processing</b>	
<b><i>Preparedness (Pre-Event) Actions for ESF 7 - Resource Support</i></b>	
1	Maintain a central personnel roster, contact, and resource lists to support ESF-7 tasks.
2	Identify information technology disaster plan to assist in restoration of computer resources.

<b>Supporting: Harvey County Department of Aging</b>	
<b><i>Preparedness (Pre-Event) Actions for ESF 7 - Resource Support</i></b>	
1	Maintain a central personnel roster, contact, and resource lists to support ESF-7 tasks.

<b>Supporting: Harvey County Emergency Management</b>	
<b><i>Preparedness (Pre-Event) Actions for ESF 7 - Resource Support</i></b>	
1	Maintain a central personnel roster, contact, and resource lists to support ESF-7 tasks.
2	Identify who is responsible for initial notification of ESF-7 personnel.
3	Identify liaison rolls with the state and adjacent county resource support officials.
4	Collect, process, and disseminate information to and from the EOC.
5	Develop and maintain ESF-7 Annex.
6	Participate in training, drills, and exercises.
7	Establish contact with private resources that could provide support during an emergency.
8	Identify how access will be granted and tracked to critical or limited access sites following an incident.
9	Cooperate with ESF 1 to develop strategies for transporting materials through restricted areas, quarantine lines, law enforcement checkpoints, and other transportation restrictions.
10	Identify how resources are inventoried and tracked.
11	Establish emergency contracting procedures.

<b>Response (During Event) Actions for ESF 7 - Resource Support</b>	
1	Designate personnel to coordinate ESF-7 activities in EOC.
2	Manage the collection, processing, and dissemination of information between ESF 7 and EOC or incident command.
3	Participate in EOC briefings, incident action plans, situation reports and meetings to support ESF7.
4	Work with the EOC staff to establish priorities and grant resource requests according to priorities.
5	If necessary, establish staging areas, distribution sites and mobilization centers.
6	Activate mutual aid agreements as required.
7	Maintain an inventory system to track supplies used in the disaster.
8	Coordinate with ESF 12 to support missions with limited fuel availability.
<b>Mitigation Actions for ESF 7 - Resource Support</b>	
1	Participate in the hazard identification process identify and correct vulnerabilities.

<b>Supporting: Harvey County Health Department</b>	
<b>Preparedness (Pre-Event) Actions for ESF 7 - Resource Support</b>	
1	Maintain a central personnel roster, contact, and resource lists to support ESF-7 tasks.
<b>Response (During Event) Actions for ESF 7 - Resource Support</b>	
1	Participate in EOC briefings, incident action plans, situation reports and meetings to support ESF7.
2	If necessary, establish staging areas, distribution sites and mobilization centers.

<b>Supporting: Harvey County Road &amp; Bridge</b>	
<b>Preparedness (Pre-Event) Actions for ESF 7 - Resource Support</b>	
1	Maintain a central personnel roster, contact, and resource lists to support ESF-7 tasks.
<b>Response (During Event) Actions for ESF 7 - Resource Support</b>	
1	Participate in EOC briefings, incident action plans, situation reports and meetings to support ESF7.
2	Coordinate with ESF 12 to support missions with limited fuel availability.

<b>Supporting: Harvey County Sheriff Office/Detention Center</b>	
<b>Preparedness (Pre-Event) Actions for ESF 7 - Resource Support</b>	
1	Maintain a central personnel roster, contact, and resource lists to support ESF-7 tasks.
2	Identify how access will be granted and tracked to critical or limited access sites following an incident.
3	Cooperate with ESF 1 to develop strategies for transporting materials through restricted areas, quarantine lines, law enforcement checkpoints, and other transportation restrictions.
<b>Response (During Event) Actions for ESF 7 - Resource Support</b>	
1	Provide field support for emergency responders at the scene.
2	Participate in EOC briefings, incident action plans, situation reports and meetings to support ESF7.

<b>Supporting: Kansas Rural Electric Cooperative Association</b>	
<b>Preparedness (Pre-Event) Actions for ESF 7 - Resource Support</b>	
1	Maintain a central personnel roster, contact, and resource lists to support ESF-7 tasks.

<b>Supporting: State Animal Response Team (SART)</b>	
<b><i>Preparedness (Pre-Event) Actions for ESF 7 - Resource Support</i></b>	
1	Maintain a central personnel roster, contact, and resource lists to support ESF-7 tasks.
<b>Supporting: The Salvation Army</b>	
<b><i>Preparedness (Pre-Event) Actions for ESF 7 - Resource Support</i></b>	
1	Maintain a central personnel roster, contact, and resource lists to support ESF-7 tasks.
<b>Amateur Radio Operators (ARES)</b>	
<b><i>Preparedness (Pre-Event) Actions for ESF 7 - Resource Support</i></b>	
1	Maintain a central personnel roster, contact, and resource lists to support ESF-7 tasks.
<b>Burrton CFD #5</b>	
<b><i>Preparedness (Pre-Event) Actions for ESF 7 - Resource Support</i></b>	
1	Maintain a central personnel roster, contact, and resource lists to support ESF-7 tasks.
<b><i>Response (During Event) Actions for ESF 7 - Resource Support</i></b>	
1	Provide field support for emergency responders at the scene.
<b><i>Mitigation Actions for ESF 7 - Resource Support</i></b>	
1	Participate in the hazard identification process identify and correct vulnerabilities.
<b>Burrton Police Department</b>	
<b><i>Preparedness (Pre-Event) Actions for ESF 7 - Resource Support</i></b>	
1	Identify how access will be granted and tracked to critical or limited access sites following an incident.
<b>Halstead Fire/EMS Department</b>	
<b><i>Response (During Event) Actions for ESF 7 - Resource Support</i></b>	
1	Provide field support for emergency responders at the scene.
<b>Halstead Police Department</b>	
<b><i>Preparedness (Pre-Event) Actions for ESF 7 - Resource Support</i></b>	
1	Identify how access will be granted and tracked to critical or limited access sites following an incident.
2	Cooperate with ESF 1 to develop strategies for transporting materials through restricted areas, quarantine lines, law enforcement checkpoints, and other transportation restrictions.
<b><i>Response (During Event) Actions for ESF 7 - Resource Support</i></b>	
1	Provide field support for emergency responders at the scene.
<b>Harvey County Fire District #1</b>	
<b><i>Preparedness (Pre-Event) Actions for ESF 7 - Resource Support</i></b>	
1	Maintain a central personnel roster, contact, and resource lists to support ESF-7 tasks.
<b><i>Response (During Event) Actions for ESF 7 - Resource Support</i></b>	
1	Provide field support for emergency responders at the scene.
<b><i>Mitigation Actions for ESF 7 - Resource Support</i></b>	
1	Participate in the hazard identification process identify and correct vulnerabilities.

<b>Hesston Fire/EMS Department</b>	
<b><i>Response (During Event) Actions for ESF 7 - Resource Support</i></b>	
1	Provide field support for emergency responders at the scene.

<b>Hesston Police Department</b>	
<b><i>Preparedness (Pre-Event) Actions for ESF 7 - Resource Support</i></b>	
1	Identify how access will be granted and tracked to critical or limited access sites following an incident.
2	Cooperate with ESF 1 to develop strategies for transporting materials through restricted areas, quarantine lines, law enforcement checkpoints, and other transportation restrictions.
<b><i>Response (During Event) Actions for ESF 7 - Resource Support</i></b>	
1	Provide field support for emergency responders at the scene.

<b>Kansas Division of Emergency Management</b>	
<b><i>Preparedness (Pre-Event) Actions for ESF 7 - Resource Support</i></b>	
1	Identify and establish a credentialing system to be used in a disaster.

<b>Kansas Highway Patrol</b>	
<b><i>Preparedness (Pre-Event) Actions for ESF 7 - Resource Support</i></b>	
1	Identify how access will be granted and tracked to critical or limited access sites following an incident.
2	Cooperate with ESF 1 to develop strategies for transporting materials through restricted areas, quarantine lines, law enforcement checkpoints, and other transportation restrictions.

<b>Newton Fire/EMS Department</b>	
<b><i>Response (During Event) Actions for ESF 7 - Resource Support</i></b>	
1	Provide field support for emergency responders at the scene.

<b>Newton Police Department</b>	
<b><i>Preparedness (Pre-Event) Actions for ESF 7 - Resource Support</i></b>	
1	Identify how access will be granted and tracked to critical or limited access sites following an incident.
2	Cooperate with ESF 1 to develop strategies for transporting materials through restricted areas, quarantine lines, law enforcement checkpoints, and other transportation restrictions.
<b><i>Response (During Event) Actions for ESF 7 - Resource Support</i></b>	
1	Provide field support for emergency responders at the scene.

<b>North Newton Police Department</b>	
<b><i>Preparedness (Pre-Event) Actions for ESF 7 - Resource Support</i></b>	
1	Identify how access will be granted and tracked to critical or limited access sites following an incident.
2	Cooperate with ESF 1 to develop strategies for transporting materials through restricted areas, quarantine lines, law enforcement checkpoints, and other transportation restrictions.
<b><i>Response (During Event) Actions for ESF 7 - Resource Support</i></b>	
1	Provide field support for emergency responders at the scene.



<b>Sedgwick Fire/EMS Department</b>	
<b><i>Preparedness (Pre-Event) Actions for ESF 7 - Resource Support</i></b>	
1	Identify how access will be granted and tracked to critical or limited access sites following an incident.
<b><i>Response (During Event) Actions for ESF 7 - Resource Support</i></b>	
1	Provide field support for emergency responders at the scene.

<b>Sedgwick Police Department</b>	
<b><i>Preparedness (Pre-Event) Actions for ESF 7 - Resource Support</i></b>	
1	Cooperate with ESF 1 to develop strategies for transporting materials through restricted areas, quarantine lines, law enforcement checkpoints, and other transportation restrictions.
<b><i>Response (During Event) Actions for ESF 7 - Resource Support</i></b>	
1	Provide field support for emergency responders at the scene.

<b>Walton Police Department</b>	
<b><i>Preparedness (Pre-Event) Actions for ESF 7 - Resource Support</i></b>	
1	Identify how access will be granted and tracked to critical or limited access sites following an incident.
2	Cooperate with ESF 1 to develop strategies for transporting materials through restricted areas, quarantine lines, law enforcement checkpoints, and other transportation restrictions.
<b><i>Response (During Event) Actions for ESF 7 - Resource Support</i></b>	
1	Provide field support for emergency responders at the scene.

#### **IV. Financial Management**

- A. Once the Emergency Declaration is in effect ESF 7, in conjunction with the support agencies, assumes the full responsibility for resource support for all departments within the guidelines of the Emergency Declaration.
- B. All inter-departmental and a portion of intra-departmental procurement from existing inventories is handled on the departmental level with no assistance from ESF 7. If this course is pursued, departments are instructed to document all transactions pursuant to FEMA audit requirements.
- C. Resources obtained from outside sources (other governmental entities or commercial suppliers) are routed through ESF 7 as necessary.
- D. Procurement procedures should be outlined in an "Emergency Purchasing Procedures Manual." This manual should be complete with a copy of telephone and fax numbers for "emergency vendors" sorted by product or service. These "emergency vendors" should have agreed in advance to provide necessary supplies to authorized Harvey County officials and employees at little or no notice at the normal government discount rate.
- E. Expenditures for cost recovery are documented during the incident and after the incident period. All response agencies work with ESF 7 personnel in notifying the Harvey County Administration of expenditures based on standard accounting procedures.

- F. Each agency is responsible for tracking its own costs associated with ESF 7 operations using the standard procedures established by the support agency's standard accounting and tracking procedures.
- G. Each agency is responsible for monitoring staff hours using its own tracking system, and requesting financial reimbursement (as applicable) for staff hours incurred in association with ESF 7 operations.
- H. The State of Kansas EOC through the Harvey County EOC will provide appropriate forms, and provide guidance to complete forms for efficient tracking and reimbursement.

## **V. References and Authorities**

### **REFERENCES**

### **AUTHORITIES**

