

BROWN COUNTY EMERGENCY SUPPORT FUNCTION (ESF) 7 RESOURCE SUPPORT

LEAD COORDINATING AGENCY: Brown County Emergency Management East-Central
Regional Incident Management Team (IMT)

SUPPORT AGENCIES: Brown County Human Services; Public Health Division
Brown County Human Services
Brown County Finance Office
Brown County Human Resources
Brown County Executive's Office
Brown County Public Safety Communications (PSC)
Brown County Sheriff's Department
Brown County Highway Department
Green Bay Metro Fire Department (GBMFD)
Wisconsin Emergency Management (WEM)

Volunteer Organizations Active in Disasters:

Red Cross
Salvation Army
ARES/RACES
Operation Community Cares (OCC)
United Way/2-1-1
Brown County CERT (inactive)

STATE ESF COORDINATING AGENCY: Wisconsin Emergency Management

I. INTRODUCTION

A. Purpose

Emergency Support Function (ESF) -7 (Resource Support) provides the mechanism by which Brown County coordinates requests from the Incident Commander or other response/recovery entities for county, local, and tribal governments, the private sector, and volunteer resources before, during, and after emergencies or disasters.

B. Scope

1. ESF-7 describes how Brown County coordinates and manages resources to provide the logistical support necessary for Emergency Operations Center (EOC) operations and to county personnel assigned to other locations in support of an incident.
2. Resource support for county, local, and tribal government and volunteer organizations may consist of, but is not limited to, emergency relief supplies, facility space, office equipment, office supplies, communications, contracting services, transportation services, security services, special teams and

resources, and personnel required to support immediate response and recovery activities.

C. Assumptions

1. BCEM does not have sufficient staff to support large incidents and will rely on staff members from other county agencies, municipalities, volunteer agencies, and IMT members for EOC operations.
2. Non-Brown County staff member assigned to the EOC will bring their own laptop computers if available
3. The EOC has sufficient tables, chairs, and BC WIFI to support 30-40 people and approximately six desktop computers
4. EOC operations may involve multiple shifts/operational periods during a 24-hour cycle.

II. POLICIES

- A. Brown County maintains a 24-hour dispatch center to respond to incidents and support requests when notified. Brown County Emergency Management (BCEM) Staff will respond to requests for assistance.
- B. When the EOC is activated, the county may implement all or part of the Emergency Operations Plan (EOP) and operates using the Emergency Support Function (ESF) model. The EM Director/EOC Manager may coordinate with the Incident Commander (IC) to designate an ESF-7 Coordinator or Logistics Section Chief to manage and coordinate resource assistance to the affected county agencies, local governments, or tribal areas responding to the incident.
- C. Under ESF-7, the BCEM does not manage medical resources (covered in ESF-8) or communications resources (covered in ESF-2), unless specifically requested.
- D. BCEM coordinates with counties, tribal organizations, the WEM Regional Director, and volunteer organizations to obtain resources necessary to establish and maintain effective operations for the preparation, response, and recovery phases of an incident.
- E. Brown County and agencies may have limited resources to support extended response and recovery efforts, and when exhausted mutual aid and state support may be requested.
- F. Brown County agencies are required to maintain lists and catalogs of available resources, capabilities, and methods for mobilizing those resources in the event of an emergency.
- G. Responsibility for resource coordination of local assets, volunteers, and donations management resides with local/tribal government.

- H. Management of volunteers and donations to the county are described in the BC Volunteer Management Plan.

III. CONCEPT OF OPERATIONS

A. General

- 1. Requests for resources are processed and managed by BCEM.
If the EOC has not been activated, resource requests are handled by the Brown County Dispatch Center/PSC.

When the EOC has been activated, resource requests go from the Incident Command or Logistics Section Chief (LSC) to the ESF-7 Coordinator or EOC Manager who is responsible for processing the request.
- 2. Resources provided to the requesting organization (personnel and equipment) stay under the administrative control of their resource's home or owning agency. Operationally, they respond to mission assignments under the coordination of the Incident Commander or Operations Section Chief at the incident.
- 3. All responding organizations and staff members working in the EOC must keep accurate records of all their costs related to an incident.

B. EOC Incident Support

- 1. Brown County ESF-7 supports countywide response and recovery efforts by locating, coordinating, and managing needed resources and services including personnel, facilities, and equipment. It also tracks and monitors costs related to the event and charges costs to the appropriate agencies or level of government.
- 2. ESF-7 Operations
 - a. ESF-7 is responsible for three functional areas: Resource Identification, Resource Acquisition, and Logistical Support. The principle activities for each functional area are:
 - 1) Resource Identification
 - a. Identify, type, and inventory resources by material or services provided (Using FEMA Typed Resources Definitions, Incident Management Resources, FEMA 508-2, July 2005 document)
 - 2) Resource Acquisition
 - a) Initial resource requests are made by the local/county or tribal government to the Brown County Dispatch Center and/or the Brown County EOC to will contact mutual aid partners, local

governments, or volunteer and private sector sources within the region. If the request cannot be filled through these efforts, the EOC ESF-7 Coordinator will contact the State (Duty Officer or MAC Group Resource coordinator) for assistance in obtaining the resource using the 213RR form and submission into WebEOC. The request will include the item name, when it's needed, for how long and where it's to be delivered.

3) Logistical Support

- a) Provide logistical support for the operational needs of county personnel at their location (supplies, housing, transportation, etc.)
- b) Develop and implement procedures for the procurement of resources to support and expedite preparedness, mitigation, response, and recovery operations.
- c) Coordinate the movement of supplies and resources from staging, warehouse and other sites to the required location.
- d) Prioritize and coordinate the distribution of supplies and equipment to the incident location.
- e) The ESF-7 Coordinator is responsible for coordinating the distribution of supplies, resources and equipment for response/recovery operations.
- f) The EM Director/EOC Manager coordinates with the BC Finance Director and/or municipal representative to designate a contract and purchasing officer to purchase and contract for needed services, resources and equipment within statutory limits for the response/recovery effort.

C. Mitigation/Preparedness Activities

- 1. Develop methods and procedures for responding to and complying with requests for resources.
- 2. Develop procedures for reimbursing private vendors for services rendered.
- 3. Coordinate with county and municipal agencies to develop lists of private vendors and suppliers and their available resources.
- 4. Establish pre-planned contracts where necessary to ensure prompt support from vendors during emergencies.
- 5. Develop and train ESF-7 personnel on county emergency procurement procedures for acquiring supplies, resources, and equipment.
- 6. Develop resource inventories based on hazard specific studies and corresponding likely resource requests by ESF.
- 7. Participate in exercises to validate ESF 7 and supporting SOPs.
- 8. Annually review ESF 7 guidance and integrate tasks as appropriate.
- 9. Ensure all ESF 7 planning integrates NIMS principles in all planning.
- 10. Identify, develop and incorporate, as necessary
 - a. Private sector capabilities and resources
 - b. Backup response and recovery processes

D. Response Activities

1. Alert those agencies whose personnel, equipment, or other resources may be needed.
2. Implement a resource request, tracking and accounting system, including management reports.
3. Assess initial reports to identify potential resource needs.
4. Identify procurement resources and potential facility locations in the disaster area of operations.
5. Provide data to the ESF 15 for dissemination to the public, as necessary.
6. Locate, procure, and issue from available sources the resources necessary to support emergency operations to include coordination with the county/region to identify prospective staging areas, warehouses, or other facilities that are available to support the response.
7. Coordinate with the Situation Unit on all logistical support activities.
8. Coordinate, with WEM if necessary, for personnel deployment in support of emergency logistics operations.
9. Coordinate with ESF13 to evaluate warehouse security requirements.

E. Recovery Activities

1. Continue to conduct procurement activities as long as necessary and until procurement needs have been met.
2. Anticipate and plan for arrival of, and coordination with, state personnel and FEMA ESF-7 personnel at the Joint Field Office (JFO).

IV. RESPONSIBILITIES

A. Primary Agency: Brown County Emergency Management

1. Identify, train, and assign personnel to staff ESF-7 in the County EOC.
2. Notify all ESF-7 supporting agencies upon activation.
3. Support development of procedures for procurement of commodities and services, leasing of buildings and facilities, and facilities management. Provide staff support, as required.
4. Support development of procedures for the temporary acquisition and return of procured equipment.
5. Support development procedures for allocating resource support

B. Support Agencies: All Other County Departments and Agencies and Private Agencies

1. Identify, train, and assign support personnel to staff ESF 7 in the Brown County EOC.
2. Develop and maintain agency resources identification and tracking system.

V. RESOURCE REQUIREMENTS

ESF 7 maintains information on local and county resources, as appropriate, and based upon NIMS requirements.

VI. REFERENCES (located in EOC)

VII. ACRONYMS (in County Basic Plan)

VIII APPENDICES (Appendix I: Wisconsin Deaf & Hard of Hearing Interpreter List)

APPENDIX I

**Wisconsin Deaf & Hard of Hearing Interpreter Agency
Professional Interpreting Enterprise (PIE)**

Address: 6510 W Layton Ave
Greenfield, WI 53220
Phone: (414) 282-8115
Web: <http://www.pieinc-wi.com/>
Interpreters # 12

Purple Communication

Address: 210 E Olin Ave
Madison, WI 53713
Phone: (608) 257-1346 or Contact Ted 608-237-8171
Web: <http://www.purple.us/>
Interpreters # 35

Southern Wisconsin Interpreting & Translation Services Ltd (SWITS)

Address: 110 S. 3rd St
Delavan, WI 53115
Phone: (262) 740-2590
Web: <https://swits.us/>
Interpreters # 21

**** Multi-lingual translation services available in addition to sign language**