

Emergency Operations Plan

Emergency Support Function – 7

Resource Support

I. PURPOSE

This Emergency Support Function (ESF) Annex describes expected mission execution for the preparedness and response phases and identifies the responsibilities assigned to its members. This Annex is utilized in conjunction with the Emergency Operations Plan which provides an overview of Horry County’s approach to emergency operations and the emergency management organization.

The ESF-7 Annex describes the provision of services, equipment and supplies to support expedient operations associated with a disaster or emergency; and for the approval and acquisition of equipment and supplies not available through normal purchasing channel and ordering time frames.

II. MISSION

To provide guidance for emergency acquisition, staging, distribution, conservation and use of essential resources, whether human, financial, equipment or any other kind.

III. SITUATION AND ASSUMPTIONS

Horry County is susceptible to a multitude of natural and man-made disasters. These disasters, depending on their magnitude, have the ability to damage structures and lifelines that will rapidly overwhelm the capacity of Horry County to assess the disaster and respond effectively to the basic and emergency human needs.

Following an emergency or disaster, there may be a need to provide resources, goods and services to the affected areas. If donated goods and volunteer services are donated to the County, ESF-18, Donated Goods and Services is responsible for handling them. The management of resource support is highly situational, requiring flexibility and adaptability. It is assumed that in a wide spread disaster resources will be limited. It is the intent for ESF-7 to document procedures for distribution of the resources available in an equitable manner.

IV. PARTICIPATION COUNTY DEPARTMENTS AND SUPPORT AGENCIES:

A. Primary: Horry County Procurement

B. Support:

- 1.Horry County Parks and Recreation
- 2.Horry County Human Resources
- 3.Horry County Public Safety

V. NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) REQUIREMENTS

All ESF personnel will be trained on principals of the National Incident Management System in accordance with current guidance from the Department of Homeland Security. Refer to the website <http://training.fema.gov/IS/crslist.asp> for more information on all programs. The minimum requirements are as follows:

- A.** IS-100.a Introduction to the Incident Command System
- B.** IS-200.a ICS for a Single Resource and Initial Action Incidents
- C.** IS-700.a NIMS, an Introduction
- D.** IS-800.b National Response Framework, an Introduction

VI. CONCEPT OF OPERATIONS

- A.** When the EOC is activated, the Logistics Support Branch Director will confirm that the ESF-7 Coordinator position has been staffed.
- B.** The ESF-7 Coordinator will establish and maintain lines of communication to facilitate coordination of activities and resources with all Horry County EOC ESFs, the South Carolina EOC and other agencies/representatives who may provide assistance during major response operations.
- C.** Agencies and representatives assigned to ESF-7 will be alerted according to EOC Activation procedures in the EOP.
- D.** All ESF-7 personnel will report to their pre-designated locations unless otherwise directed by their supervisor at the time they are notified of the emergency. Pre-designation of duties and responsibilities will facilitate a reduction in response time.
- E.** Commit all locally available resources as necessary to protect the lives and property of citizens. After local resources have been expended or committed, assistance will be sought from Donated Good and Services, then the State EOC. All resources will be requested utilizing WebEOC, Resource Management Board.
- F.** ESF-7 will maintain a list of local resources available for emergency use. The list should indicate the quantity, location and contact person. The list will be maintained by Horry County Procurement.
- G.** Records of all resources expended in an emergency or disaster, such as personnel, equipment and materials will be tracked utilizing City Works.
- H.** Activation, coordination and support of Point of Distribution (POD) is maintained with in the Horry County Logistics Plan, which is Section 6 of the Comprehensive Emergency Management Plan.
- I.** Coordinate emergency purchases / procurement in accordance with emergency purchasing and procurement policies.

J. Existing mutual aid agreements may be able to augment and satisfy a temporary increase in local needs. If local capabilities are exceeded, support may be available from state and federal resources. These requests should be channeled through the Horry County EOC, ESF-7, Resource Support.

K. Situation Reports (SITREP)

1.A Situation Report (SITREP) will be produced for each Operational Period. The initial SITREP will be completed within the first hour after activation. The Situation Analysis Unit Leader will coordinate with Section Liaisons and Branch Directors to receive timely SITREPs to coincide with the EOC briefings and the Executive Group Planning Meetings.

- i. Each EOC position will complete their part of the ESF SITREP, providing a comprehensive and accurate report, and turn it into their respective ESF Coordinator for completion by 06:00 and 16:00. The ESF Coordinator will then provide the completed ESF SITREP to the appropriate Branch Director no later than 06:30 and 16:30.
- ii. The Branch Directors will collaborate and complete their portion of the Section SITREP while coordinating with the Section Liaison. The Section Liaison gives the final Logistics Section SITREP to the Situation Analysis Unit Leader at 7:30 and 17:30.
- iii. The Situation Analysis Unit Leader will generate the EOC SITREP and provide copies to the EOC Manager for approval at 08:30 and 18:30 in preparation of the Executive Group Planning Meetings.
- iv. Once the SITREP has been reviewed and approved by the EOC Manager or Assistant Manager, the Situation Unit Leader will send the SITREP to the State Emergency Operations Center (SEOC) by 09:00 and 19:00 each operational period.

L. EOC Action Plan

- i. When the EOC is activated the Planning Section, while coordinating with other sections, will prepare a written action plan. The EOC Action Plan will set forth objectives, based on the Executive Groups recommendations and tasks to be completed during the next operational period.
- ii. Essential to the development of each operational period action plan are the section and ESF SITREPs. The future operational period objectives are derived from the previous operational period SITREPs.
- iii. All ESF Coordinators will attend the appropriate action planning meetings, according to the EOC Action Plan and EOC Briefings and Meetings SOP, in support of the EOC Action planning process.

M. Information Display and Management

1. During the Horry County EOC activation, all agencies, departments and representatives will use WebEOC for systematic information sharing and documentation efforts. Reference the WebEOC User's Guide from more information on proper program operation.
2. To maintain documentation redundancy, hardcopy documents for all forms utilized in the perspective ESFs will be located in a file box or binder at each ESF position.
3. The successful development of the Action Plan will strongly depend on how involved and effective each agency/representative is in the planning process.

4. A local list of available infrastructure resources, to include assets and personnel, should be maintained in the EOC.
5. Coordination between resource support agencies/representatives is necessary to ensure emergency operational readiness. Each department, agency and/or representative responsible should develop standard operational procedures, instructions and resource listings to support this plan.

VII. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Primary:

1. Horry County Procurement

- a. Serving as primary role in ESF-7, the Procurement Department representative will function as the ESF-7 Coordinator and has the following responsibilities:
 - i. Exercise overall responsibility for the coordination of ESF-7 activities.
 - ii. Serves as the ESF-7 coordinator in all EOC briefings and meetings.
 - iii. Coordinate and complete the ESF-7 SITREP and give to the Logistics Services Branch Director.
- b. The Horry County employee representing Horry County Procurement in ESF-7 will maintain the ESF-7 and Equipment / Supplies Coordinator Positions. Specific tasks are included in the associated SOP.
- c. Coordinate and use all available resources during an emergency or disaster.
- d. Prepare and maintain a list of emergency resources and key points of contact.
- e. Coordinate resources with other agencies and volunteers in order to maintain adequate resources.
- f. Assess the impact of the emergency on the available resources and identifiable needs.
- g. Keep records of services and resources rendered during an emergency.
- h. Oversee distribution processes (reference Horry County Logistics Plan)
- i. Coordinate with ESF-5 Information and Planning, the Resource Supply Unit Leader.
- j. Ensure that resources are properly deployed and checked in at emergency/incident sites.

B. Support:

1. Horry County Parks and Recreation

- a. The Horry County employee representing the Horry County Parks and Recreation in ESF-7 will maintain the Facilities / Maintenance Coordinator Position. Specific tasks are included in the associated SOP.
- b. Coordinate and oversee the management of essential facilities and sites during disaster operations (i.e., EOC, Homewood shelter, Base Camp, etc.)

- c. Coordinate with other ESFs for support required for facilities.
- d. Coordinate with the Finance section on any claims or fiscal matters relating to facilities operations and/or the acquisition of new temporary facilities.
- e. Close out each facility when no longer needed.
- f. Determine the need for maintenance and repair services; identifies resources; coordinates maintenance and repair activities.

2. Horry County Public Safety

- a. The Horry County employee representing Horry County Public Safety in ESF-7 will maintain the POD Coordinator Position. Specific tasks are included in the associated SOP.
- b. Coordinate the needs of all Points of Distributions (PODs). Reference the Horry County Logistics Plan.

3. Horry County Human Resources

- a. The Horry County employee representing Horry County Human Resources in ESF-7 will maintain the Human Resources Coordinator Position. Specific tasks are included in the associated SOP.
- b. Coordinate all personnel support requests received in the EOC including any category of personnel support requested from the EOC sections or from response elements in the field.
- c. Identify sources and maintain an inventory of personnel support and volunteer resources; request personnel resources from those departments / agencies as needed.
- d. Assign personnel within the EOC as needed.
- e. Keep the EOC Organizational Chart up-to-date with names of staff on duty as needed.

VII. ANNEX MAINTENANCE

The Logistics Section Liaison has responsibility for coordinating, developing and maintaining the section ESF Annexes with the associated Branch Directors and designated ESF Primary Departments. The Annex is updated in conjunction with the Response/EOP as stated in Section 6, Plan Development and Maintenance.

Emergency Support Function (ESF) 7 Resource Support

General ESF Actions

Horry County Emergency Management takes a comprehensive approach to emergency planning; therefore, ESF actions for recovery and mitigation are included in those specific plans.

Primary:

- Horry County Procurement

Support:

- Horry County Parks and Recreation
- Horry County Public Safety
- Horry County Human Resources

**Please refer to the EOP, IV, B, 8 for general preparedness and response actions.*

Preparedness

- Develop methods and procedures for responding to and complying with requests for resources
- Develop procedures for reimbursing vendors for services rendered.
- Provide a list of vendors and suppliers and their available resources.
- Establish pre-planned contracts where necessary to ensure prompt support from vendors during emergencies.
- Participate in county exercises and conduct, at least annually, an ESF-18 exercise to validate this annex and supporting SOPs.
- Ensure all ESF-7 personnel integrate NIMS principals in all planning. All ESF personnel must complete all required NIMS training, as outlined in the Department of Homeland Security (DHD) training guidance.
- Ensure procedures are in place to document costs for potential reimbursement.

Response

- Coordinate with agencies whose personnel, equipment, or other resources may be used.
- Establish and maintain a tracking and accounting system, for all acquired resources, including management reports.
- Assess initial reports to identify potential resource needs.
- Identify procurement resources and potential facility locations in the disaster area operations.